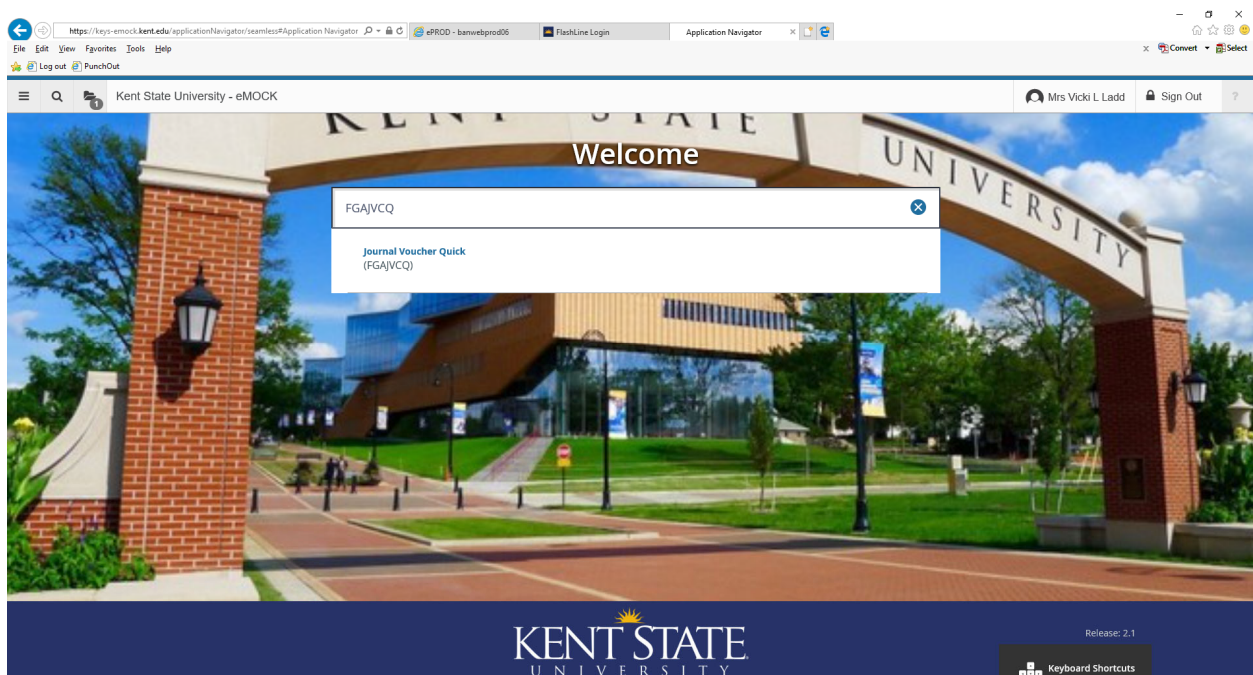
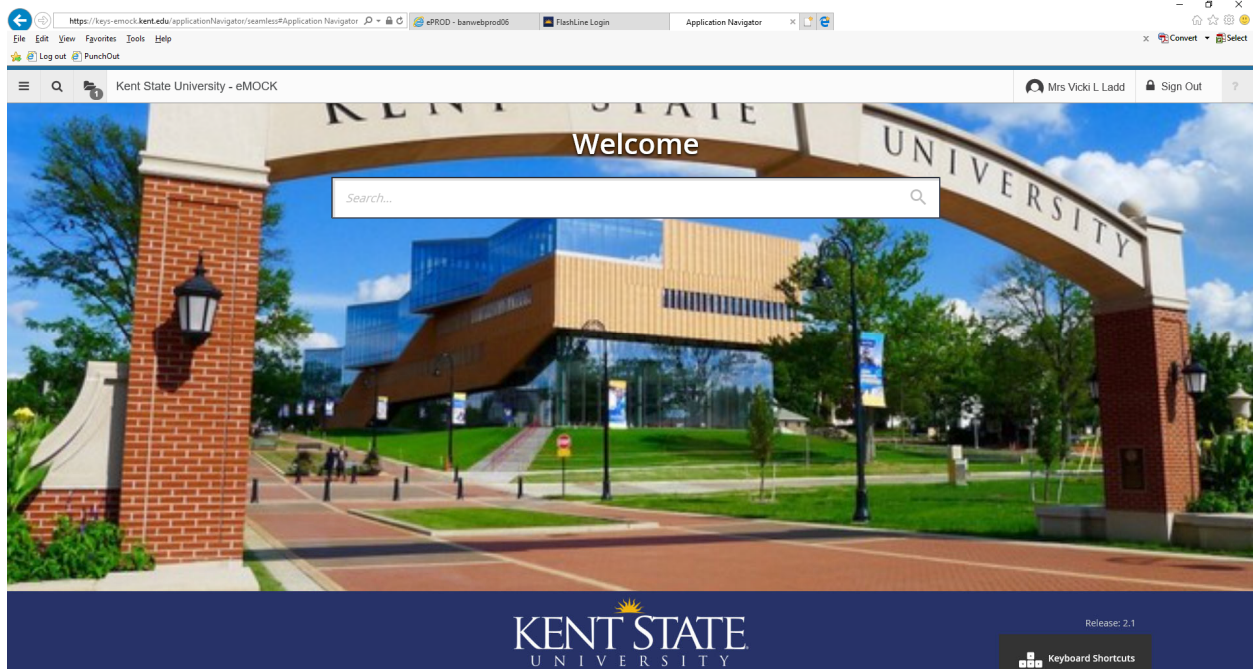


