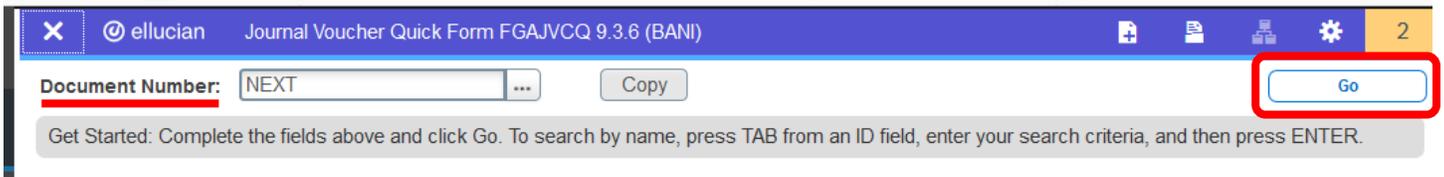


Financial Services

Date: October, 2018

Banner 9 Journal Voucher Entry

- Under Document Number, enter **NEXT** or leave blank. Click **Go** or **Alt Page Down**.



Journal Voucher Quick Form FGAJVCQ 9.3.6 (BANI)

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.

- NOTE: If you want to copy, choose the **Copy** link.

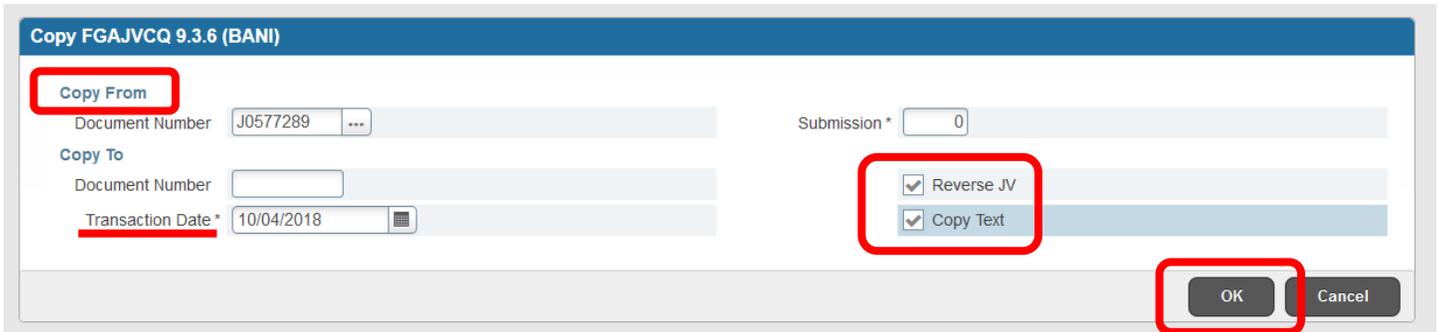


Journal Voucher Quick Form FGAJVCQ 9.3.6 (BANI)

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.

- In **Copy From**, enter the JV (Document) Number you wish to copy. Change the **Transaction Date**, which defaults to the current date, if needed. If you want the new JV to be the reversal (debit instead of credit) of the old JV, click the **Reverse JV**. If you want the document text to copy into the new JV, click the **Copy Text**. Then click **OK** to bring up the new Journal Voucher.



Copy FGAJVCQ 9.3.6 (BANI)

