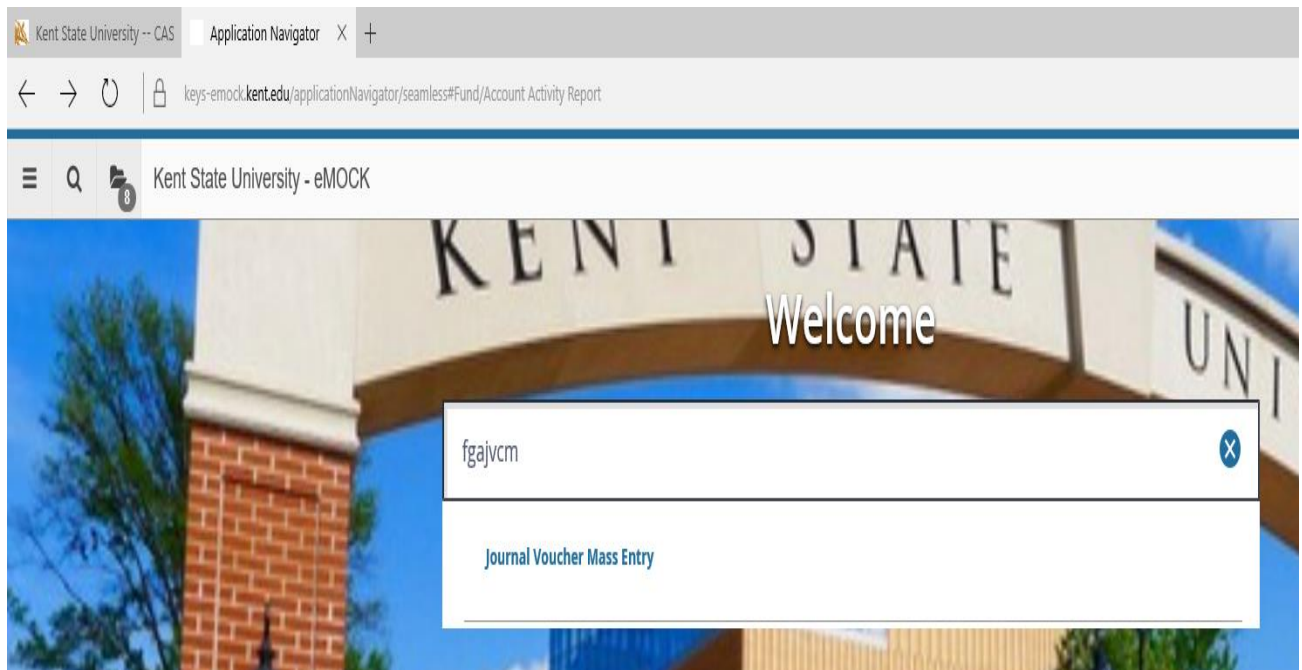
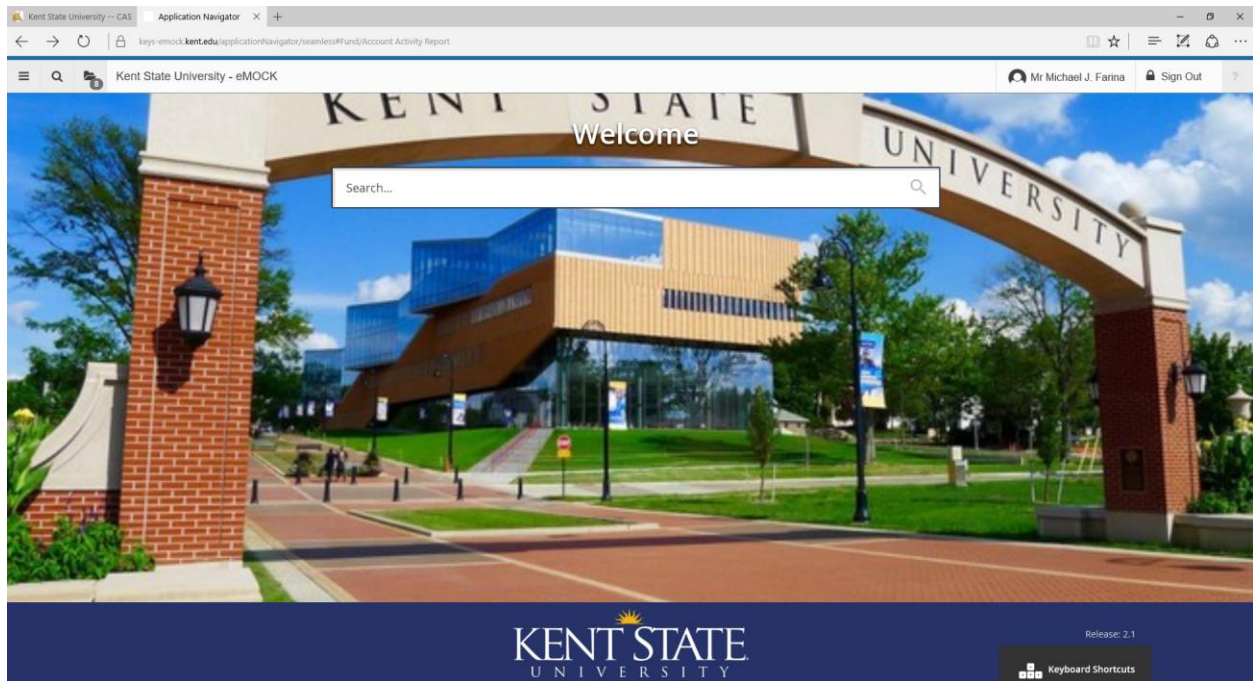