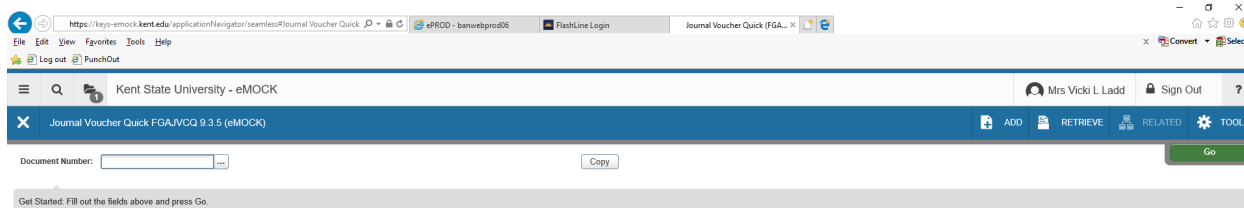
How to Enter an IDC/COR Journal Entry Using FGAJVCQ – Journal Voucher Quick



Type form name FGAJVCQ and then Enter

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

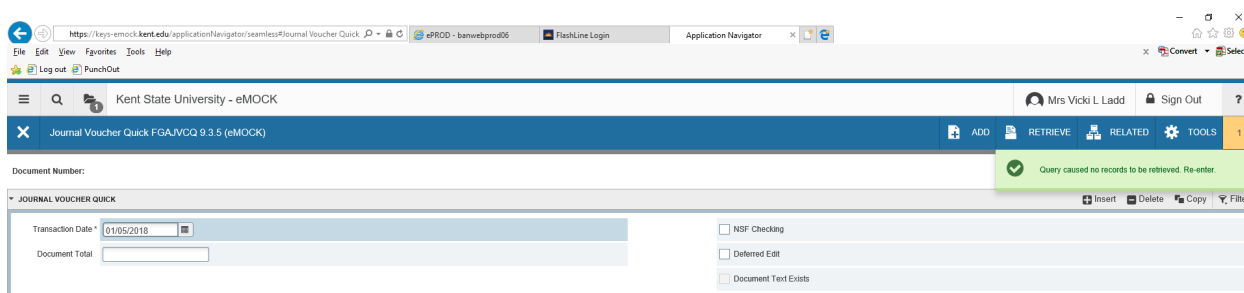
If you are entering a new journal entry you will need to make sure that the document number box is cleared. A number will be assigned to your entry after the FOATEXT has been added.



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 located in the top right corner. 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.

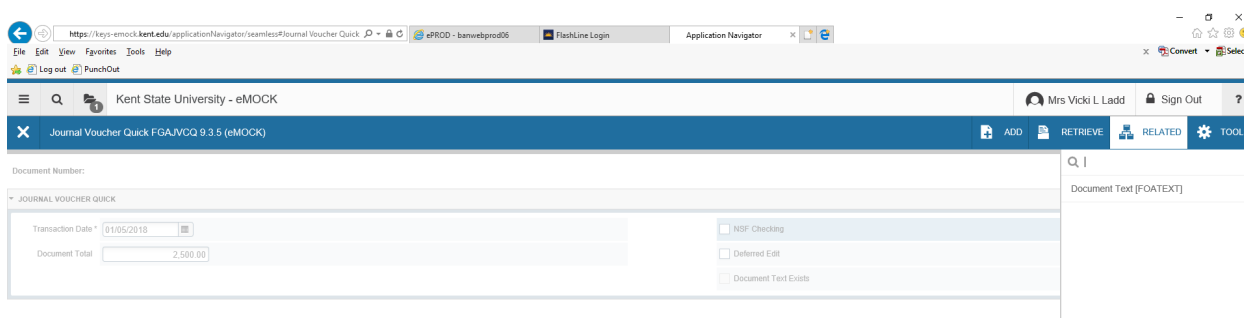
The transaction date will automatically populate.



This screenshot shows the 'JOURNAL VOUCHER QUICK' form. The 'Transaction Date' is set to '01/05/2018'. A green message box with a checkmark icon says 'Query caused no records to be retrieved. Re-enter.' The 'Document Total' field is empty. On the right, there are checkboxes for 'NSF Checking', 'Deferred Edit', and 'Document Text Exists'. At the bottom right, there are buttons for 'Insert', 'Delete', 'Copy', and 'Filter'.

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

Go to RELATED and select Document Text (FOATEXT)



This screenshot shows the 'JOURNAL VOUCHER QUICK' form with the 'RELATED' tab selected. The 'Document Total' is now '2,500.00'. The 'RELATED' tab shows 'Document Text (FOATEXT)'. The 'Transaction Date' remains '01/05/2018'. The checkboxes for 'NSF Checking', 'Deferred Edit', and 'Document Text Exists' are still visible on the right.

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. Be sure to click in the boxes in the Print column that are located to the right of the line. This will ensure that your text appears if reviewing the entry using Self Service.

General Text Entry FOATEXT 9.3.16 (ePROD)

Type: JV Code: J0121475 Default Increment: 10

Start Over

Settings Insert Delete Copy Filter

| Text | Print * | Line |
|--|-------------------------------------|------|
| Test entry | <input checked="" type="checkbox"/> | 10 |
| Vicli Ladd 21956 | <input checked="" type="checkbox"/> | 20 |
| Be sure to click on the box to the right | <input checked="" type="checkbox"/> | 30 |

Record 3 of 3

General Text Entry FOATEXT 9.3.5 (eMOCK)

Type: JV Code: J0064495 Default Increment: 10

Start Over

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"/> | 50 |

Record 5 of 5

After you have entered the FOATEXT, click on the “Save” button on the bottom right of the screen then click on the “X” to the left of the form name. If you did not click on the Save button, Banner will ask if you want to save the changes that you have made, click on YES. You will be back on the previous screen.

Journal Voucher Quick FGAJVCQ 9.3.5 (eMOCK)

Document Number: J0064495

Saved successfully (5 rows saved)

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 on “Next Section” 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.

You will now be in the JOURNAL VOUCHER DETAIL section. Using Tab on your keyboard, leave the Status and Sequence boxes blank and tab over to the Journal Type box and input IDC, COR, etc. or you can use the ... which is a drop-down feature.

Tab and click in the Index box and either input the index number 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 the account code or use the drop-down feature (...) to locate the account code you wish to use. The description of the account code will appear and can be used to verify that you have selected a proper account code for the entry.

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.

Tab over to the Description box and type the description that will appear on the monthly Banner reports. Space is limited so you need to be brief, but meaningful. This description is different than the text that is typed into FOATEXT. Remember that the FOATEXT can be as detailed as you need it to be to describe the entry.

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 or the arrow down on your keyboard.

Document Number: J0084495

Document Total: 2,500.00

Document Number: J0084495

JOURNAL VOUCHER DETAIL

Status: Postable Sequence: 1 Journal Type: IDC Interdepartmental Charges

Chart: K Kent State University Activity: Location: Project: Fund: 110118 Fd Bal-Kent Organization: 100395 Controller Program: 6100 Institutional Support

Account: 71012 Travel-US Conferences

Percent: Amount: 450.00 Description: Vicki Ladd Columbus conf Gift Date: Bank: Location: Project: Budget Period: Currency: NSF Override: Debit/Credit: Debit

Record 1 of 1

COMPLETION

Complete In Process

EDIT Record: 1/1 FGB/JVCD FGB/JVCD_SEQ_NUM [1] ellucian

Continue with the next transaction using the previous steps.

You can click on F4, and the previous 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.)

Remember that your total debits must equal your total credits, or the journal will not balance.

Document Number: J0084495

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: Fund: 110118 Fd Bal-Kent Organization: 100395 Controller Program: 6100 Institutional Support

Account: Amount: 150 Description: 1099 mailing Gift Date: Bank: Location: Project: Budget Period: Currency: NSF Override: Debit/Credit: Debit

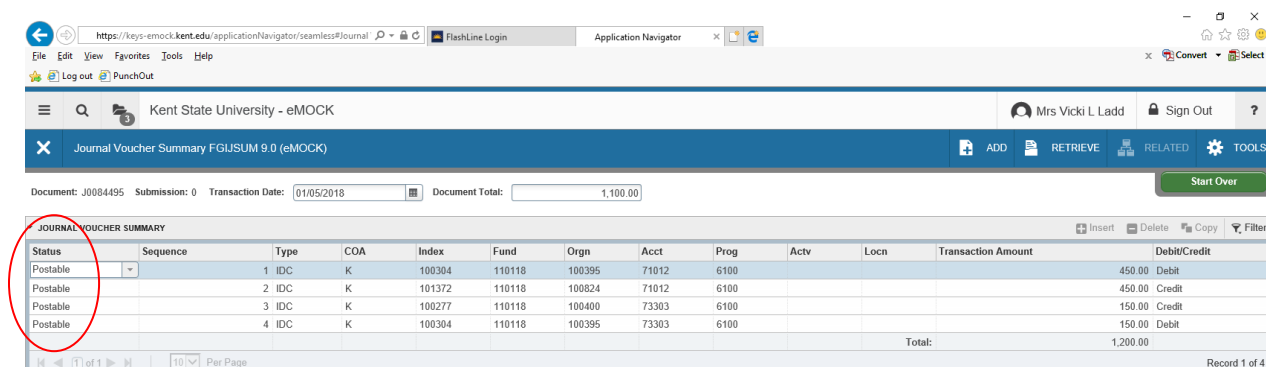
Record 4 of 4

EDIT Record: 4/4 FGB/JVCD FGB/JVCD_TRANS_AMT [4] ellucian

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

| 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 | |

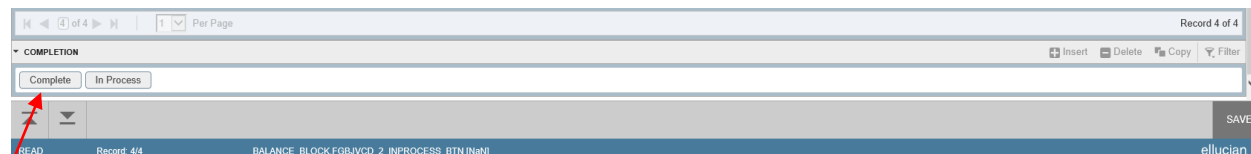
Record 1 of 4

To go back to the journal entry page, click on the “X” to the left of the form name. You should be back on the last record of the entry. If the file is postable make sure you are on the last record, then click on Next Section.

If you see an “error” under status you will need to go into that record and correct it. To do this, use the previous record button to go to the line number that is showing the error. After all corrections are made, you will need to go to the last record then click on next section.

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 scroll 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.



Record 4 of 4

COMPLETION

Complete In Process

READ Record: 444 BALANCE_BLOCK_FGIJSUM_2_INPROCESS_BTN [NaN] ellucian

Click on “Complete”.

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

The transaction will be reviewed by the Controller's office and will either be approved or disapproved. If the document is disapproved, you will be notified and will need to go into the transaction and make the needed change(s); see Viewing the Status of a Journal Entry section for instructions on how to get back into the entry. 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 FGAJVCM and enter.

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.

| Document | Submission | Description | Amount | Transaction Date | Status |
|----------|------------|-----------------------------------|----------|------------------|--------|
| J0084221 | 0 | IClass 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 | 510.78 | 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 | 140.00 | 07/05/2017 | C |
| J0084251 | 0 | Blank cardstock for Ratchards | 500.00 | 07/05/2017 | C |
| F0181296 | 0 | Joint Annual Membership | 1,105.00 | 07/05/2017 | I |
| J0084257 | 0 | Blank Visitor Flashcards | 40.00 | 07/06/2017 | 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 | 75.00 | 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 | 6,009.02 | 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

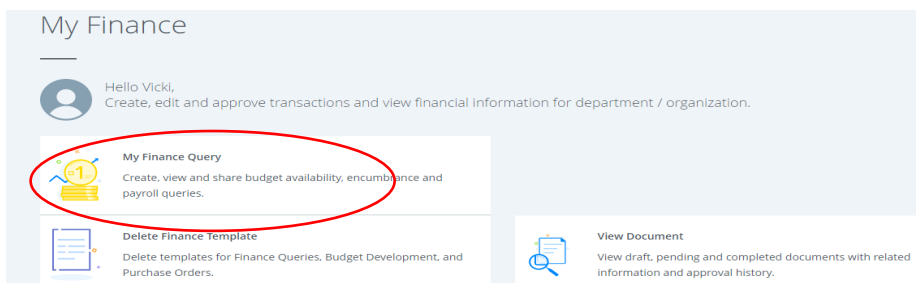
If an entry is disapproved by the Controller's office the creator of the IDC will receive an email indicating that the entry was disapproved and why it was disapproved. The creator can use the steps above to retrieve the entry and make the needed corrections. An "I" in the status field can be due to 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.

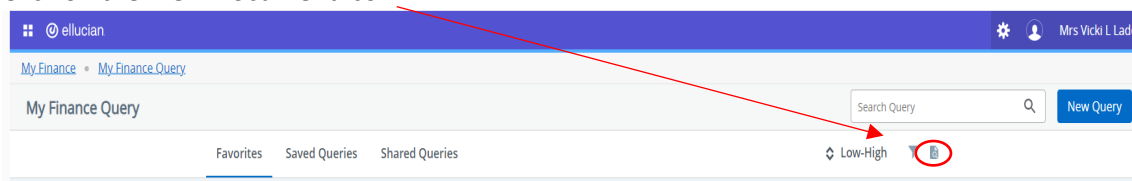
PRINTING AN IDC/JOURNAL ENTRY

It is easier to print a copy of the journal entry using Finance Self-Service Banner. This format is easier to read, and the print is larger. You can save the file as a pdf if you wish to keep an electronic copy.

Login to FlashLine; locate Finance Self-Service Banner using Search FlashLine located at the top left of the screen. (Pin to your dashboard for future use.) Click on "My Finance Query".



