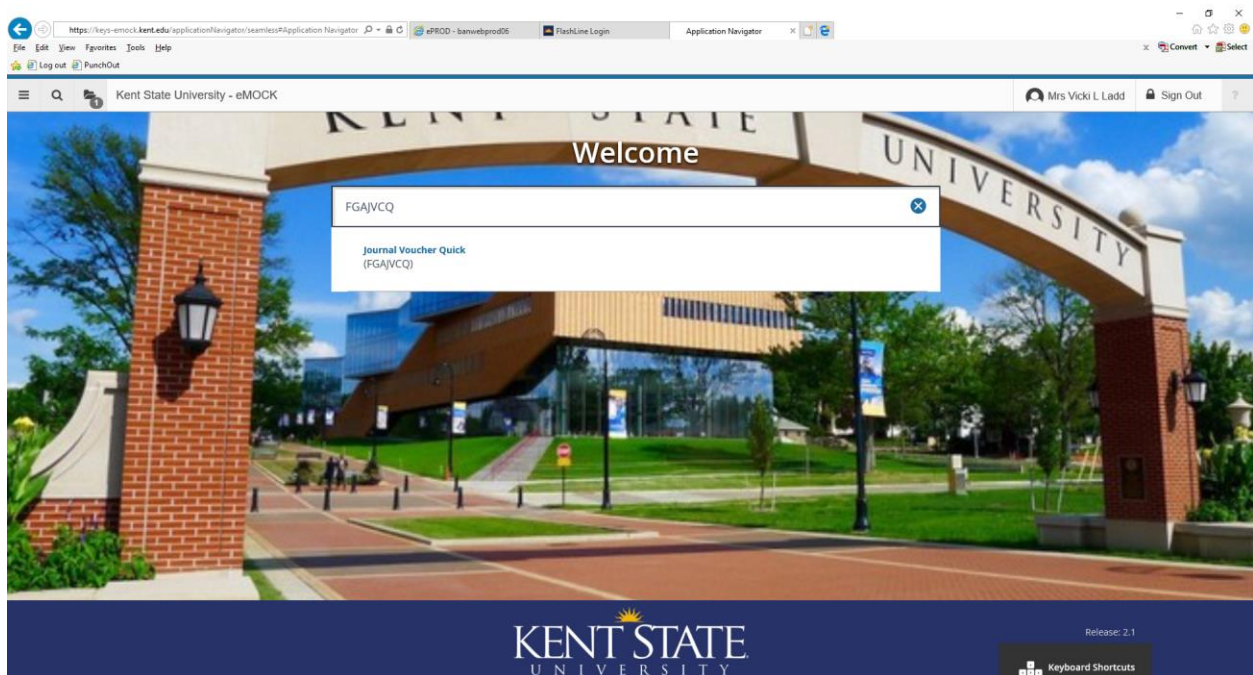
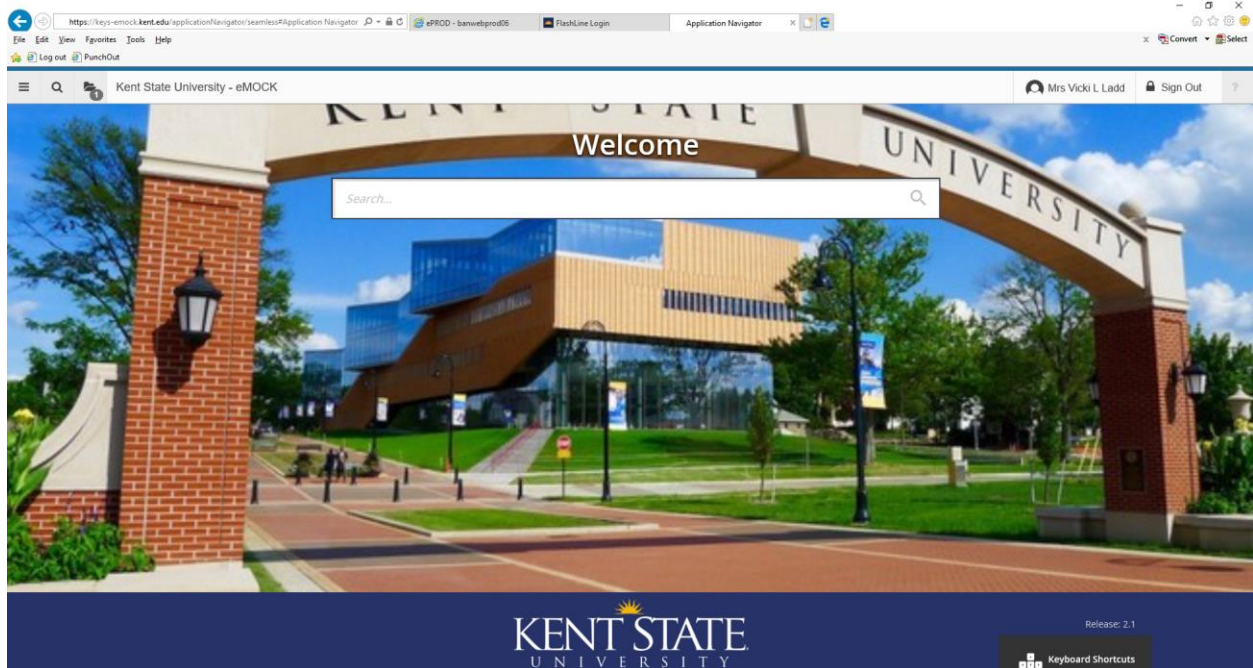