## FGAJVCM – Journal Voucher Mass Entry



Type form name FGAJVCM and then ENTER

You can also use the search feature and type “journal” to search for journal entry forms.

If you are entering a new journal entry you will need to make sure that the document number box is cleared. A number will be assigned to your entry after the FOATEXT has been added.

Click on  (Next Section button located bottom left of screen) , GO or Alt+Page Down to go to next page.

The transaction date will automatically populate.  
In the Document Total box input your hash total (absolute value of both debits and credits) then tab until you are in the Default Values section of the form.

Click on RELATED in the toolbar area (or Alt+Shift+R). Click on Document Text [FOATEXT]. At a minimum input your name and telephone extension.

The screenshot shows the 'General Text Entry FOATEXT 9.0 (eMOCK)' interface. The top toolbar includes buttons for ADD, RETRIEVE, RELATED, and TOOLS. The 'RELATED' button is circled in red. Below the toolbar, the 'GENERAL TEXT ENTRY' section contains a table with columns for Text, Print, and Line. The 'Text' column contains instructions: 'Type text here. At a minimum it must contain your Name and telephone extension. You can be descriptive and add as many lines as you wish to explain or document the transaction. Click on the arrow down button on your keyboard to add another line to the FOATEXT'. The 'Line' column shows line numbers 10, 20, 30, 40, 50, and 60. The 'Print' column has checkboxes. A red arrow points from the 'RELATED' button in the toolbar to the 'Insert' button in the 'GENERAL TEXT ENTRY' section. At the bottom right, there are buttons for CANCEL, SELECT, and SAVE. The 'SAVE' button is circled in red.

To add lines to the FOATEXT use the down arrow on your keyboard or you can use the +Insert feature located on the General Text Entry line.

Click on SAVE (located bottom right of screen) when you have finished entering your text to be attached to the journal entry.

Click on the "X" to the left of the Banner form name to return to the journal voucher entry screen. If you did not previously SAVE FOATEXT Banner will ask you if you want to save the changes that you have made, click on YES.

