Banner Finance
Online Journal Vouchers

The Controller’s Office is pleased to announce the availability of an online journal voucher system via Banner. Journal Vouchers are used to move expenses or revenue among indexes.
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Things to know before starting

**Deadlines**

All journal vouchers need to be entered and approved by the 5th working day. If they are not approved before this time the entry will roll to the next month.

**How many lines can be entered on an online Journal Voucher?**

The maximum number of lines allowed is 40.

Examples:

- 20 Dr or 15 Dr
- 20 Cr 25 Cr

**Guidelines**

Try creating your journal entries by fund type. Keep Contracts & Grants separate from other Journal Vouchers.
Open the FGAJVCQ form by doing one of the following:

1. **Go method**
   - In the Go To… Box, type FGAJVCQ and press Enter

2. **Menu Navigation**
   - Double click through the following:
     - Financial > General Ledger > General Ledger Transaction Forms > Journal Voucher Quick

1. Type FGAJVCQ and press your ENTER key

OR

2. Double click through the menu to find Journal Voucher Quick
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1. To create a new journal voucher, leave **Document Number** blank, and do a **next block**.
2. **Transaction Date** defaults to the current date – leave with current date.
3. Enter your **Document Total**. This is a total of all debits and credits.
   
   Example:  
   
   \[
   \begin{align*}
   &500.25 \text{ Dr} \\
   &500.25 \text{ Cr} \\
   &= 1000.50 \text{ Document Total}
   \end{align*}
   \]
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1. From the Options menu, click **Document Text**.

   Enter the following Information:
   - Prepared by
   - Phone
   - UMC
   - Department

   Reference is made to the monthly financial report for the month of
   Explanation for Journal Voucher: you can use as many lines as is necessary. Be as specific as possible.

   **Documentation**: fax – email – campus mail – hand delivered

2. When you are finished, **save** the text by pressing F10 or click on the save button.

3. Exit form

4. You will be back at the Document Header

5. Perform a next block
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Enter Transaction Details

1. Press the Tab key to populate Sequence
2. In the Journal Type field, type FT01 (JE/Interfund Transfer)
3. Chart defaults to a U. Leave this a U.
4. Type in the Index and press the Tab key. The Fund, Organization and Program default in.
5. Type in the Account code.
6. In the Amount field, enter the transaction amount for this line.
7. In the D/C field, enter D for Debit, C for Credit
8. In the Description field, enter the document code the original transaction used and the same description of the original transaction for a total of 35 characters.
   Example: FL003567 Nov 08 United Parcel Servi
9. Use your arrow down key to get to the next record.
10. For faster entry, you can use your F4 button. This will duplicate all the information on the previous record. You can then tab through changing what is needed
    For duplicating just one field, use F3. This will bring over the data just from the field you are on.
11. Continue with steps 9 &10 until all entries have been entered – with a maximum of 40 lines
1. From the Options menu, choose Access Transactions Summary Info
2. Verify the document is in balance by looking at the Document Total in the top right and the Total at the bottom. They must equal.

3. Close the Summary form
4. If the document is balanced, continue on to the Completion section on the next page of this documentation.
5. If the Document Total is incorrect, go to Options, Header Information and adjust the amount. You can also do a previous block.
6. If an adjustment to a detailed transaction is needed, press the up and down arrows to scroll through the sequences until you find it. If you know what sequence is incorrect, you can also Enter a Query and search for something that is known.
7. Verify the document is balanced again by starting at step 1 on this page.
1. Complete the document by doing a Next Block. Click **Complete**.

2. The document is now completed and forwarded to the approval process.
3. Write your Document Number down for your records.
Documentation needs to be sent to the Controllers Office so the final approval on the document can happen.

Please do so by doing any of the following:

1. Fax documentation to 797-1077 (preferred). Write your document number on the first page. Please send only one journal voucher per fax.
2. Email to your accountant
3. Send via campus mail to UMC 2400 attention to your accountant
4. Hand deliver