## FGAJVCQ – Journal Voucher Quick



Type form name FGAJVCQ 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.

The screenshot shows the 'Journal Voucher Quick FGAJVCQ 9.3.5 (eMOCK)' interface. At the top, there's a navigation bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. Below this, the 'Document Number' field is empty, and a 'Copy' button is next to it. A green 'Go' button is in the top right. A message at the bottom says 'Get Started: Fill out the fields above and press Go.'

You can click on the down arrow icon located at the bottom left of the screen, click on the green GO button or Alt+Page Down to go to the next section.

The transaction date will automatically populate.

This screenshot shows the same interface as before, but now the 'Transaction Date' field is populated with '01/05/2018'. A green message box with a checkmark icon appears, stating 'Query caused no records to be retrieved. Re-enter.' The 'Document Total' field is still empty.

Input your hash total (absolute value of all debits and credits) then tab to next section.

Go to RELATED and select Document Text (FOATEXT)

The screenshot shows the 'RELATED' tab selected. The 'Document Total' field now contains '2,500.00'. On the right side, under the 'RELATED' tab, 'Document Text (FOATEXT)' is listed. The 'Transaction Date' remains '01/05/2018'.

You should see the following screen. Put your cursor in the text box and at the minimum type your name and telephone extension. Characters per line are limited to 50 but you can use the arrow down on your keyboard or the Insert button in the General Text Entry line to add additional lines. This information can be viewed in Banner and when utilized will provide detailed information regarding the journal entry.

https://keys-emock.kent.edu/applicationNavigator/seamless#General Text Entry (FOI) • ePROD - banwebprod06 FlashLine Login Application Navigator

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

General Text Entry FOATEXT 9.3.5 (eMOCK) ADD RETRIEVE RELATED TOOLS

Type: JV Code: J0084495 Default Increment: 10 Start Over

GENERAL TEXT ENTRY Insert Delete Copy Filter

Text	Print *	Line
Vicki Ladd 21956	<input type="checkbox"/>	10
Test transaction for training purposes	<input type="checkbox"/>	20
You can use as many lines as you need	<input type="checkbox"/>	30
to explain why the journal entry is being	<input type="checkbox"/>	40
done or to document the transaction.	<input type="checkbox"/>	

Record 5 of 5

After you have entered the FOATEXT click on the “X” to the left of the form name. Banner will ask you if you want to save the changes that you have made, click on YES. You will be back on the previous screen.

https://keys-emock.kent.edu/applicationNavigator/seamless#General Text Entry (FOI) • ePROD - banwebprod06 FlashLine Login Application Navigator

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

Journal Voucher Quick FGAVQCQ 9.3.5 (eMOCK) ADD RETRIEVE RELATED TOOLS 1

Document Number: J0084495 Saved successfully (5 rows saved)

JOURNAL VOUCHER QUICK Insert Delete Copy Filter

Transaction Date \* 01/05/2018 Document Total 2,500.00

☐ NSF Checking  
☐ Deferred Edit  
☒ Document Text Exists

Note that a check mark now appears in the Document Text Exists box and a journal number is assigned.