The screenshot shows the 'Journal Voucher Mass Entry FGJ/VCM 9.3 (eMOCK)' interface. The top toolbar includes buttons for ADD, RETRIEVE, RELATED, and TOOLS. The 'RELATED' button is circled in red. Below the toolbar, the 'JOURNAL VOUCHER DOCUMENT HEADER' section contains fields for Transaction Date (11/13/2017) and Document Total (150.00). The 'DEFAULT VALUES' section contains fields for Type, Bank, Budget Period, Description, Deposit, and Currency. The 'JOURNAL VOUCHER DETAIL' section contains a table with columns for Seq #, Type, Status, COA, Index, cn, Proj, Percent, Amount, Debit/Credit, NSF Override, Description, Bank, Deposit, Budget Period, Currency, Gift Date, and Number of Units. The 'COMPLETION' section contains buttons for Complete and In Process. A red arrow points from the 'SAVE' button in the bottom right corner of the previous screen to the 'SAVE' button in this screen.

Note that the document number now appears on the screen. Write this number on your documentation that will be filed and maintained in your department during the records retention period.

You will also see that there is a check mark next to Document Text Exists.

Tab through Journal Voucher Document Header and Default Values inputting pertinent information.

The DEFAULT VALUES section does not have to be used but it can be used to repeat information that is to appear on each line. For example, if all of your transactions were going to be an IDC you could type IDC in Type. If the description will be the same for all of the lines you could type a description in the description box.

Use the Alt+Page down, Next Section button or the arrow down icon (located at bottom left side of screen) to navigate to the next portion of the form.

The JOURNAL VOUCHER DETAIL section is where you will input the individual transactions. Your cursor should be in the "Seq" field. Tab and the sequence number should populate. Continue to tab through the fields and input "Type" (IDC, COR, etc. - drop down menu is available), COA = K, Index or fund, Account, Amount, Debit/Credit or +/- and Description. Note that if you input an index the Fund, Orgn and Program will autofill.

To add the next record, click on "Insert" or use the down arrow. The form is divided into sections so if you are using the "Insert" function be sure to use the "Insert" button within the JOURNAL VOUCHER DETAIL section.

The screenshot shows the Kent State University e-MOCK Journal Voucher Mass Entry form. The form is divided into three main sections: JOURNAL VOUCHER DOCUMENT HEADER, DEFAULT VALUES, and JOURNAL VOUCHER DETAIL. A red arrow points from the 'Insert' button in the JOURNAL VOUCHER DETAIL section to the 'Insert' button in the DEFAULT VALUES section.

**JOURNAL VOUCHER DOCUMENT HEADER**

Document Number: J0084485

Transaction Date: 11/15/2017

Document Total: 100.00

☒ Document Text Exists

☐ NSF Checking

☐ Deferred Edit

**DEFAULT VALUES**

Type: [Dropdown]

Bank: [Dropdown]

Budget Period: [Dropdown]

Description: [Text Box]

Deposit: [Text Box]

Currency: [Dropdown]

**JOURNAL VOUCHER DETAIL**

Seq *	Type *	Status	COA *	Index	Amount *	Debit/Credit	NSF Override *	Description *	Bank	Deposit	Budget Period	Currency	Units
1	IDC	Postable	K	100304	50.00	Credit	<input type="checkbox"/>	Consulting Fee					
			K				<input type="checkbox"/>						

Record 2 of 2

Complete new line as indicated above and insert additional lines as needed.

If you need to delete a line, put your cursor on the line you wish to delete and click on Delete and the line will be removed. You can edit any line by tabbing over to the field that needs to be edited. If you

delete a line and the hash total changes you will need to “previous section” up to the hash total, make the needed change and then next section down to “complete”. Make sure the status on each line indicates “Postable”. If “error” appears, you will need to review the data before you can proceed.

*You can click on “In Process” to leave the journal entry and then go back into it at a later time during that month to add transactions. Be sure to write down the journal number so you know which entry you want to make additions to. Once you click on Complete, you cannot go back into the journal entry to review or make changes unless the Controller’s office disapproves it.*

After you have completed entering all of your transactions you will click on Next Section (arrow down) then click on “Complete”.

