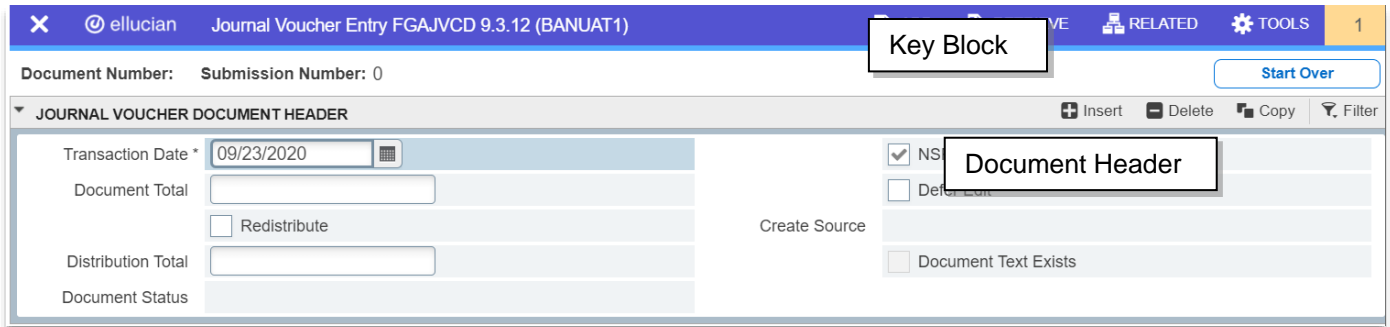


## Detail Data Entry (FGAJVCD)

When using the FGAJVCD page, all the regular Banner navigation features work as usual. To move between fields, you can either:

- Use the **Tab** key, and **Shift+Tab** to go backwards, or
- Use the mouse to select the desired field



### Key Block Information

**Document Number** – Leave this field **blank** to have the system automatically generate a new document number.

**Important Note:** If you enter any character or just press the space bar, then that entry becomes your journal voucher number. Only by leaving the field blank will the appropriate sequential “Jxxxxxxx” journal voucher number be assigned.



**Tip:** The Document number will be visible once you access the **Transaction Detail** block or the **Text Entry** page.

- Click **Go**  (or use **Alt + Page Down**) to continue.

### Document Header

**Transaction Date** – Defaults to the current date, and indicates the date the transaction will be posted. You can override to backdate for month-end or year-end purposes, as long as the period is still open.

**Posting is only permitted to open periods.**

Enter the transaction date in **MM/DD/YYYY** format - e.g. **04/15/2020** for **15-Apr-2020**

**Document Total** – Enter the absolute value of the total debits **plus** credits. To calculate this figure, add all of your debits and multiply by 2. The document total should always equal an even amount, e.g. **105.24** but never **105.25**

**Redistribute**  
**NSF Checking**  
**Defer Edit**  
**Distribution Total**  
**Document Status**  
**Create Source**

Leave these boxes blank or let them default.

**Document Text Exists** – This box will initially be blank; only system generated entries appear in this box.

**A checkmark** indicates text exists for the JV

**An empty box** indicates there is no text associated with the JV

### Entering Document Text

For all JEs and ID charges, this step is **mandatory**. The information provided must be sufficient for the primary financial authority responsible for the Fund being debited to determine the exact nature of the transfer or charge. The text will also display in FAST. **Be as descriptive as possible.**

<p>An example of a <u>good</u> document text entry:</p> <p>✓ Tree removal at the Administration Building.</p>	<p>An example of a <u>bad</u> document text entry:</p> <p>✗ Forestry service.</p>
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From the menu, select **Related** → **Document Text [FOATEXT]**:


The screenshot shows the 'Journal Voucher Entry FGA/JVCD 9.3.12 (BANPRJ2)' window. The 'Document Text [FOATEXT]' field is visible on the right side of the form. Other fields include Transaction Date (11/26/2019), Document Total (100.00), and various checkboxes like NSF Checking, Defer Edit, and Document Text Exists.

The **General Text** page opens (see below).

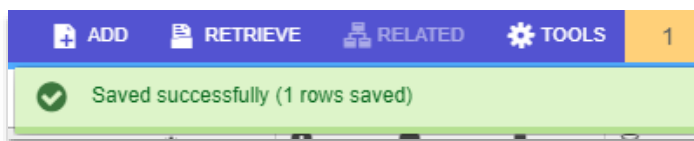
The screenshot shows the 'General Text Entry FOATEXT 9.3.6 (BANPRJ2)' window. It displays a table with columns for Text, Print \*, and Line. The text entered is: 'This form can be used for additional text on a JV. For example, a long detailed description can be added to this area. Each line can hold a maximum of 50 characters (including spaces)'. The 'Print \*' column has checkboxes checked for each line, and the 'Line' column shows values 10, 20, and 30. The interface also includes a 'Start Over' button and navigation controls.


1. Enter text (maximum of 50 characters per line). Click **Insert** to add another line or use the arrow down key to move to the next line. The number in the **Line** column is automatically generated; the default increment is 10.
2. Click to check the **Print** indicator if you would like to have each line of text printed on the posted JV Report.

**Note:** All text will print on the Unposted JV report (whether or not the print indicator is checked).

- Review data entry carefully and if everything looks correct, click **Save**  (or press the **F10** key) to save your text entries.

A message will confirm that it was successfully saved.



