

## Unrestricted Accounting

Date: 07/01/2013

### Copying a completed Journal Voucher to create a new one FSJA-103

These instructions are specific to a copying a Journal Voucher (JV) from a previously completed and approved JV. *You cannot copy a JV that has not yet been posted.*

The new JV can be submitted exactly as the original, or you can make changes to any part of the JV:

- Amount
- Indices
- Account Codes
- Document Text
- Or you can process a reversal of the original JV

**If you know the JV you want to copy, skip to step 6.**

To find the Journal Voucher that you created:

1. Go to Banner Form **FOADOCU** - Document by User Form.
2. In the **Document Type** field enter **JV**.
3. To limit your search, you can also enter the date(s) when the JV was created. **This is not required.**
  - a. Enter the date in the **Activity Date From** and/or the **Activity Date To** field.
4. Perform a **Next Block**

5. Locate and JV, make note of the number, **Exit X** the form to return to the Main Menu.

6. Access the Journal Voucher form:

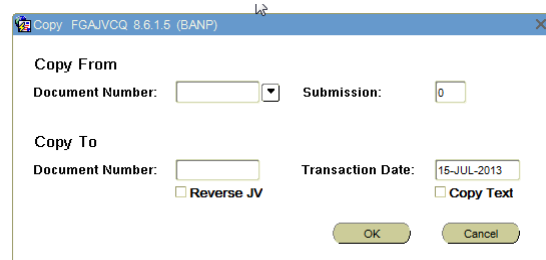
**In Banner:**

- **FGAJVCQ**
- **FGAJVCD**
- **FGAJVCM**

7. Select the icon to the right of Document Number:

Document Number:   

8. This will open the Copy form:



9. Enter the JV number in the Copy From section.
10. In the Copy To section enter NEXT, allowing Banner to assign the next number.
11. Select the Copy Text box to include the text from the original JV.
12. Select ok
13. Complete the, it will route through approvals.

\*\*\*End\*\*\*