The screenshot shows the 'JOURNAL VOUCHER DETAIL' form. At the bottom, under the 'COMPLETION' section, there are two buttons: 'Complete' and 'In Process'. The 'Complete' button is circled in red. The form also displays a table with columns: Seq, Type, Status, COA, Index, Acct, Prog, Actv, Locn, Proj, Percent, Amount, Debit/Credit, NSF Override, and Description. Two lines are visible, both with a status of 'Postable' and a description of 'Consulting Fee'.

Once you click on “Complete”, if the entry is in balance you should receive a message that the entry is completed and has been forwarded to the approval process.

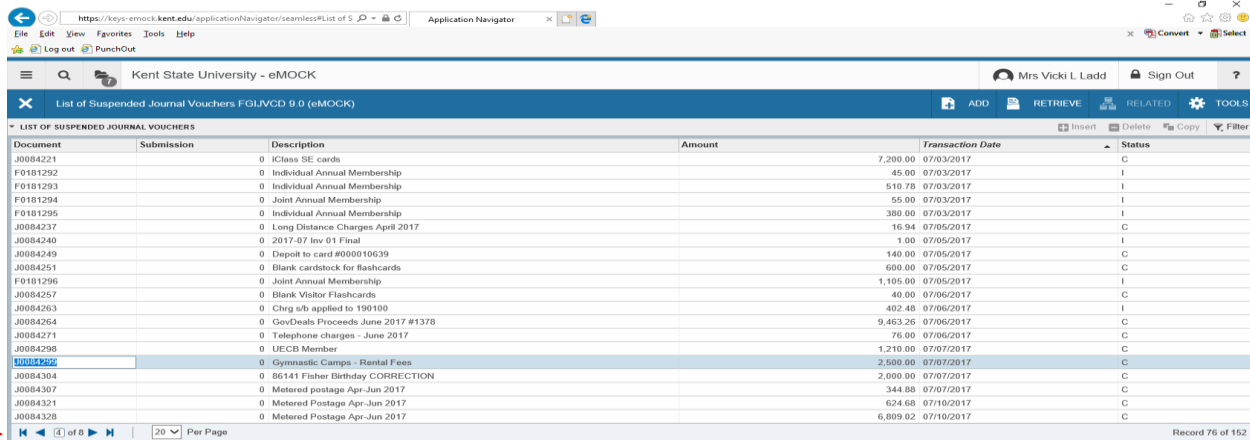
### **VIEWING THE STATUS OF A JOURNAL ENTRY**

In Banner go to form FGAJVCMD and enter.

The screenshot shows the 'Journal Voucher Entry FGAJVCMD 9.3.5 (eMOCK)' form. It has a 'Document Number' field with a 'Copy' button and a '...' button next to it. A red arrow points to the '...' button. There is also a 'Submission Number' field with a '0' and a 'Go' button.

If you know the journal entry number, you can input the number in the Document number box then click Go.

If you do not know the journal entry number click on the “...” next to the document number box.



https://keys-emock.kent.edu/applicationNavigator/seamless/List of S... Application Navigator

Kent State University - eMOCK Mrs Vicki L Ladd Sign Out ?

List of Suspended Journal Vouchers FGJIVCD 9.0 (eMOCK)