Copy From

Document Number: Submission *

Copy To

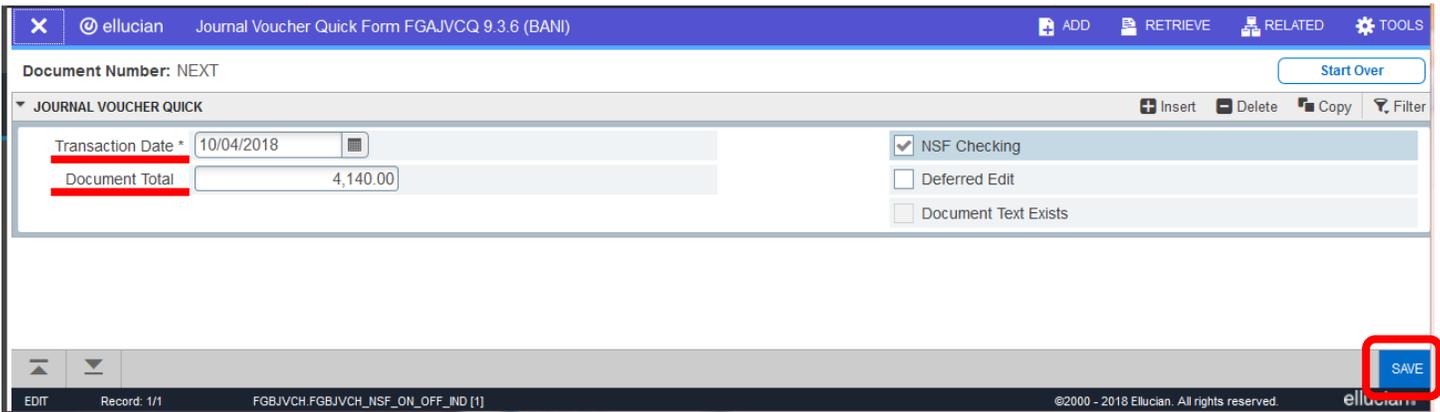
Document Number:

Transaction Date *

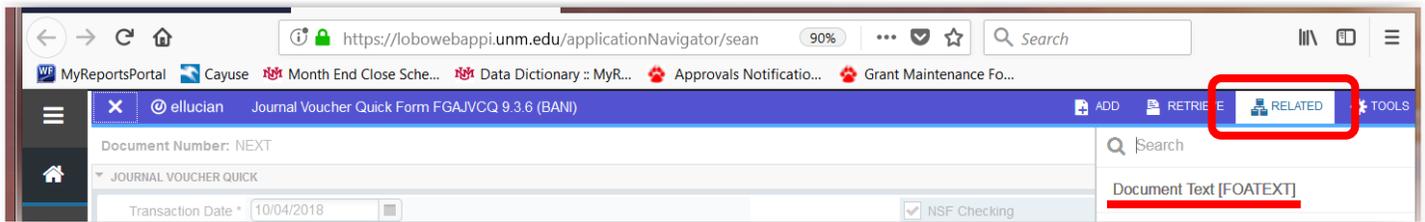
Reverse JV

Copy Text

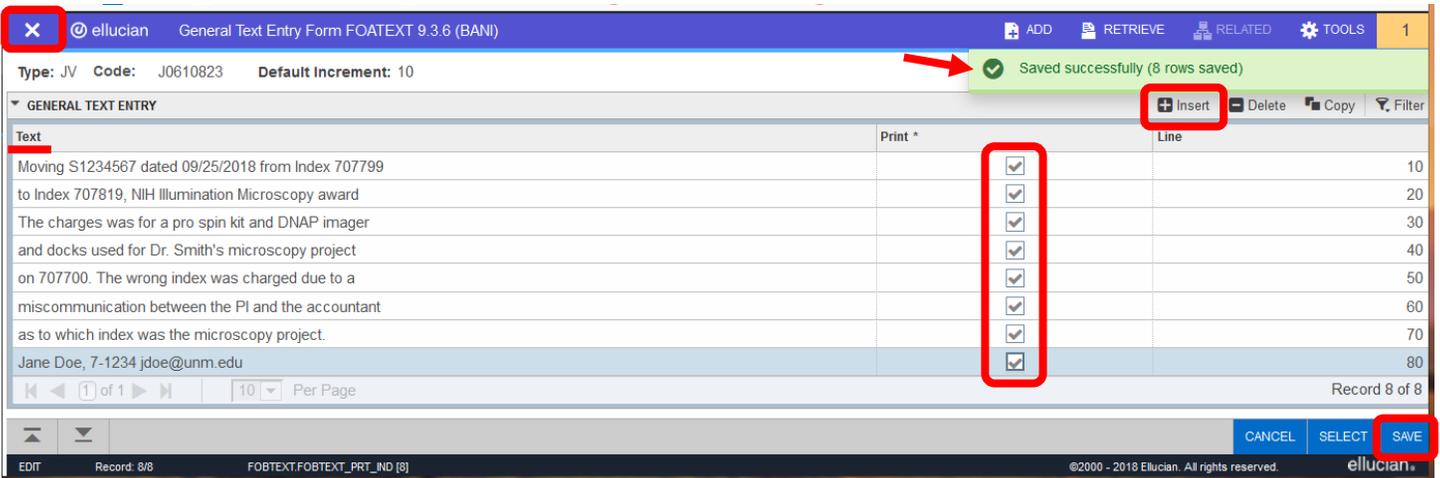
- The **Transaction Date** field defaults to the current date. Change as needed. Remember that you cannot have a date from a prior month if the prior month has been closed. In the **Document Total** field, enter the sum of all amounts (debits and credits). This is known as the hash total. In the example JV used, there will be a debit transaction of \$2,070.00 and a credit transaction of \$2,070.00. Therefore the hash total is \$4,140.00. Then **Save** (located on the bottom right of the screen) or **F10**.



