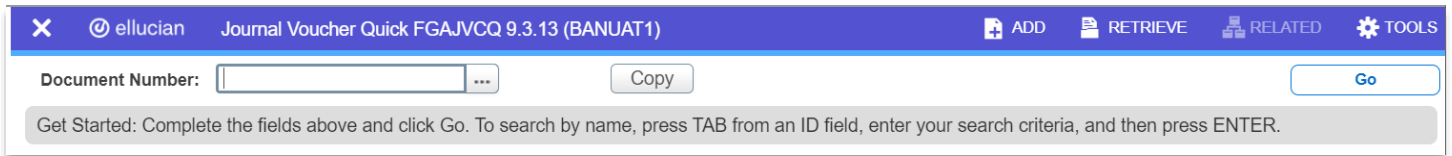


When using the **FGAJVCQ** page, all the regular Banner navigation features work as usual. To move between fields, you can either:

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




Document Number:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Key Block Information

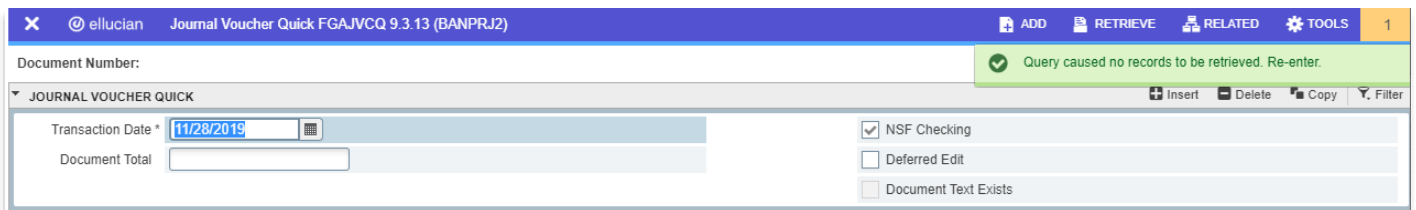
Document Number - Leave this field **blank** to have the system automatically generate a new document number.

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 **Document Text** page.

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

Document Header



Document Number: Query caused no records to be retrieved. Re-enter.

JOURNAL VOUCHER QUICK

Transaction Date *

Document Total

NSF Checking
 Deferred Edit
 Document Text Exists

Transaction Date - Defaults to the current date, and indicates the date a transaction will be posted. You can override it to backdate for month end or year end purposes as long as these periods are 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 of 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**.

NSF Checking - By default this box is checked. Insufficient funds checking occurs as the JV is being entered.

Deferred Edit - Leave this box blank.

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

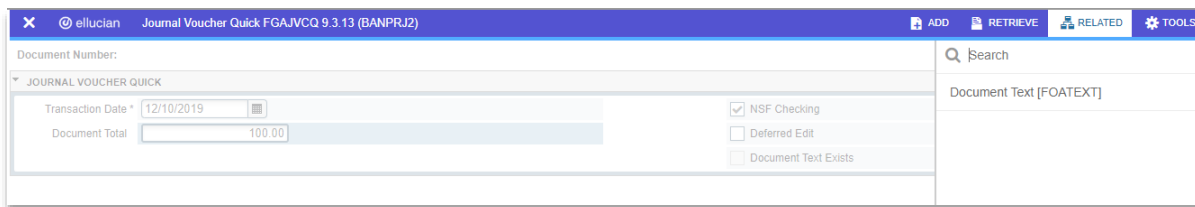
- A checkmark** indicates that text exists for the JV.
- An empty checkbox** indicates that there is no text associated with the JV.

Entering Document Text

For all JEs and ID charges, this step is **mandatory**. The information provided must be sufficient for the 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.**

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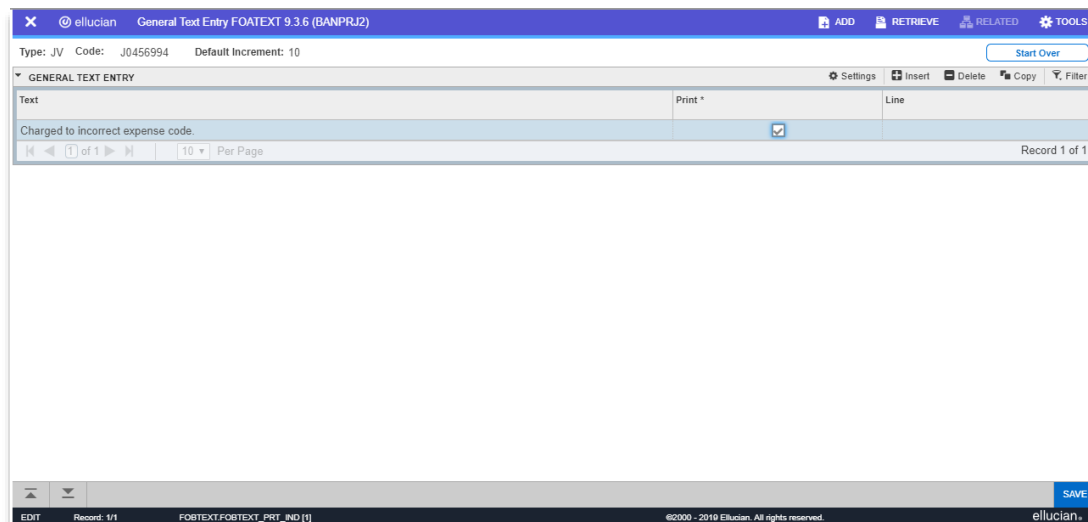
From the menu bar, select **Related** → **Document Text [FOATEXT]**:




The **General Text Entry** screen opens (see below).

