



# **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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**Deadlines**

All journal vouchers need to be entered and approved by the 5<sup>th</sup> 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:

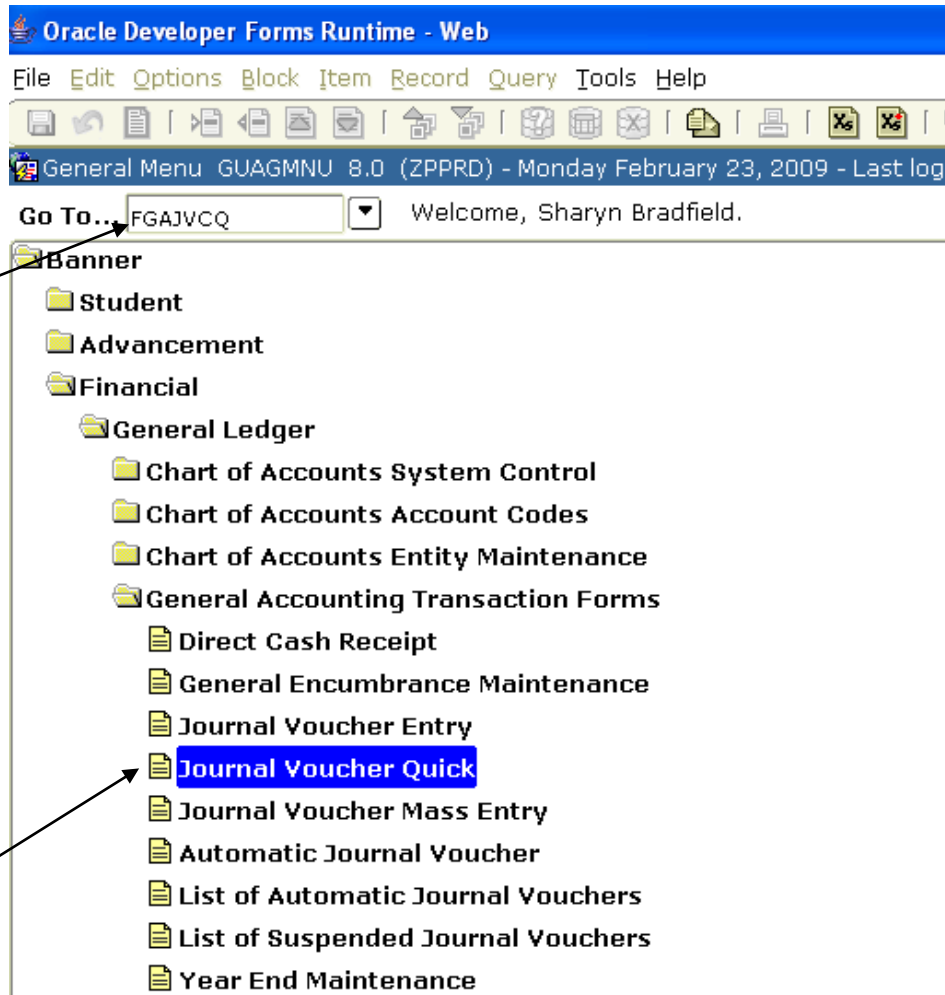
20 Dr	or	15 Dr
20 Cr		25 Cr

**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
  - o In the Go To... Box, type FGAJVCQ and press Enter
2. Menu Navigation
  - o 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

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:      500.25 Dr  
                   500.25 Cr  
                   = 1000.50 Document Total

The screenshot shows the Oracle Developer Forms Runtime interface for the 'Journal Voucher Quick' form. The title bar reads 'Oracle Developer Forms Runtime - Web: Open > FGAJVCQ'. The menu bar includes 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. The toolbar contains various icons for file operations and navigation. The browser address bar shows 'Journal Voucher Quick FGAJVCQ 8.0 (ZPPRD)'. The form itself is titled 'Journal Voucher Document Header' and contains the following fields and controls:

- Document Number:** A text field that is currently blank. An annotation box labeled '1. Leave Blank' has an arrow pointing to this field.
- Transaction Date:** A date field containing '23-FEB-2009' with a calendar icon. An annotation box labeled '2. Date transaction will show in banner.' has an arrow pointing to this field.
- Document Total:** A text field containing '1000.50'. An annotation box labeled '3. Enter document Total: sum of debits and credits' has an arrow pointing to this field.
- Document Text Exists:** A checkbox that is currently unchecked.
- NSF Checking:** A checkbox that is currently unchecked.
- Deferred Edit:** A checkbox that is currently unchecked.

