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.