3. From the Page Header, go to **RELATED** and choose **FOATEXT – Document Text**.



4. Enter a detailed description or the reason for the JV, including reference numbers and dates of previous transactions, the business purpose, and your name and contact information. Use the keyboard **Down** arrow or the **+ Insert** option on the Section area to go to the next line (record). Click the **Print** boxes for all lines used. Then **Save** (or **F10**). A message will show up on the top right side of the screen stating the text was successfully saved. Exit out of **FOATEXT** by using the **X** at the top left of the form or **Ctrl Q**.



5. Banner will take you back to the Header Page where it will now show **Document Text Exists**. Choose the **Next Section** down arrow or **Alt Page Down** to go to the next section.

Journal Voucher Quick Form FGAJVCQ 9.3.6 (BANI)

Document Number: J0610823

JOURNAL VOUCHER QUICK

Transaction Date: 10/04/2018

Document Total: 4,140.00

NSF Checking

Deferred Edit

Document Text Exists

EDIT Record: 1/1 FGBJVCH.FGBJVCH_TRANS_DATE [1] @2000 - 2018 Ellucian. All rights reserved. ellucian

6. Enter the information for the first transaction:

- TAB** from the **Sequence** field, which is automatically completed, to the **Journal Type** and enter the appropriate Journal Type. The most common codes are:
 - JE2 = Journal Voucher for normal adjustments, transfers, and allocations
 - BD4 = Temporary Budget Adjustment
- TAB** to the **Index** field and enter the appropriate index code. The Index code will default the Fund, Organization, Program, and Activity information.
- TAB** to the **Account** field and enter the Account Code for the transaction.
- TAB** to the **Amount** field. (Note: The Location, Project, and Percent fields are left blank.) Enter the amount of the transaction associated with this record.
- TAB** to the **Debit/Credit** field and type Debit, Credit, + Plus (for budgets), or – Minus (for budgets) or use the drop down button and click on the option desired.
- TAB** to the **Description** field and type a meaningful description of the JV. If the JV involves previous transactions, it is recommended that the previous transaction document number be included.

Journal Voucher Quick Form FGAJVCQ 9.3.6 (BANI)

Document Number: J0610823

TRANSACTION TOTAL

Document Total: 4,140.00

Document Number: J0610823

JOURNAL VOUCHER DETAIL

Status: Postable

Sequence: 1

Journal Type: JE2

Chart: U University of New Mexico

Activity: GNACTV General Activity

Index: 707819 2HS30 - Structural and functional

Location: ...

Fund: 2HS30 2RHS3 - Structural and functional

Project: ...

Organization: 707B35 Physics Astronomy Faculty #136

Account: 31S0 Lab Supplies Gen

Program: P16R Sponsored Research Restr Ex 16

Percent: ...

Description: S1234567 9/25/18 BioSyn frm 707799

Gift Date: ...

Amount: 2,070.00

Bank: BK

Number of Units: ...

Debit/Credit: Debit

NSF Override

Budget Period: ...

Currency: ...

Record 1 of 2

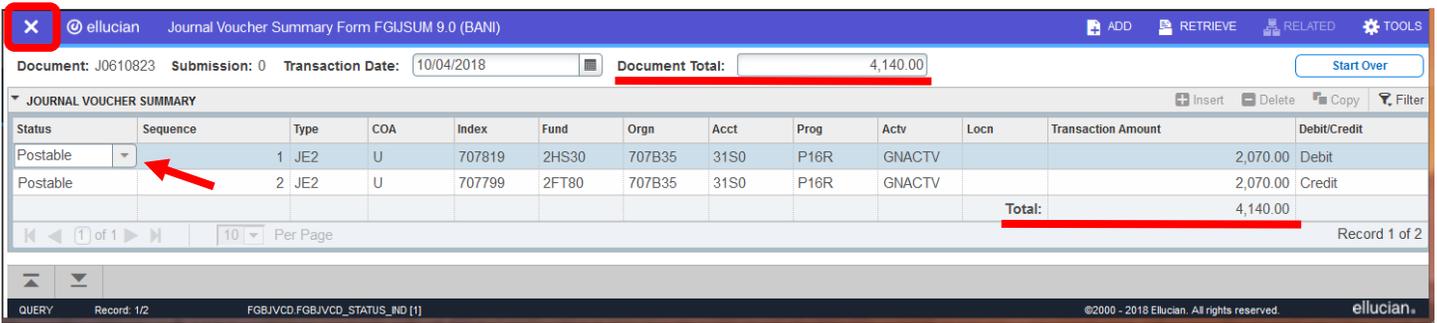
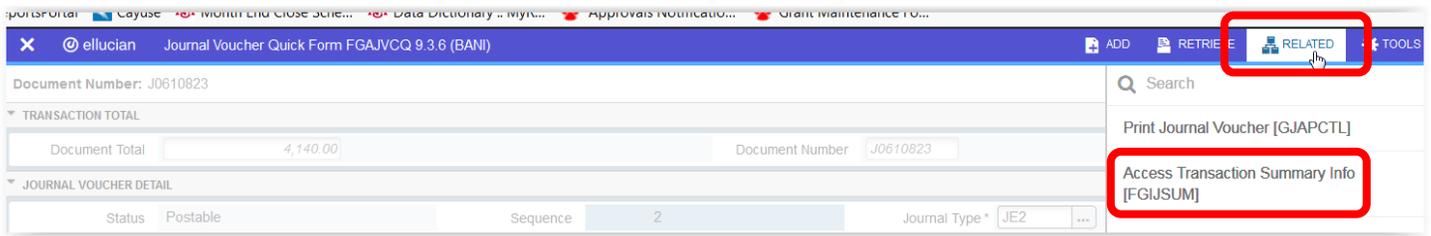
COMPLETION

Complete In Process

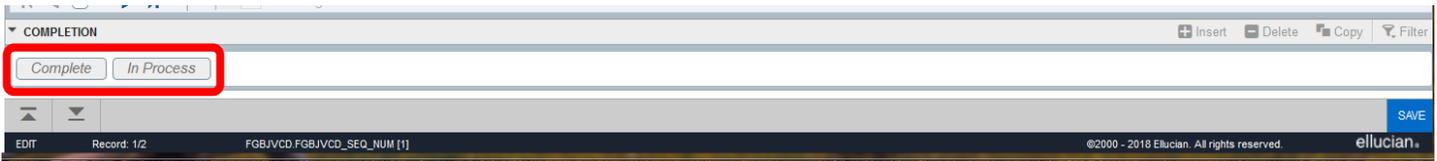
EDIT Record: 1/2 FGBJVCD.FGBJVCD_BANK_CODE [1] @2000 - 2018 Ellucian. All rights reserved. ellucian

- To go to the next transaction, either use the keyboard **down** arrow, the Section **+ Insert** button (or **F6**) or, if you want to copy the transaction and just change certain information, the Section **Copy** button (or **F4**).
- After you have entered all transactions, **Save (F10)** the JV.