- Select the **Exit** icon  (or **Ctrl+Q**) to close the page. You are returned to the Document Header.

### Transaction Detail Section

To access the Transaction Detail section, click **Next Section**  (or press **Alt + PageDown**).


- Sequence** – The system generates and increases the sequence number field automatically. Press the **Tab** key to generate the first sequence number (1).
- Journal Type** – Enter the appropriate journal type, e.g. **JE15, JE16, ID1D** (see Aurora Finance Online Help web page for instructions and restrictions on JV use).
- COA** – Defaults to the current Chart of Accounts, chart M. Leave as is.
- Index** – Leave blank.
- Fund** – Enter a valid Fund code.
- Orgn** – Enter a valid Organization code.
- Acct** – Enter a valid Account code.
- Prog** – Enter a valid Program code.
- Actv** – Enter a valid Activity code, if applicable.
- Locn** – Enter a valid Location code, if applicable.
- Project** – Leave blank.

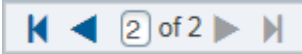
12. **Percent** – Optional field. This is the percentage of the Document total for this record. If you enter an amount in this field, the Amount field will automatically be calculated and the appropriate figure will be shown.
13. **Amount** – Dollar amount for the FOAPAL listed above.  
**Caution:** Enter a value into either the **Percent** field OR the **Amount** field, but not both.
14. **Debit/Credit** – Values to enter are either Debt or Credit.
15. **NSF Override** – Leave blank.
16. **Description** – Enter a description (maximum of 35 characters) for this record (sequence) of the journal entry or ID charge. Try to be as specific and as detailed as possible as this information will display in FAST. If correcting an entry in FAST, duplicate the description as seen in FAST.

An example of a <u>good</u> description:  <div style="color: green; font-weight: bold;">✓</div> Sept 2020 Forestry Tree Service.	An example of a <u>bad</u> description:  <div style="color: red; font-weight: bold;">✗</div> Tree Charge.
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17. **Bank Code** – Enter **OC**. This is required for JE16 and all ID charge journal types.
18. **Document Reference** – Enter a maximum of 8 alpha-numeric characters to refer to a journal entry, ID charge, invoice or PO you wish to refer to in the journal voucher. This reference number will display in FAST once the journal voucher has been posted (see sample below).

Row #	Document	FSYR	Period	Date	User ID	Description	Document Text	Type	Doc Ref Num	Encumbrance	Chart	Fund	Orgn	Acct	Prog	Actv	Locn	Outstanding Amount	Amount
1	J0401035	2019	03	22-06-2018	FINTRN02	Doe, John R	Travel claim # T8287 J...	JE15			M	110000	333200	713102	1100			0.00	-500.00
2	J0401035	2019	03	22-06-2018	FINTRN02	Doe, John R	Travel claim # T8287 J...	JE15			M	110000	333200	713101	1100			0.00	500.00
3	J0401036	2019	03	22-06-2018	FINTRN02	U OTTAWA - FACULTY OF X518...	Move expense Grant fund...	JE16			M	300236	333300	710404	2000			0.00	369.22
4	J0401036	2019	03	22-06-2018	FINTRN02	U OTTAWA - FACULTY OF X518...	Move expense Grant fund...	JE16			M	110000	333300	710404	1100			0.00	-369.22
5	J0401034	2019	03	22-06-2018	FINTRN02	Invitrogen-826925	Charge made to incorrect...	JE15			M	110000	333300	706105	1100			0.00	27.20
6	J0401034	2019	03	22-06-2018	FINTRN02	Invitrogen-826925	Charge made to incorrect...	JE15			M	110000	333300	706105	0000			0.00	-27.20

Once you have completed a record, click **Insert**  **Insert**. The system will bring you to a new record, with the cursor in the sequence field. Press the Tab key; the next Sequence number will be assigned. Enter the remainder of the transaction information (repeat steps 1-18).

If you need to return to the previous record that has been entered, use the Next/Previous record arrows at the bottom of the page to navigate between them. 

### Completing the JV

1. From the **Related Menu**, select the **Access Transaction Summary Info (FGIJSUM)** screen.
2. In the screen, ensure the following fields are accurate:
  - ✓ The **Document Total** amount matches the **Total** amount.
  - ✓ The status for each record is **Postable**

✓ The total amount of debit sequences equal the total amount of credit sequences.

Status	Sequence	Type	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Transaction Amount	Debit/Credit
Postable	1	JE15	M		110000	571000	706710	1100			50.00	Debit
Postable	2	JE15	M		110000	571000	706710	1300			50.00	Credit
<b>Total:</b>											100.00	

3. To fix any fields or simply to return to the Journal Voucher page to complete the document, click

**Exit**

4. Once data entry for the journal voucher is finished or to exit from the journal voucher and leave it

*In Progress:*

- Click **Next Section** (or press **Alt + Page Down**)

OR

- Click the **Tools** menu and select **Access Completion**.

5. The **Completion** section opens; there are two options available:

- **Complete** - Click this button to complete the journal voucher. Keep in mind that once this option is selected, the balanced document is immediately sent to the posting process.

**Note: It is not possible for anyone to edit a completed journal voucher. Therefore, if you need to make corrections to a JV or add anything new to it, you must process a new JV.**

- **In Process** - Click this button to save the data without posting the record. You can add, delete, or modify transaction records as needed on In Progress journal vouchers.

If there are any errors with your JV, the **Banner Error and Warning Messages** window will open and inform you what they are.