Click the arrow down icon located at the bottom left of the page and you will be taken to the transaction section of the journal entry.

https://keys-emock.kent.edu/applicationNavigator/seamless#General Text Entry (FOI) • ePROD - banwebprod06 FlashLine Login Application Navigator

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

Journal Voucher Quick FGAVQCQ 9.3.5 (eMOCK) ADD RETRIEVE RELATED TOOLS

Document Number: J0084495 Start Over

TRANSACTION TOTAL Document Total 2,500.00 Document Number J0084495 Insert Delete Copy Filter

JOURNAL VOUCHER DETAIL Insert Delete Copy Filter

Status Sequence Journal Type

Chart \* Index Fund Organization Account Program Activity Location Project

Percent Amount Description Bank Budget Period Currency Gift Date Number of Units

NSF Override

Record 1 of 1

COMPLETION SAVE

EDIT Recent: 5/1 FGAVQCQ FGAVQCQ\_SEQ\_NUM(5) ellucian

In the JOURNAL VOUCHER DETAIL section tab over to the Journal Type box and input IDC, COR, etc. or you can use the ... which is a drop down feature.

Click in the Index box and either input the index or use the drop down feature (...) to locate the index number you wish to use. Note that when you input an index number the name of the index as well as the fund, org and program will autofill. (This can be used to verify department information)

Tab down to Account and input account code or use the drop down feature (...) to locate the account number you wish to use. The name of the account code will appear and can be used to verify that you have input the desired account code.

Tab down to amount and input amount

Tab down to Debit/Credit and select either debit or credit from the drop down or type in C or D then select credit or debit when it appears then tab

Tab over to the Description box and type the description to appear in the description field in Banner (this is different from the FOATEXT). Space is limited so be brief but make the description meaningful.

Tab through remaining fields (it is likely you won't input anything in the remaining fields)

To input the next record, click on +Insert in the Journal Voucher Detail line

The screenshot shows the 'Journal Voucher Quick FGA/JCQ 9.3.5 (eMOCK)' interface. The 'JOURNAL VOUCHER DETAIL' section is active, showing fields for Status, Postable, Sequence, Journal Type, Chart, Index, Fund, Organization, Account, Program, Amount, Debit/Credit, Description, Bank, Budget Period, Currency, Gift Date, and Number of Units. A red arrow points to the '+ Insert' button in the top right corner of the 'JOURNAL VOUCHER DETAIL' section.

Continue with the next transaction using the steps above. Remember that your debits must equal your credits or the journal will not balance.

You can click on F4 and the next record will be duplicated. You will need to remember to update applicable fields such as index, account, debit or credit.

If you do not use the F4 duplicate function you will need to enter the index, account and other fields that are \*asterisked. (Asterisked fields are required fields.)

Document Number: J0084495

TRANSACTION TOTAL: Document Total 2,500.00 Document Number J0084495

JOURNAL VOUCHER DETAIL: Status Sequence 100 Journal Type IDC Interdepartmental Charges

Chart K Kent State University Activity Location Project

Index 100304 Controller

Fund 110118 Fd Bai-Kent

Organization 100395 Controller

Account Program 6100 Institutional Support

Percent Amount 150 Description 1099 mailing Gift Date

Debit/Credit Debit Bank Budget Period Number of Units

NSF Override Currency

4 of 4 Page Record 4 of 4

In this example I have 4 records to make up the Hash total. At the bottom left of the screen and above the previous and next section icons you will see the number of records that have been input and the record number that is currently appearing on your screen. Use the arrows next to the number of records to go to previous or next record.

Once you are done inputting all of the transactions that make up the hash total, click on “Related” and select Access Transaction Summary Info FGIJSUM for a summary of your transactions.

You should see something similar to the screen below. If status does not show “Postable” then there is a problem with that record and it will need to be corrected before the file can be completed.

Document: J0084495 Submission: 0 Transaction Date: 01/05/2018 Document Total: 1,100.00

JOURNAL VOUCHER SUMMARY: Insert Delete Copy Filter

Status	Sequence	Type	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Transaction Amount	Debit/Credit
Postable	1	IDC	K	100304	110118	100395	71012	6100			450.00	Debit
Postable	2	IDC	K	101372	110118	100624	71012	6100			450.00	Credit
Postable	3	IDC	K	100277	110118	100400	73303	6100			150.00	Credit
Postable	4	IDC	K	100304	110118	100395	73303	6100			150.00	Debit
Total:											1,200.00	

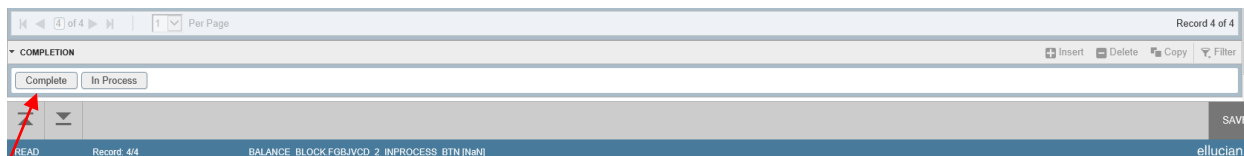
1 of 1 Page Record 1 of 4

Click on Cancel (bottom right side of screen) to return to previous page.

