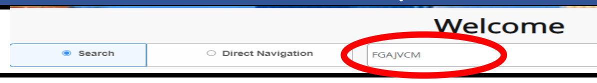
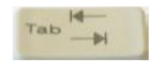
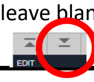
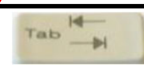
How to Enter an IDC Journal Entry Using Form FGAJVCM

WHEN TO USE THIS FORM: Use the FGAJVCM form to create IDC (InterDepartmental Charges) in the Banner Finance System for goods and/or services rendered by one department to another department or to make account coding corrections between departments.

BEFORE YOU BEGIN to enter the IDC journal entry into the FGAJVCM form, collect the following information:

*The nominal total dollars related to the transaction (see Hash Total explained below)
*A specific and informative description to associate with the entry
*The index and account codes to be charged (debited) and credited

Actions / Steps	Notes / Hints
1. Access the FGAJVCM form	
2. Complete Journal Voucher Document Header as follows:	
Make sure the ***Document Number*** field is blank	If any information displays in this field, delete it
Click on Go	
Tab from the ***Transaction Date*** field to the ***Document Total*** field	The transaction date will default to the system date. 
Enter the total in the ***Document Total*** field.	This is the 'hash total' for the entry, which is the sum of all amounts to be debited and credited. If you are debiting one department $100 and crediting another department $100, the document total will be $200.
Complete the FOATEXT form. From the Related menu, choose Document Text. Check the box to the right of each line, box is located under the Print column. When text is complete, press SAVE then X to return to the form. **Journal Entry number will be assigned to the entry.**	Enter the name, department and phone number of the IDC journal entry originator. Add any other information that should be documented about the entry. This description is attached to the entry, but does not appear in the description entered in the transaction detail section.
Tab from the ***Document Total*** field to the ***Default Values*** section.	*Information entered in the default values fields will automatically be included in the detail section of the entry. <u>These fields are optional.</u>*
Complete the <u>optional</u> Default Values fields as follows:	
Journal Type	Type IDC or COR
Description	Enter a specific and informative description (will appear on reports)
Bank	leave blank
Deposit	leave blank
Budget Period	leave blank
Currency	leave blank
Click on Next Section to move to the next section of the form	 located at the bottom left of the screen
3. In the Journal Voucher Detail block that appears, use TAB on your keyboard to move through the fields and enter the following information in the first record:	
Seq* is left blank	Will autofill
Type = IDC or COR	If you entered data in the Default Values, it will auto populate
Status is left blank	Will populate with postable or error once all data input in that line
COA = K	Will autofill
Index	This is a 6 digit number. Banner will populate the Fund, Org and Program
Account	This is a 5 digit number that classifies revenues and expenses into specific categories. Account codes can be viewed or downloaded using FGRACTH
Amount	The dollar amount to debit or credit the Index and Account entered
Debit/Credit	Use drop down to select Debit, Credit, +Plus or -Minus
Description	Data entered in Default Values will auto populate. You can edit if needed. Add description of entry that will be viewed on reports.
To enter a new row, either select 'Insert' or use down arrow on your keyboard.	If using 'Insert' be sure to select the icon in the Journal Voucher Detail section of the form. This icon appears in each section.
Repeat step 3 for each line item.	
4. When the last record is complete, click on Next Section.	
5. Click on Complete to finish entry or In Process to return to entry at a later time to add items or finish later.	You must be in the Completion section of the form this function