

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:

X Document Retrieval Inquiry Form FGIDOCR 9.3.21 (BANP)

Document: * ...

Document Type: * ...


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




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

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Applications

- ▶ B-F-CONTRACT
- ▶ B-F-DOCS 
- ▶ B-F-GRNT
- ▶ B-F-ID
- ▶ B-F-INDEX
- ▶ B-F-NSAR
- ▶ B-F-PROP
- ▶ B-G-ID
- ▶ B-T-CASHIERS
- ▶ HR-EPAF-ATTACHMENTS

Before adding any documents confirm Document and DOCUMENT ID match:

X Document Retrieval Inquiry Form FGIDOCR 9.3.21 (BANP)

Document: * ...

Document type: ...

DOCUMENT ID *

To add a document, Drag and Drop or select the



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

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EPEREAZ

Page Scanner Rotate 75% Zoom

DOCUMENT ID *

BANNER.DOC TYPE

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:

DOCUMENT ID *

BANNER DOC TYPE

DOCUMENT TYPE *

TRANSACTION DATE *

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: