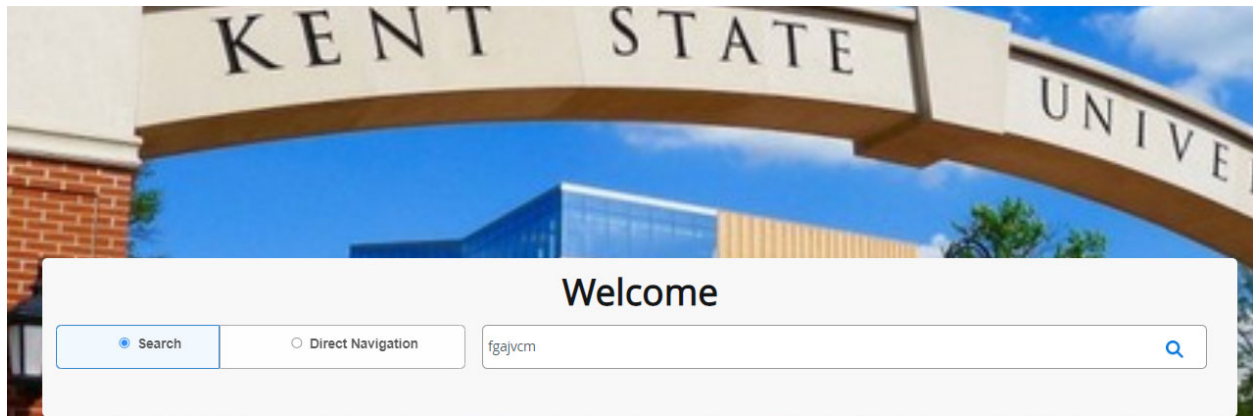


## FGAJVCM – Journal Voucher Mass Entry



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.

A screenshot of the "Journal Voucher Mass Entry FGAJVCM 9.3.21 (ePROD)" form. At the top, there is a blue header bar with the title and some icons. Below the header, there is a "Document Number:" label followed by a text box and a "Copy" button. To the right of the text box is a "Go" button. Below the "Go" button, there is a grey box with the text: "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."

Click on Go

The date will automatically populate

In the Document Total box input your hash total (absolute value of both debits and credits).

A screenshot of the "Journal Voucher Mass Entry FGAJVCM 9.3.21 (ePROD)" form, showing more details. The "Document Number:" text box is empty. Below it, there is a "JOURNAL VOUCHER DOCUMENT HEADER" section with fields for "Transaction Date" (10/04/2022) and "Document Total". To the right of these fields are checkboxes for "Document Text Exists", "NSF Checking", and "Deferred Edit". Below the header section is a "DEFAULT VALUES" section with fields for "Type", "Bank", "Budget Period", "Description", "Deposit", and "Currency". Below the default values section is a "JOURNAL VOUCHER DETAIL" section with a table. The table has columns: Seq #, Type #, Status, COA #, Index, Fund, Orgn, Acct, Prog, Actv, Loan, Proj, Percent, Amount #, Debit/Credit, NSF Override #, and Description #. The first row of the table has values: 1, K, , , , , , , , , , , , , , , . Below the table is a "COMPLETION" section with buttons for "Complete" and "In Process". A red circle highlights the "RELATED" button in the top right corner of the form. A blue arrow points to the "Document Total" field.

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. **Be sure to click on the box under Print;** this will allow your text to be seen if viewing the document in Self Service.

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. This description does not appear on the Banner reports but can be accessed in Banner using the “retrieve” button. Use this to be descriptive over and above the description input on each transaction line. Be sure to click in the boxes to the right of each line (under Print); this will ensure that the additional text can be viewed in Self-Service.


Click on SAVE (located bottom right of screen) when you have finished entering the 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 the FOATEXT, Banner will ask you if you want to save the changes that you have made, click on YES.

Note that the document number now appears on the screen. Add this number to your documentation that will be filed and maintained in your department for the duration of the records retention period.

You will see that there is a check mark next to Document Text Exists once FOATEXT has been added.

Tab down to the Default Values section of the form. This section is optional. The DEFAULT VALUES section can be used to repeat information that is to appear on each line of your journal entry. For example, if all of your transactions were going to be an IDC you could type IDC in the Type box. 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 or Next Section button  located at bottom left side of screen to navigate to the Journal Voucher Detail section 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 auto 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 on your keyboard. 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.

Journal Voucher Mass Entry FGA/JVCM 9.3.21 (ePROD)

Document Number: J0120633

JOURNAL VOUCHER DOCUMENT HEADER

Transaction Date: 10/03/2022  
Document Total: 100.00

Document Text Exists  
NSF Checking  
Deferred Edit

DEFAULT VALUES

Type: IDC  
Description: test  
Bank: Deposit  
Budget Period: Currency:

JOURNAL VOUCHER DETAIL

Seq	Type	Status	COA	Index	Fund	Orgn	Acct	Prng	Actv	Loan	Proj	Percent	Amount	Debit/Credit	NSF Override	Description	Bank	Amount
1	COR	Postable	K	100304	110118	100395	72017	6100					50.00	Credit		purchase paper for Univ Budget		
2	COR		K	101124	110118	100431	72017	6100					50.00	Debit		reimb Controller for paper		

JOURNAL VOUCHER COMPLETION

Complete In Process

Complete new lines using the steps 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 (next to insert) 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 and correct 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.*

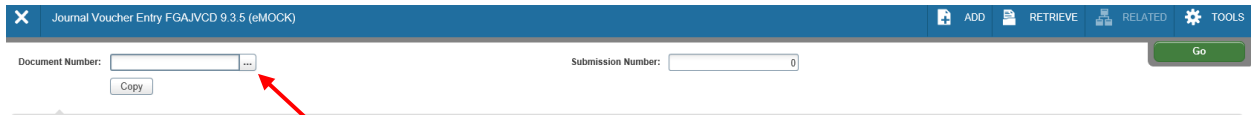
After you have completed entering all of your transactions you will click on Next Section (arrow down) then click on “Complete”.

If you receive an error, refer to the section below Account Transaction Summary Info (FGIJSUM).

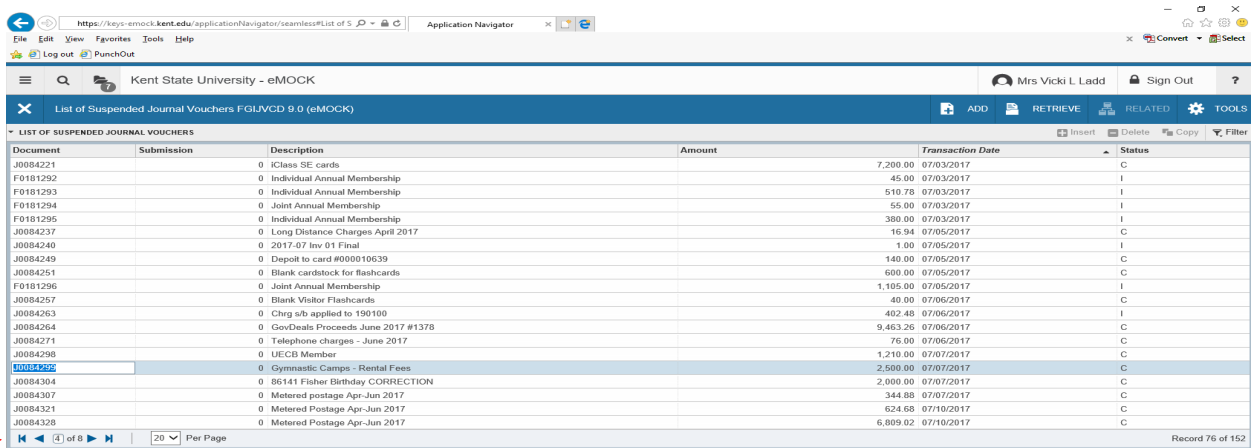
Once you click on “Complete”, if the entry is in balance, you should receive a message that the entry is completed and has been forwarded to the approval process.

## VIEWING THE STATUS OF A JOURNAL ENTRY

You can view the status of an entry by going into Banner and searching the journal entry by number using form FGJVCMD.



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



Document	Submission	Description	Amount	Transaction Date	Status
J0084221		0 Kiewit 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	140.00	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	07/06/2017	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
J0084298		0 UECB Member	1,210.00	07/07/2017	C
J0084302		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
J0084328		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 review, 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)**

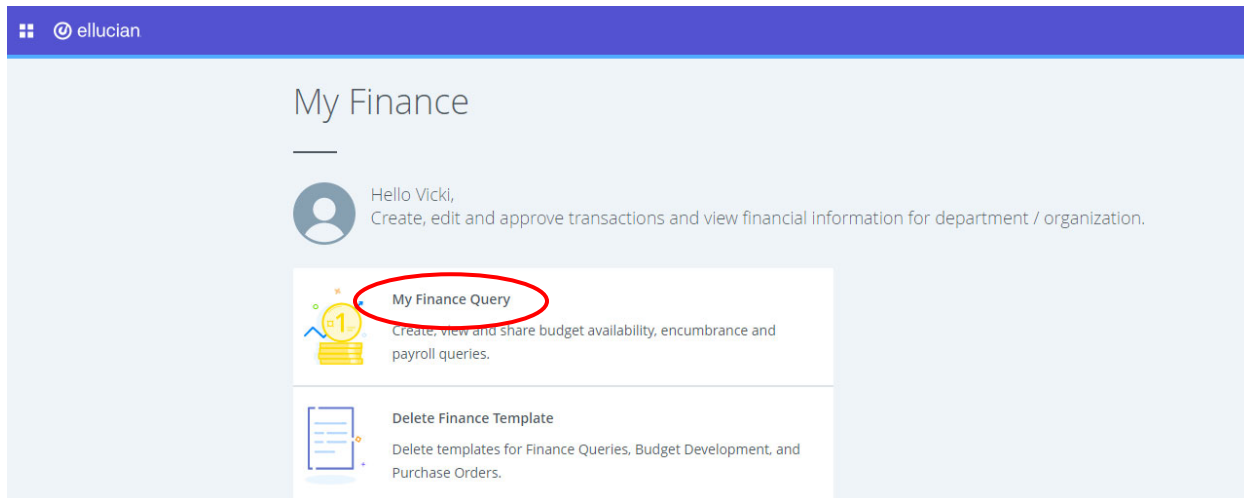
To check totals of an entry before “completing” or if you receive an error when submitting as completed, you can click on “Related” then select FGIJSUM Access Transaction Summary Info. You will see the total of the line items and can verify that this is also the hash total that you entered.

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.

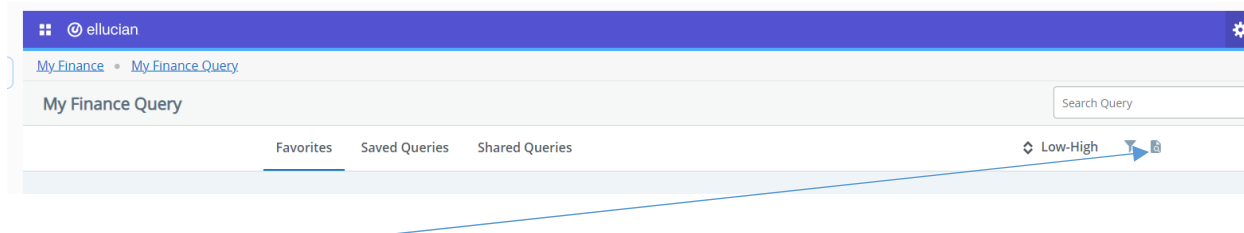
### **PRINTING AN IDC/JOURNAL ENTRY**

It is easier to print/view 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 My Finance Query



Click on View Document

View Document

Document Type

Requisition

Document Search

Choose Document Number

No Matches Found

Please Enter Document Number

VIEW DOCUMENT

APPROVALS & RELATED DOCUMENTS

Use the drop-down arrow and change requisition to Journal Voucher

Under Choose Document Number type in the journal entry number

Click on View Document

#### JOURNAL VOUCHER

Journal Voucher Number	J0119216	Document Total	6,146.00	Status	Posted
Submission	0	User ID	VLADD		
Transaction Date	06/30/2022	Activity Date	07/11/2022		
Public Comments	Vicki Ladd 21956				

#### Accounting Distributions

SEQ	Description	FY-Period	Budget Period	Rule Class	Chart- Index- Fund- Orgn- Acct- Prog- Actv- Locn- Proj	Amount	Debit/ Credit	Currency	Bank Code	NSF Override	Document Reference Number	Accrual Indicator	Deposit
1	accrue petty cash May1-June1 reimb	22-12		FT01	K - 101406 - 110118 - 100707 - 77606 - 5100 - - -	3,073.00	D	USD		No			
2	accrue petty cash May1-June1 reimb	22-12		FT01	K - - 110118 - - 21014 - - - -	3,073.00	C	USD		No			
Total Accounting Distributions						6,146.00							

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 the information associated with the journal entry.

11.17.22