

## **FINANCIAL SERVICES RESOURCES**

Date: January, 2024

Attaching Documents to a Journal Voucher in Banner FSJA-150

**NOTE:** This process must be done in Banner. You can create your JV in Finance Self Service, but you will need to log into Banner to attach backup documentation.

In Banner, access **FGIDOCR** and Filter for your Journal Voucher, example:

Document Retrieval Inquiry Form FGIDOCR 9.3.21 (BANP)				
Document: * BS003744	•••			
Document Type: * JV				
	Document: * BS003744			

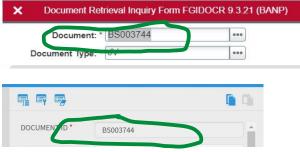
Stay on this header record and click on the +ADD button in the top right menu:

ADD	

You will be redirected to ApplicationXtender. If you get a list of "Applications" (drawers) select the **B-F-DOCS** drawer



## Before adding any documents confirm Document and DOCUMENT ID match:



To add a document, Drag and Drop or select the

page icon

Once uploaded, the document will appear on the left-hand side.

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	Page ∢ 0 /0 > 👍 🕼 🚺	Scanner	Rotate	= -0	Zoon	7	DOCUMENT ID *	BS003744	Å
							BANNER DOC TYPE	JOURNAL VOUCHER	

On the right menu click on the Document Type\* box and select JOURNAL VOUCHER. DO NOT USE ANY OTHER DOC TYPE.

All other information will default from the journal voucher header record:

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DOCUMENT ID *	BS003744	
BANNER DOC TYPE	JOURNAL VOUCHER	
DOCUMENT TYPE *	JOURNAL VOUCHER	
TRANSACTION DATE *	06-Dec-2023	
VENDOR ID		
VENDOR NAME		
FIRST NAME	•	
	CANCEL SAVE	

## SAVE

Filter Banner form FGIDOCR for the JV and select **RETRIEVE** to see all documents saved to the JV:

