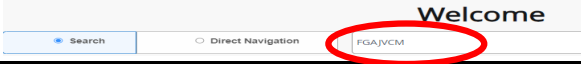



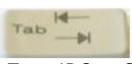

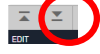
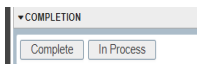

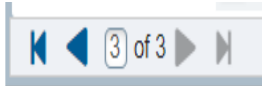


How to Enter an IDC Journal Entry Using Form FGAJVCQ

WHEN TO USE THIS FORM: Use the FGAJVCQ 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 FGAJVCQ 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 FGAJVCQ form	
<p>2. Complete Journal Voucher Document Header as follows:</p> <p>Make sure the Document Number field is blank</p> <p>Click on Go</p> <p>Use Tab on your keyboard to navigate through the form</p> <p>Tab from the Transaction Date field to the Document Total field</p> <p>Enter the hash total in the Document Total field.</p>	<p>If any information displays in this field, delete it</p>  <p>The transaction date will default to the system date.</p> <p>The "hash total" 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 (hash total) will be \$200.</p>
<p>3. Click on "related" and select FOATEXT(Document Text)</p> <p>Type additional description. Be sure to check the box to the right of each line, box is located under the Print column.</p> <p>When text is complete, press SAVE then X to return to the form.</p> <p>Journal Entry number will be assigned to the entry.</p> <p>Click on Next Section.</p>	 <p>At a minimum, type 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.</p>  <p>located at the bottom left of the screen</p>
<p>4. Complete the Journal Voucher Detail section of the form</p> <p>Using tab on your keyboard, tab to the following fields:</p> <p>Journal Type</p> <p>Index</p> <p>Account</p> <p>Amount</p> <p>Debit/Credit</p> <p>Description</p> <p>To enter a new record, either select 'Insert' or use down arrow on your keyboard.</p> <p>Repeat step 4 for each line item</p>	 <p>Type IDC or COR</p> <p>This is a 6 digit number. Banner will populate the Fund, Org and Program</p> <p>This is a 5 digit number that classifies revenues and expenses into specific categories. Account codes can be viewed or downloaded using FGRATCH</p> <p>The dollar amount to debit or credit the Index and Account entered</p> <p>Use drop down to select Debit, Credit, +Plus or -Minus</p> <p>Enter a specific and informative description (appears on monthly reports)</p> <p>If using 'Insert' be sure to select the icon in the Journal Voucher Detail section of the form</p> 
<p>5. After the last record has been entered, click on Next Section</p> <p>You will be in the "Completed" section of the form</p> <p>Click on Complete to forward to Controller's office for approval</p> <p>Click on In Process to finish at a later time during the month</p>	 <p>located at bottom left of the screen</p>  <p>If you are not in the Completed section of the form, you will not be able to select either option.</p>
<p>6. If an error is received, go to Related and select FGIJSUM to access the transaction summary. Report will show each record and will indicate whether the record is postable or has an error</p>	<p>If an error is showing, you must go back into the record and make the necessary corrections. You will need to use the Previous Section button then Previous Record to get to record that needs corrected</p>   <p>Use arrow left or right to navigate through the records</p>