If you have an “error” under status you will need to go into that record and correct it. To do this, in the line that shows the number of records (as noted above), go to the record, determine error and make the correction.

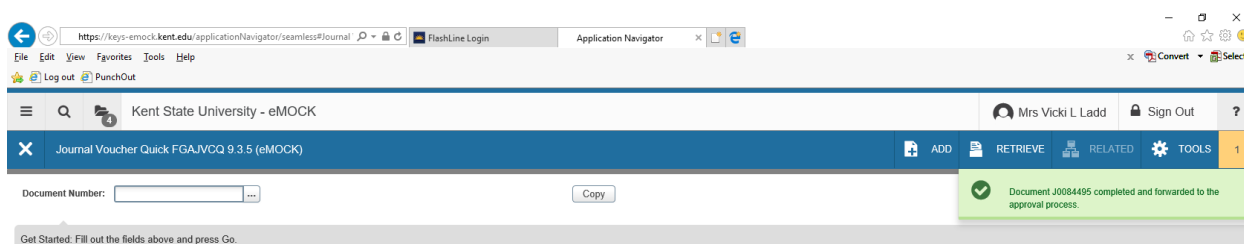
After all records are corrected and the status shows “Postable” in the FGIJSUM report you are ready to complete the transaction.

Due to the screen sizes, you may need to use the scroll bar located at the right of the screen to move down to the bottom of the page to the COMPLETION section. You will need to Click on the Next Section (arrow down) button to get into that section of the form.

A screenshot of a web application interface showing the 'COMPLETION' section. At the top, there are navigation buttons: 'Complete' and 'In Process'. Below these, there is a table with columns for 'READ', 'Record', and 'BALANCE\_BLOCK FGB/VCD\_2\_INPROCESS\_BTN [NaN]'. A red arrow points to the 'Complete' button.

Click on “Complete”.

If everything is ok, you should receive the following message: Document J00xxxxx completed and forwarded to the approval process.

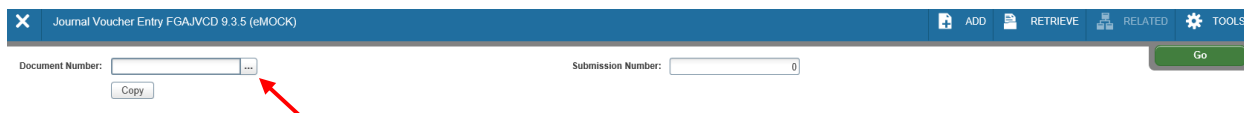
A screenshot of a web browser showing the Kent State University - eMOCK application. The browser address bar shows 'https://keys-emock.kent.edu/applicationNavigator/seamless#Journal'. The application header includes 'Kent State University - eMOCK' and a user profile for 'Mrs Vicki L Ladd'. The main content area shows a 'Document Number' field and a 'Copy' button. A green success message box at the bottom right states: 'Document J0084495 completed and forwarded to the approval process.' The footer says 'Get Started: Fill out the fields above and press Go.'

The transaction will be reviewed by the Controller’s office and will either be approved or disapproved. If the document is disapproved, then you will be notified and will need to go into the transaction and make the needed change(s). Once the change(s) are made you will need to “Complete” the process again and it will be resubmitted to the Controller’s office.

Any journal entries not in a postable status at month end are deleted and cannot be retrieved.

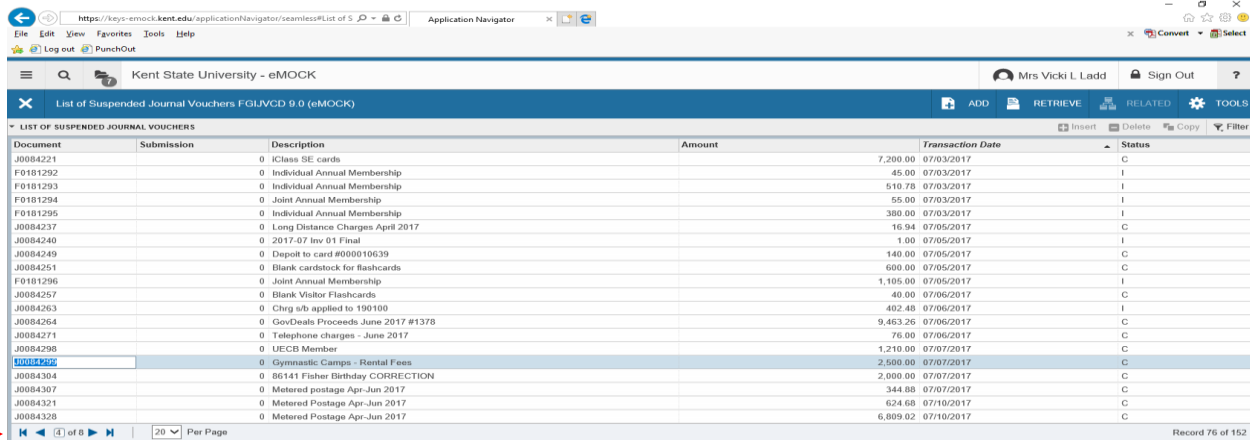
### VIEWING THE STATUS OF A JOURNAL ENTRY