Document	Submission	Description	Amount	Transaction Date	Status
J0084221	0	Class SE cards	7,200.00	07/03/2017	C
F0181292	0	Individual Annual Membership	45.00	07/03/2017	I
F0181293	0	Individual Annual Membership	510.75	07/03/2017	I
F0181294	0	Joint Annual Membership	55.00	07/03/2017	I
F0181295	0	Individual Annual Membership	380.00	07/03/2017	I
J0084237	0	Long Distance Charges April 2017	16.94	07/05/2017	C
J0084240	0	2017-07 Inv 01 Final	1.00	07/05/2017	I
J0084249	0	Deposit to card #000010639	148.00	07/05/2017	C
J0084251	0	Blank cardstock for flashcards	600.00	07/05/2017	C
F0181296	0	Joint Annual Membership	1,105.00	07/05/2017	I
J0084257	0	Blank Visitor Flashcards	40.00	07/05/2017	C
J0084263	0	Chrg s/b applied to 190100	402.48	07/06/2017	I
J0084264	0	GovDeals Proceeds June 2017 #1378	9,463.26	07/06/2017	C
J0084271	0	Telephone charges - June 2017	76.00	07/06/2017	C
J0084296	0	UECB Member	1,210.00	07/07/2017	C
J0084292	0	Gymnastic Camps - Rental Fees	2,500.00	07/07/2017	C
J0084304	0	86141 Fisher Birthday CORRECTION	2,000.00	07/07/2017	C
J0084307	0	Metered postage Apr-Jun 2017	344.88	07/07/2017	C
J0084321	0	Metered Postage Apr-Jun 2017	624.68	07/10/2017	C
J0084326	0	Metered Postage Apr-Jun 2017	6,809.02	07/10/2017	C

1 of 8 20 Per Page Record 76 of 152

In this example 20 items will appear per page. You can select as few as 10 items or as many as 50 to appear on a page. Also note that there are multiple pages of unposted journal entries. An “I” in the Status column is an incomplete journal entry and it is not postable; it is either out of balance, contains an error, has been disapproved or the user may have the entry indicated as “in process”. A “C” under status indicates that the entry has been completed by the initiator but has not been approved yet by the Controller’s office. An item noted with a “C” cannot be viewed or changed by the creator; if you need to make a change you must contact the Controller’s office and request that the entry be disapproved. Once an item is disapproved the status will change to an “I”. Incomplete entries are deleted if they have not been corrected or completed in the month that they were initiated.

You can sort this file by Amount, Transaction Date or by Status. Once you find the journal you need to update, double click on the journal number or click on the number then click on SELECT (located bottom right of screen). Journal number will appear in the document number box, click Go.

If your entry has an “I” under status, then you will need to correct the entry before it can be posted.

### **DISAPPROVED JOURNAL ENTRIES**

If an entry is disapproved by the Controller’s office the creator of the IDC will receive an email indicating that the entry was disapproved and why it was disapproved. The creator can use the steps above to retrieve the entry and make the needed corrections. An “I” in the status field can be due to a disapproved entry or an entry that was not marked as completed by the creator.

Once the error has been corrected be sure to section down and click on “Complete” so that the entry will appear as completed and ready to be reviewed by the Controller’s office. The Controller’s office does not review entries in an “Incomplete” status.

### **ACCOUNT TRANSACTION SUMMARY INFO (FGIJSUM)**

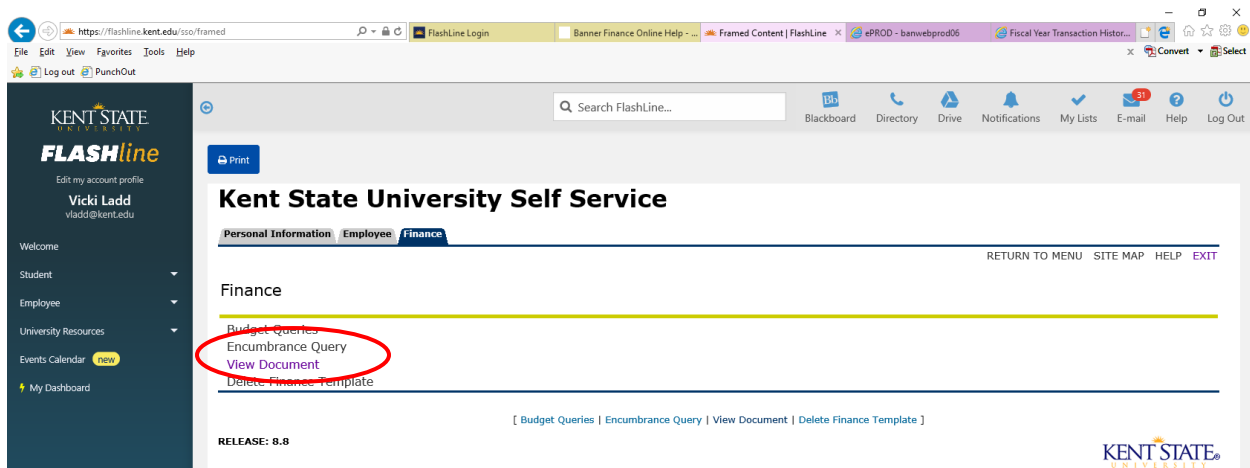
To check totals of an entry before “completing” you can click on “Related” then select FGIJSUM Access Transaction Summary Info. You will see the total of the line items and can verify that this is also the hash total that you entered.

