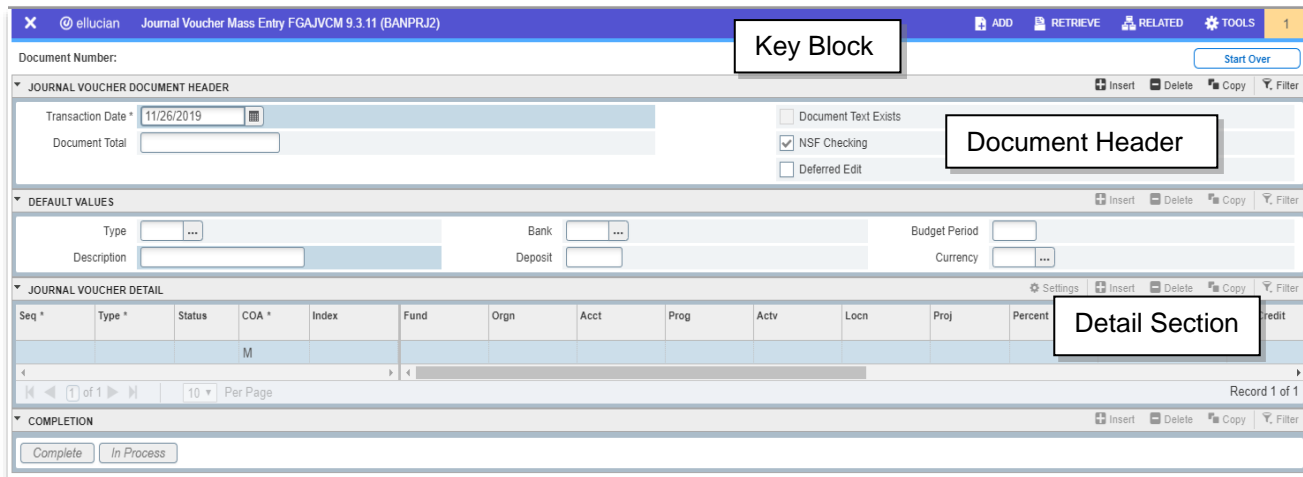


Journal Voucher Mass Entry (FGAJVCM)


When using the FGAJVCM 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

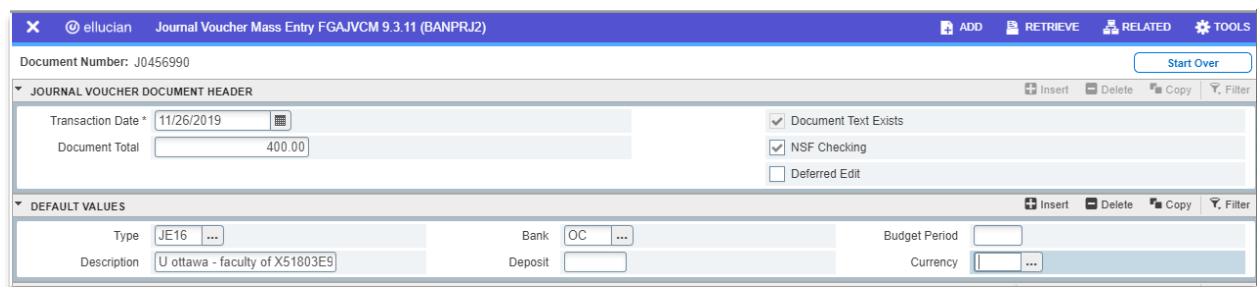


Key Block

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

Click **Go**  (or press **Alt + PageDown**) 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. If you need to change the date, enter the date in **MMDDYYYY** format, e.g. **06/25/2018** for **25-Jun-2018**

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.

NSF Checking
Deferred Edit } Leave these boxes blank or let them default.

