

A Journal Voucher page is used to enter journal entries (i.e. correcting/adjusting entries) as well as interdepartmental (ID) charges. In Banner, there are two different pages available for entering Journal Vouchers:

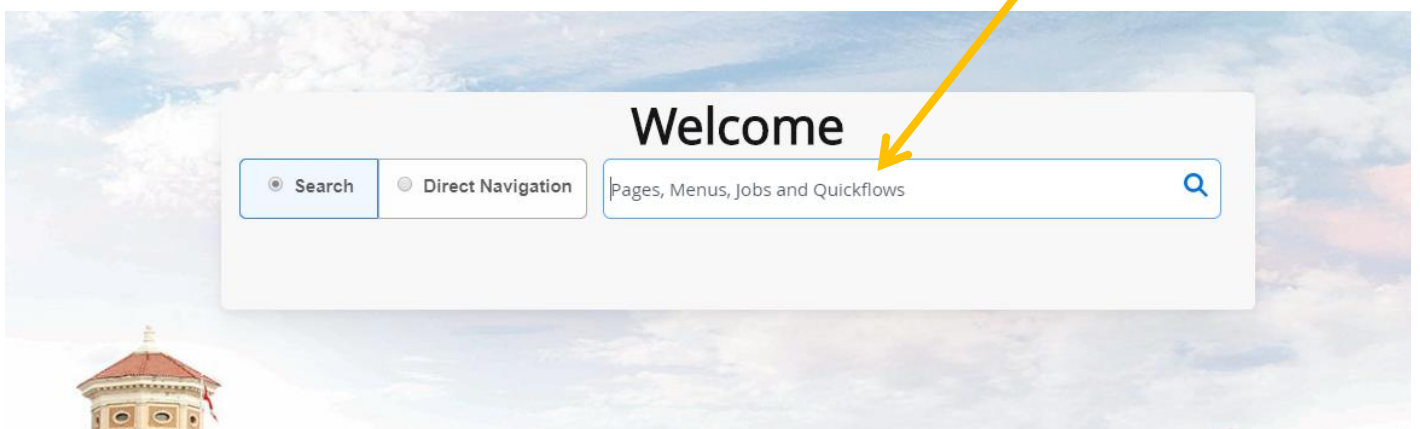
- the **Journal Voucher Quick Page (FGAJVCQ)**
- the **Journal Voucher Entry Page (FGAJVCD)**

The **Quick Page (FGAJVCQ)** contains fewer fields than the **Journal Voucher Entry Page**, and will be used for most journal entries and ID Charges.

### Navigating to the Journal Voucher Page (FGAJVCQ)

#### a) Search field

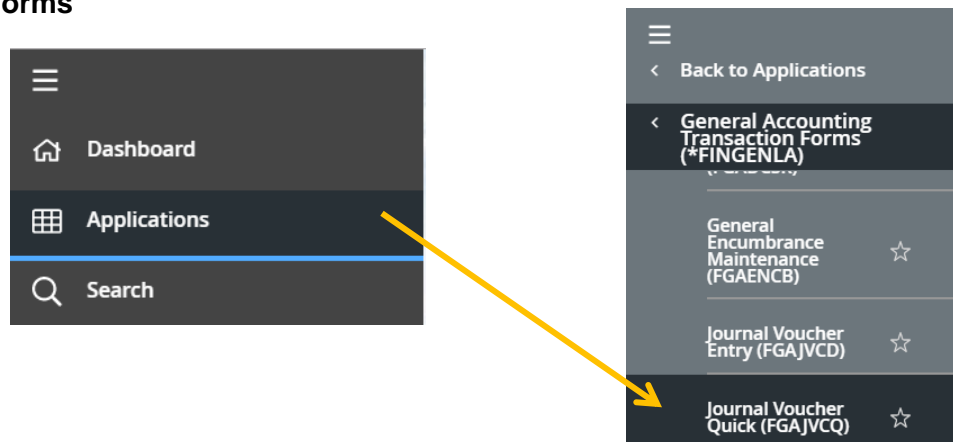
After you've logged into Banner, the cursor will be blinking in the **Search** field (see below):



Type **FGAJVCQ** and press the **Enter** key.

#### b) Using the Main Menu Panel

**Applications → Banner → Finance System Menu → General Ledger → General Accounting Transaction Forms**



Locate **Journal Voucher Quick (FGAJVCQ)** in the list and select it.