To return to the line item screen click on the “X”. If no changes need to be made, then section down until you can access the “Complete” button.

### **PRINTING AN IDC/JOURNAL ENTRY**

It is easier to print a copy of the journal entry using Banner Self Service. The format is easier to read and the print is larger.

Login to FlashLine; locate Finance Self-Service Banner.



Click on View Document

Using the drop down arrow change Requisition to Journal Voucher. Type in the Document number.

Display Accounting Information – Yes

Display Document/Line Item Text – Printable

Display Commodity Text – Printable

Click on View Document



https://flashline.kent.edu/soo/framed FlashLine Login Banner Finance Online Help - Framed Content | FlashLine x ePROD - banwebprod06 Fiscal Year Transaction Histor... Convert Select

File Edit View Favorites Tools Help Log out PunchOut

KENT STATE  
**FLASHline**  
Edit my account profile  
**Vicki Ladd**  
vladd@kent.edu

Welcome  
Student  
Employee  
University Resources  
Events Calendar **new**  
My Dashboard

Search FlashLine...

Blackboard Directory Drive Notifications My Lists E-mail Help Log Out

Print

Personal Information Employee **Finance**

MENU SITE MAP HELP EXIT

### View Document

#### Journal Voucher Header

Journal	Sub#	Status	Trans date	Activity date	User ID	Doc Total
JS012793		Posted	Nov 02, 2017	Nov 15, 2017	KSUAPPS	42,584.12

Document Text: SABRINA DEAL KENT STUDENT CENTER 2-6108

#### Journal Voucher Accounting

Seq#	Description							BudPd	Curr	Doc Ref	Accr	Bank	Deposit				
	COA	FY	Pd	Rucl	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Total	D/C	NSF	Ovr	NSFStatus
1	RES	89667															
	K	18	05	COR	336007	310019	101072	53089	9100				200.00	D	N		
2	RES	89667															
	K	18	05	COR	101050	110118	100073	71202	5100				200.00	C	N		
3	RES	91156															
	K	18	05	IDC	100100	110118	100080	71202	4100				634.80	D	N		
4	RES	91156															
	K	18	05	IDC	336007	310019	101072	53089	9100				634.80	C	N		
5	RES	91315															
	K	18	05	IDC	100129	110118	100203	71202	4100				123.18	D	N		
6	RES	91315															
	K	18	05	IDC	336007	310019	101072	53089	9100				123.18	C	N		
7	RES	91220															
	K	18	05	IDC	100163	110118	100360	71202	1155				168.60	D	N		
8	RES	91220															
	K	18	05	IDC	336007	310019	101072	53089	9100				168.60	C	N		

FEEDBACK

You will see the journal number, status of entry, transaction date, activity date, user ID, document total and text associated with the entry. The Journal Voucher Accounting area will provide all of the information associated with the journal entry.

To print the entry click on the Print icon at the top of the page.