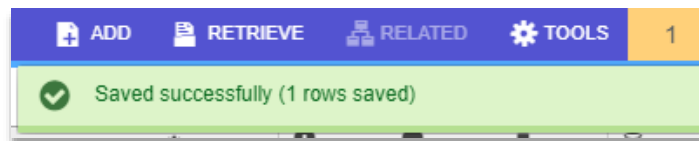
1. Enter text (maximum 50 characters per line). Click **Insert** to add another line or use the down arrow key to move to the next line.


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

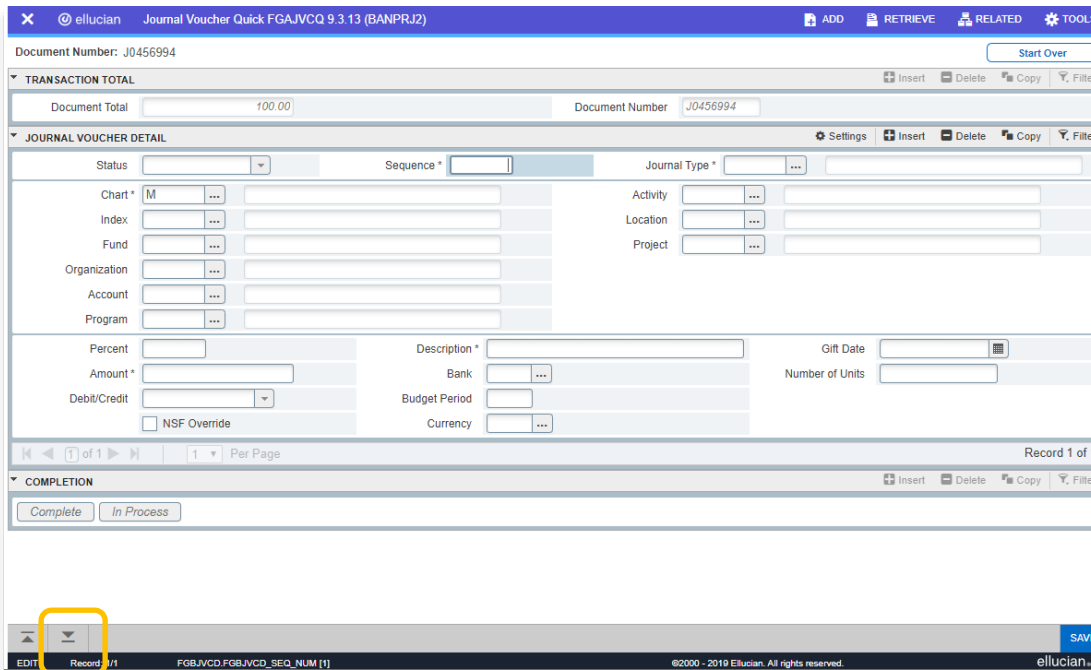
A message will confirm that it was successfully saved.





4. Click **Exit**  (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 + Page Down**.



1. **Status** - The system updates this field after each transaction record is saved. You can save a record by:

- clicking **Save**  (or pressing the **F10** key) or,
- moving to the next record, either by clicking **Next Record**  or pressing the down arrow key.

Each record in the JV can have a value of:

- **Postable** - the transaction can be posted.
 - **Error** - an error condition caused an edit failure.
 - **NSF** - an insufficient funds condition exists for the record.
2. **Sequence** - The system generates and increases the sequence number field automatically. Press the **Tab** key to generate the first sequence number (**1**).
 3. **Journal Type** - Enter the appropriate journal type - e.g. **JE15**, **JE16**, **ID1D**, etc.
 4. **Chart** - Defaults to the current Chart of Accounts - chart **M**. Leave as is.
 5. **Index** - Leave blank.

6. **Fund** - Enter a valid Fund code.
7. **Organization** - Enter a valid Org code.
8. **Account** - Enter a valid Account code.
9. **Program** - Enter a valid Program code.
10. **Activity** - Enter a valid Activity code, if applicable.
11. **Location** - Enter a valid Location code, if applicable (only required for capital equipment and building transactions).
12. **Project** - Leave blank.
13. **Percent** - Optional field. This is a 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.
14. **Amount** - Dollar amount of the accounting distribution.
Caution: Enter a value into *either* the **Percent** field OR the **Amount** field, but not both.
15. **Debit/Credit** - Values are **Debit** or **Credit**.
16. **NSF Override** - Leave blank.
17. **Description** - Enter a description (maximum 35 characters) for this record (line) of the journal entry or ID charge. Try to be as specific and detailed as possible, as this information will display 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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18. **Bank** - Enter **OC**. This is required for **JE16** and all ID charge journal types.
19. **Currency** - All transactions are in Canadian (base) currency; leave this field blank.
20. Leave all other fields blank.

Completing a 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
Total:											100.00	

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