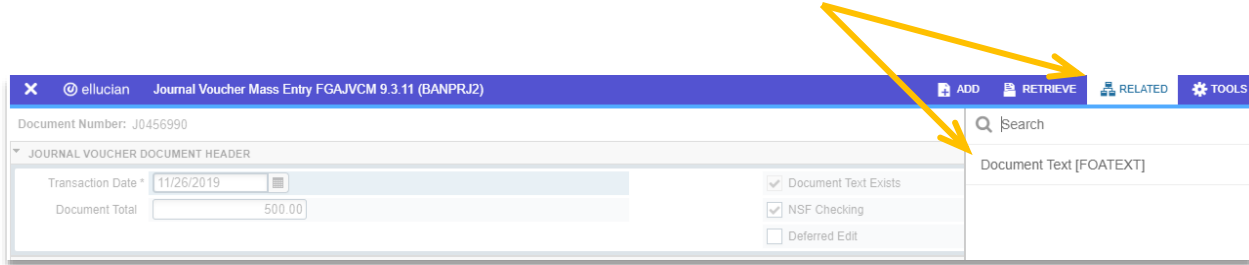
Document Text Exists – This box will initially be blank; only system generated entries appear in this box.

- A checkmark** indicates text exists for the JV
- An empty box** indicates there is no text associated with the JV

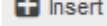
For all JEs and ID charges, this step is **mandatory**. The information provided must be sufficient for the primary financial authority responsible for the Fund being debited to determine the exact nature of the transfer or charge. **Be as descriptive as possible.**

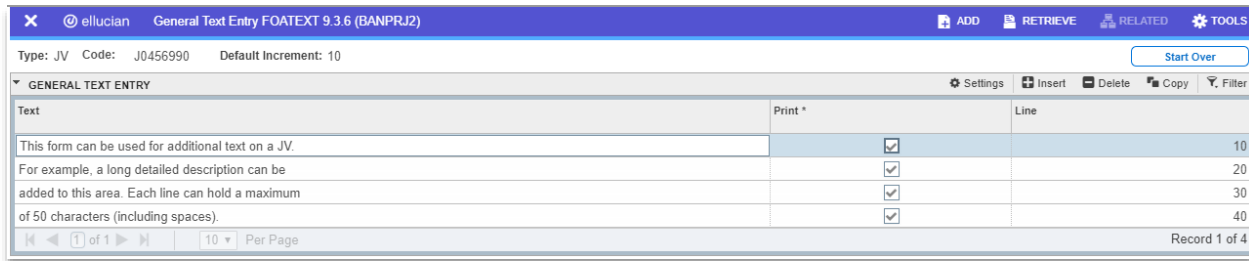
<p>An example of a <u>good</u> document text entry:</p> <p style="text-align: center;">✓ Tree removal at the Administration Building.</p>	<p>An example of a <u>bad</u> document text entry:</p> <p style="text-align: center;">✗ Forestry service.</p>
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From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




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

Enter text (maximum of 50 characters per line). Click **Insert**  to move to the next line. The number in the **Line** column is automatically generated; the default increment is 10.



Click to check the **Print** indicator if you would like to have each line of text printed on the posted JV Report.

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

Click **Exit**  (or **Ctrl+Q**) to close the page. You will be brought back to the Document Header.

Type – If a journal type applies to *all* records, enter the appropriate journal type, e.g. **JE15, JE16**. This should not be used for the ID rule types.

Bank – Enter **OC**. This is required for JE16 and all ID charge journal types.

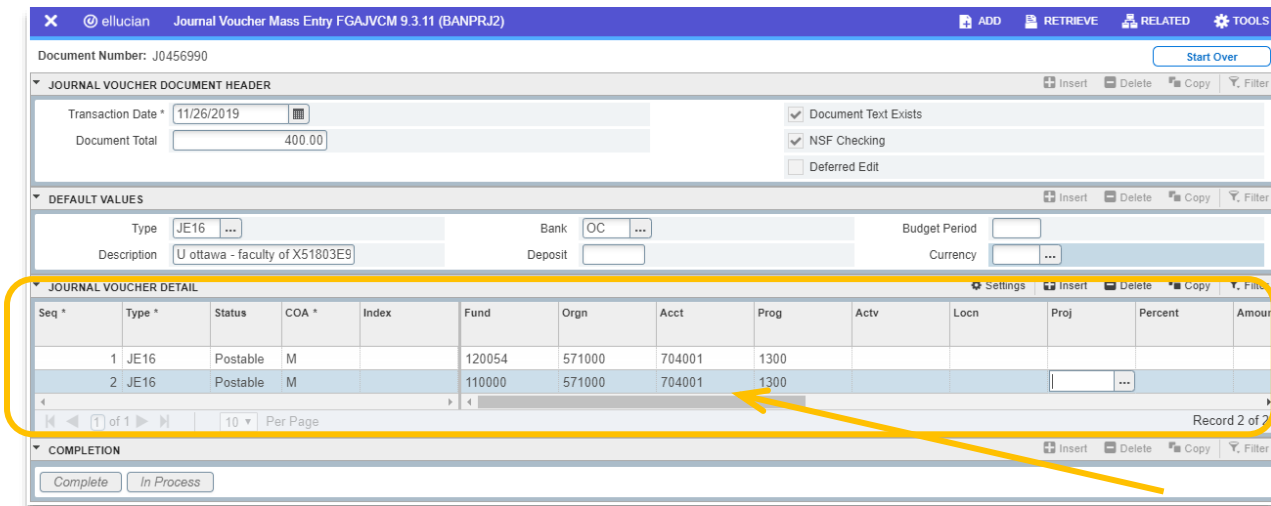
Description – If all records of the journal voucher are to have the same description, enter a description (maximum of 35 characters) that will apply. Try to be as specific and as detailed as possible as this information will display in FAST. If correcting an entry in FAST, duplicate the description as seen in FAST.

<p>An example of a <u>good</u> description:</p> <p>✓ Sept 2020 Forestry Tree Service.</p>	<p>An example of a <u>bad</u> description:</p> <p>✗ Tree Charge.</p>
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Deposit
Budget Period
Currency } Leave these fields blank

Click **Next Section**  (or press **Alt + PageDown**) to continue.

Detail Section



To move throughout the Detail Section, you will need to **tab** between fields. You can also use the **scrollbar** to access fields not immediately visible on the screen.

Seq – The system generates and increases the sequence number field automatically.

Type – Enter the appropriate journal type if a default was not entered in the Document Header.

Status – The status will default once the sequence has been completed and you have progressed to the next sequence or saved the journal voucher. The status will be one of the following:

- **Postable** indicates the sequence is ready to post
- **Non Sufficient Funds** indicates the sequence has an NSF FOP
- **Error** indicates there is an error within the sequence

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.

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.

Amount – Dollar amount for the sequence FOAPAL.

Caution: Enter a value into either the **Percent** field OR the **Amount** field, but not both.

Debit/Credit – Values to enter are either Debit or Credit.

Scroll to reach the other fields in the sequence.

The screenshot shows the 'Journal Voucher Mass Entry' interface. The 'JOURNAL VOUCHER DETAIL' table is as follows:

Seq *	Type *	Status	COA *	Index	Amount	NSF Override *	Debit/Credit	Description *	Bank	Deposit	Budget Period
1	JE16	Postable	M		200.00	<input type="checkbox"/>	Debit	U ottawa - faculty of X51803E9	OC		
2	JE16	Postable	M		200.00	<input type="checkbox"/>	Debit	U ottawa - faculty of X51803E9	OC		

Description – If you did not enter a default description in the Document Header, enter a description (maximum of 35 characters) for this sequence of the journal entry or ID charge.

Bank – If you did not enter a bank code in the Document Header and you are entering a JE16 or ID charge journal type, enter **OC**.

Deposit
Budget Period
Currency

} Leave these fields blank

Document Number: J0456990

Transaction Date: 11/26/2019
Document Total: 400.00

Document Text Exists
NSF Checking
Deferred Edit

Type: JE16
Bank: OC
Budget Period:
Description: U ottawa - faculty of X51803E9
Deposit:
Currency:

Seq *	Type *	Status	COA *	Index	Description *	Bank	Deposit	Budget Period	Currency	Gift Date	Number of Units
1	JE16	Postable	M		U ottawa - faculty of X51803E9	OC					
2	JE16	Postable	M		U ottawa - faculty of X51803E9	OC					

Record 2 of 2

Scroll to reach the other fields in the sequence.

Gift Date
Number of Units } Leave these fields blank

Use the arrow down key on your keyboard or click **Insert**  to proceed to the next sequence.

Completing the JV

Once data entry for the journal voucher is finished, or to exit from the journal voucher and leave In Progress:

- Click **Next Section**  (or press **Alt + PageDown**)

The Completion block will open with two options available:

- Complete** – Click to complete the journal voucher.
- In Process** – Click 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 Message** window will open and inform you what they are.

Banner

Total amount of all transactions (400.00) must equal document total.

OK