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.

<table>
<thead>
<tr>
<th>An example of a good document text entry:</th>
<th>An example of a bad document text entry:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Tree removal at the Administration Building.</td>
<td>× Forestry service.</td>
</tr>
</tbody>
</table>

From the menu, select Related —> Document Text [FOATEXT]:

The General Text page opens (see below).

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).
3. 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.

4. 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**).

1. **Sequence** – The system generates and increases the sequence number field automatically. Press the **Tab** key to generate the first sequence number (1).
2. **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).
3. **COA** – Defaults to the current Chart of Accounts, chart M. Leave as is.
4. **Index** – Leave blank.
5. **Fund** – Enter a valid Fund code.
6. **Orgn** – Enter a valid Organization code.
7. **Acct** – Enter a valid Account code.
8. **Prog** – Enter a valid Program code.
9. **Actv** – Enter a valid Activity code, if applicable.
10. **Locn** – Enter a valid Location code, if applicable.
11. **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 good description:**
   ✓ Sept 2020 Forestry Tree Service.

   **An example of a bad description:**
   ✗ Tree Charge.

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).

Once you have completed a record, click **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.

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.