



Unrestricted Accounting

Date: 01/17/2013

Creating a Journal Voucher in Banner FSJA-071

1. Go to Banner Form:
 - a. **FGAJVCQ**; JV quick form
 - b. **FGAJVCD**; Regular JV entry form
 - c. **FGAJVCM**; JV mass entry form
 2. Enter
 3. Type **NEXT** in the **Document Number** Field.
 4. Perform a **Next Block**.
 5. The **Transaction Date** field defaults to the system date.
 6. **TAB** to the **Document Total** field. Type the absolute value of the JV, i.e., add all amounts (debits and credits) together. This is known as the hash total.
 7. From the menu, select **Options, Document Text** to access **FOATEXT**. Enter a detailed description or the reason for the JV, including reference numbers of previous transactions. **NOTE: If you do not select the 'Print' check box your document text will not be viewable in LoboWeb Self Service.**
 - a. Click on **Save**
 - b. Click on **Exit**
 - c. Perform a **Next Block**.
 8. **TAB** to the Sequence field to the **Journal Type** field (or **Type** field, depending on which JV form is being used). Type the Rule code. The most common codes are:
 - JE2 = Journal Voucher Inter fund
 - BD4 = Temporary Budget Adjustment
 - EC1 = Original Encumbrance
 - EC2 = Encumbrance Adjustment
 - EC4 = Encumbrance Liquidation
 9. **TAB** to the **Index** field. Type the index code. The Index code will default the Fund, Organization, Program & Activity information.
 10. **TAB** to the **Account** field. Type the Account code.
- NOTE:** Location and Project codes are not used.
11. **TAB** to the **Amount** field. Type the amount of the transaction associated with this record.
 12. **TAB** to the **D/C** field. Type **D** (Debit) or **C** (Credit) for journal entries, **OR (+)** or **(-)** for budget entries.
 13. **TAB** to the **Description** field. Type a meaningful description of the JV.
 14. Create and complete a new record when necessary, or if finished, go to step 16.
 - To create a new record, from the menu, select **Next Record** and follow steps 8-13.
 - To utilize data on the previous record, from the menu select **Record, Duplicate** and **TAB** through, changing only the pertinent fields as needed.
 - **Save**.
 15. Select **Options, Access Transaction Summary Information** to review your work. Select **Exit** to return to the JV. Select **Options, Access Completion**.
 16. **Complete** to save and submit for posting **OR In-Process** to save and complete later. **Exit** to return to the Main Menu.

END