Click on the View Document icon



You will see the following:

View Document

Document Type

Requisition

Document Search

Choose Document Number

Document Number *

Please Enter Document Number

VIEW DOCUMENT APPROVALS & RELATED DOCUMENTS

You can view a variety of document types using Self-Service. For this example, we want to look at journal entry (journal voucher)

J0119761

View Document

Document Type

Requisition

Requisition

Purchase Order

Invoice

Journal Voucher

Encumbrance

Direct Cash Receipt

VIEW DOCUMENT APPROVALS & RELATED DOCUMENTS

Click the drop-down next to Requisition and for this example select Journal Voucher

View Document

Document Type

Journal Voucher

Document Search

Choose Document Number

Document Number *

J0119761

Submission

Please Enter Submission

VIEW DOCUMENT APPROVALS & RELATED DOCUMENTS

In the Document Number box type in the Journal entry number

Click on View Document

You will see the journal number, document total, status of entry, user ID, transaction date, activity date and description that was typed in FOATEXT appears next to “Public Comments”. Note that the description that appears on your monthly Banner reports appears within the entry under description. The Accounting Distributions section will provide all of the information associated with the journal entry.

JOURNAL VOUCHER

| | | | | | |
|-------------------------------|--|-----------------------|------------|---------------|--------|
| Journal Voucher Number | J0119761 | Document Total | 208,653.04 | Status | Posted |
| Submission | 0 | User ID | LTHOMP46 | | |
| Transaction Date | 08/16/2022 | Activity Date | 08/24/2022 | | |
| Public Comments | Lisa Thompson FCO 28106 Related to P0049690 CBORD Annual Software fees Formerly CS Cardlink-Now Fargo Connect-- Index 130152: Twinsburg 392.98/Geauga 819.30 | | | | |

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 | CBORD Fargo Connect Annual Software | 23-02 | | COR | K-336200-310003-100434-72026-9100--- | 72,374.58 | D | USD | | No | | | |
| 2 | CBORD Fargo Connect Annual Software | 23-02 | | COR | K-336300-310020-100433-72026-9100--- | 72,374.58 | C | USD | | No | | | |
| 3 | CBORD Fargo Connect Annual Software | 23-02 | | COR | K-335006-310002-100493-72026-9100--- | 27,402.83 | D | USD | | No | | | |
| 4 | CBORD Fargo Connect Annual Software | 23-02 | | COR | K-336300-310020-100433-72026-9100--- | 27,402.83 | C | USD | | No | | | |
| 5 | CBORD Fargo Connect Annual Software | 23-02 | | COR | K-130152-140001-400052-72026-5100--- | 392.98 | D | USD | | No | | | |
| 6 | CBORD Fargo Connect Annual Software | 23-02 | | COR | K-336300-310020-100433-72026-9100--- | 392.98 | C | USD | | No | | | |
| 7 | CBORD Fargo Connect Annual Software | 23-02 | | COR | K-130152-140001-400052-72026-5100--- | 819.30 | D | USD | | No | | | |
| 8 | CBORD Fargo Connect Annual Software | 23-02 | | COR | K-336300-310020-100433-72026-9100--- | 819.30 | C | USD | | No | | | |
| 9 | CBORD Fargo Connect Annual Software | 23-02 | | COR | K-150160-160001-600060-72026-6100--- | 588.71 | D | USD | | No | | | |
| 10 | CBORD Fargo Connect Annual Software | 23-02 | | COR | K-336300-310020-100433-72026-9100--- | 588.71 | C | USD | | No | | | |
| 11 | CBORD Fargo Connect Annual Software | 23-02 | | COR | K-160160-170001-700060-72026-6100--- | 588.71 | D | USD | | No | | | |
| 12 | CBORD Fargo Connect Annual Software | 23-02 | | COR | K-336300-310020-100433-72026-9100--- | 588.71 | C | USD | | No | | | |
| 13 | CBORD Fargo Connect Annual Software | 23-02 | | COR | K-120158-130001-300059-72026-6100--- | 588.81 | D | USD | | No | | | |

(The second page of this entry is not provided with the example.)

To print or download a copy of the entry, click on the icon located at the top of the page.