- From the Page Header, go to **RELATED** and choose **FGIJSUM – Access Transaction Summary Info**. Review your work verifying all items are postable and that the Total Transaction Amount equals your Document Total. Then exit (**X** on the top left or **Ctrl Q**) FGIJSUM.



- Once you have completed and reviewed the transactions, use the **Next Section** down arrow or **Alt Page Down** to go to the completion stage. Choose **Complete** if done or **In Process** to save the JV for later completion. If you save the JV to finish later, make sure you write down the JV number. If completed, a message will appear showing the document has been completed and forwarded to the approval process.



Instructions for Banner 9 FGAJVCQ without Screen Shots:

1. Under Document Number, enter **NEXT** or leave blank. Click **Go** or **Alt Page Down**.
 - a. NOTE: If you want to copy, choose the **Copy** link.
 - b. In **Copy From**, enter the JV (Document) Number you wish to copy. Change the **Transaction Date**, which defaults to the current date, if needed. If you want the new JV to be the reversal (debit instead of credit) of the old JV, click the **Reverse JV**. If you want the document text to copy into the new JV, click the **Copy Text**. Then click **OK** to bring up the new Journal Voucher.
2. The **Transaction Date** field defaults to the current date. Change as needed. Remember that you cannot have a date from a prior month if the prior month has been closed. In the **Document Total** field, enter the sum of all amounts (debits and credits). This is known as the hash total. In the example JV used, there will be a debit transaction of \$2,070.00 and a credit transaction of \$2,070.00. Therefore the hash total is \$4,140.00. Then **Save** (located on the bottom right of the screen).
3. From the Page Header, go to **RELATED** and choose **FOATEXT – Document Text**.
4. Enter a detailed description or the reason for the JV, including reference numbers and dates of previous transactions, the business purpose, and your name and contact information. Use the keyboard **Down** arrow or the **+ Insert** option on the Section area to go to the next line (record). Click the **Print** boxes for all lines used. Then **Save** (or **F10**). A message will show up on the top right side of the screen stating the text was successfully saved. Exit out of **FOATEXT** by using the **X** at the top left of the form or **Ctrl Q**.
5. Banner will take you back to the Header Page where it will now show **Document Text Exists**. Choose the **Next Section** down arrow or **Alt Page Down** to go to the next section.
6. Enter the information for the first transaction:
 - a. **TAB** from the **Sequence** field, which is automatically completed, to the **Journal Type** and enter the appropriate Journal Type. The most common codes are:
 - JE2 = Journal Voucher for normal adjustments, transfers, and allocations
 - BD4 = Temporary Budget Adjustment
 - b. **TAB** to the **Index** field and enter the appropriate index code. The Index code will default the Fund, Organization, Program, and Activity information.
 - c. **TAB** to the **Account** field and enter the Account Code for the transaction.
 - d. **TAB** to the **Amount** field. (Note: The Location, Project, and Percent fields are left blank.) Enter the amount of the transaction associated with this record.
 - e. **TAB** to the **Debit/Credit** field and type Debit, Credit, + Plus (for budgets), or – Minus (for budgets) or use the drop down button and click on the option desired.
 - f. **TAB** to the **Description** field and type a meaningful description of the JV. If the JV involves previous transactions, it is recommended that the previous transaction document number be included.
7. To go to the next transaction, either use the keyboard **down** arrow, the Section **+ Insert** button (or **F6**) or, if you want to copy the transaction and just change certain information, the Section **Copy** button (or **F4**).
8. After you have entered all transactions, **Save (F10)** the JV.
9. From the Page Header, go to **RELATED** and choose **FGIJSUM – Access Transaction Summary Info**. Review your work verifying all items are postable and that the Total Transaction Amount equals your Document Total. Then exit (**X** on the top left or **Ctrl Q**) FGIJSUM.
10. Once you have completed and reviewed the transactions, use the **Next Section** down arrow or **Alt Page Down** to go to the completion stage. Choose **Complete** if done or **In Process** to save the JV for later completion. If you save the JV to finish later, make sure you write down the JV number. If completed, a message will appear showing the document has been completed and forwarded to the approval process.