Journal Voucher

Create a Journal Voucher Mass Entry Form (FGAJVCM)

Use the Journal Voucher Mass Entry Form to create new journal vouchers.
Banner Main Menu

**Go To...**
You can access a form from the Go To... field. If you know the seven character code of the form enter it here.

You may also use the up and down arrow keys in the Go To... field to access forms you have previously opened during your current Banner session.

**Hierarchical Menu**
You may also navigate to forms using the Banner hierarchy menu. You can expand and collapse content by clicking on the folders.

**Auto Hint/Status Line**
Describes the field where the cursor is located. Error messages, processing messages, and keyboard equivalents appear here to help you navigate through Banner.
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1. Enter FGAJVC in the Go To... field of the Banner main menu and press Enter.

2. To CREATE A NEW ENTRY, let the system assign the document number by performing a next block.

3. ENTER > the Transaction Date if you are not using the current date.
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4. **ENTER > the Document Total.**
   This is the absolute value of the transactions.
   Example: if the entry is a debit for $50 and a credit for $50, the document total will be $100.

5. **Double click into the Document total to get the calculator.**

6. **ENTER > JE16 in the Type box.**

7. **ENTER > the Bank Code > 1**

8. **Deposit, Currency and Budget Period leave blank.**

   Required, but limited in space.
   If additional space is required, go to **Options > Document Text**. This will take you to a different form (FOATEXT) that will allow you to enter additional description of the Journal Voucher.

   Once you are done with the description, **SAVE > and CLOSE > X** the FOATEXT to return to your Journal Voucher.
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<table>
<thead>
<tr>
<th>Seq</th>
<th>Type</th>
<th>Status</th>
<th>COA</th>
<th>Index</th>
<th>Fund</th>
<th>Org</th>
<th>Act</th>
<th>Prog</th>
<th>Acct</th>
<th>Lnee</th>
<th>Proj</th>
<th>Percent</th>
<th>Amount</th>
<th>Debit/Credit</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

**Default Values**
- Type: [ ]
- Description: [ ]
- Bank: [ ]
- Debit: [ ]
- Currency: [ ]
- Budget Period: [ ]

**Perform a Next Block** or Ctrl Page Down.

**Note:** These are assigned automatically.

**Index** can be used to default a Fund, Org, and Prog.

**Enter** > the appropriate code or **Press** > F9 for the lookup list.

This will open an Account Index Code List (FTVACCI).

**Double Click** > the code from the list or perform a Query Search using a wildcard symbol % in the **Find** field.

The search automatically searches in the **Acct Index Title** field.

You must leave 1% at the beginning of the Query string.

**Example:**
- 1%Acc% - lists all entries that contain Acc  
- 1%Acc - lists all entries that begin with Acc
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ENTER > the Acct code.

**Note:** If you are not using an Index code
ENTER > the Fund, Org, and Prog.
Use F9 to look up lists from any of the fields.

**Example:**
CLICK > on the drop down arrow button ‣ for the ‘Orgn’ field or PRESS > F9 for the code list box. This will open the Organization Code Validation Form.

CLICK > on the Select Item button to select an ‘Orgn’ from the list or perform a Query Search using a wildcard symbol % in any of the categories.

**To begin a search. . .**
CLICK > on the Query button from the icon menu or PRESS > F7 (note: this clears the screen).
TAB > to the category you want to query.
ENTER > the query string.
CLICK > on the Execute Query button or PRESS > F8.

**Example:** using the Title Column
%Bio% - lists all entries that contain “Bio” in the title.
%Bio - lists all entries that begin with “Bio”

**Note:** Query searches are case sensitive. If the document had “BIO” all in upper case the search would not include those files.

Be sure to ENTER > an Actv and Locn Code if they are necessary on the transaction. They are not required.
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15. ENTER > a Percentage (of the document total) or dollar Amount.

16. ENTER > (D)ebit or (C)redit

Be sure to tab out of the Debit/Credit field before moving to the next step. More columns will be revealed after the tab. Use the scroll bar to see other categories.

**Note:** Use arrow down to add additional lines or Next Record.

17. REPEAT steps 10-16 for each line of the entry that is required.

**WATCH** for the ‘status’ of each line to change to ‘Postable’ after you move to the next line. Each line must be ‘Postable’ before moving to step 18.

18. You can save the document at this time or continue to the Next Block.

Perform a Next Block or Ctrl Page Down.
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19. CLICK > on the Complete or In Process button.

   Complete will forward the JV to approvals.

   In Process will save the JV and allow you to return to the JV later to forward it to approvals. An In Process JV will never post.

20. The Document Number can be used to retrieve the JV in the future. Once the entry is saved the system assigns a document number.

21. EXIT > the form CLICK > on (X) exit or Ctrl Q.