In Banner go to form FGAJVCN and enter.

A screenshot of the 'Journal Voucher Entry FGAJVCN 9.3.5 (eMOCK)' form. The form has a blue header with navigation buttons: 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. Below the header, there are two input fields: 'Document Number' and 'Submission Number'. The 'Document Number' field has a red arrow pointing to it. There is a 'Copy' button below the 'Document Number' field and a 'Go' button to the right of the 'Submission Number' field.

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.



The screenshot shows the 'List of Suspended Journal Vouchers' page in the eMOCK system. The table lists various journal entries with columns for Document, Submission, Description, Amount, Transaction Date, and Status. The status column contains 'I' (Incomplete) and 'C' (Completed). A red arrow points to the bottom navigation bar, which includes a 'SELECT' button and a 'Go' button.

Document	Submission	Description	Amount	Transaction Date	Status
J0084221	0	Class SE cards	7,200.00	07/03/2017	C
F0101292	0	Individual Annual Membership	45.00	07/03/2017	I
F0101293	0	Individual Annual Membership	510.75	07/03/2017	I
F0101294	0	Joint Annual Membership	55.00	07/03/2017	I
F0101295	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
F0101296	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
J0084297	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

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.

### **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.

The screenshot shows the 'Kent State University Self Service' portal. The user is logged in as Vicki Ladd (vladd@kent.edu). The 'Finance' tab is selected in the top navigation bar. The left sidebar contains links for Welcome, Student, Employee, University Resources, Events Calendar, and My Dashboard. The main content area displays the 'Finance' section with links for Budget Queries, Encumbrance Query, View Document, and Delete Finance Template. A red circle highlights the text 'RELEASE: 8.8' at the bottom left of the page.

Click on View Document

The screenshot shows the 'View Document' page in the FlashLine system. The user is logged in as Vicki Ladd (vladd@kent.edu). The page contains a form for selecting document details. A red arrow points to the 'Choose type' dropdown menu, which is currently set to 'Requisition'. Below the dropdown are input fields for 'Document Number', 'Submission#', 'Change Seq#', and 'Reference Number'. There are also sections for 'Display Accounting Information' (Yes/No), 'Display Document/Line Item Text' (All/Printable/None), and 'Display Commodity Text' (All/Printable/None). The 'View document' button is highlighted. The 'RELEASE: 8.7.0.4' text is visible at the bottom left.

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



**KENT STATE**  
**FLASHline**

Edit my account profile

**Vicki Ladd**  
vladd@kent.edu

Welcome

Student

Employee

University Resources

Events Calendar new

My Dashboard

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 2-8108

Journal Voucher Accounting

Seq#	COA	FY	Pd	Ruc	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Total	D/C	NSF	Ovr	Status
1	RES	89667				EO 2953	EO 3366										
	K	18	05	COR	336007	310019	101072	53089	9100				200.00	D		N	
2	RES	89667				EO 2953	EO 3366										
	K	18	05	COR	101050	110118	100073	71202	5100				200.00	C		N	
3	RES	91156				RECEPTION 10/27	EO 3102										
	K	18	05	IDC	100100	110118	100080	71202	4100				634.80	D		N	
4	RES	91156				RECEPTION 10/27	EO 3102										
	K	18	05	IDC	336007	310019	101072	53089	9100				634.80	C		N	
5	RES	91315				LUNCHEON 10/27	EO 3258										
	K	18	05	IDC	100129	110118	100203	71202	4100				123.18	D		N	
6	RES	91315				LUNCHEON 10/27	EO 3258										
	K	18	05	IDC	336007	310019	101072	53089	9100				123.18	C		N	

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.