1. From the Options menu, click **Document Text**.

Enter the following Information:

Prepared by

Phone

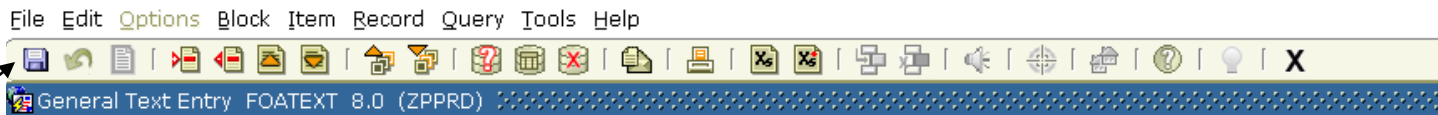
UMC

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**



Type:  Code:  Default Increment:

Text	Print	Line
Sharyn Bradfield	<input type="checkbox"/>	10
7-8089	<input type="checkbox"/>	20
UMC 2400	<input type="checkbox"/>	30
Controllers Office	<input type="checkbox"/>	40
Nov 2008	<input type="checkbox"/>	50
Explanation for Journal Voucher	<input type="checkbox"/>	60
more explanation	<input type="checkbox"/>	70
more explanation	<input type="checkbox"/>	80
more explanation	<input type="checkbox"/>	90
faxed documentation	<input checked="" type="checkbox"/>	100
	<input type="checkbox"/>	

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

Document Number:  Document Total:

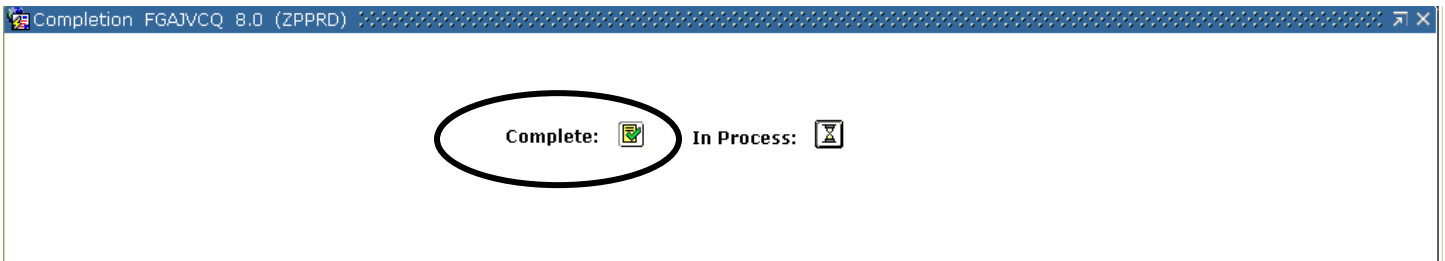
Sequence:	<input type="text" value="1"/>	Currency:	<input type="text"/>	Status:	<input type="text" value="P"/>
Journal Type:	<input type="text" value="FT01"/> ← JE/Interfund Transfer	<div style="border: 1px solid black; padding: 5px;">                 FT01: Journal entries and Fund transfers                  OCE : On Campus Expenditures             </div>			
Chart:	<input type="text" value="U"/> Utah State University				
Index:	<input type="text" value="A06664"/> Controllers - E & G Opera				
Fund:	<input type="text" value="101164"/> General Ledger-E And G Funds				
Organization:	<input type="text" value="E01795"/> Controllers - E & G Opera				
Account:	<input type="text" value="710200"/> Freight And Postage				
Program:	<input type="text" value="6060"/> ITS/Gen Adm Allowable				
Activity:	<input type="text"/>				
Location:	<input type="text"/>				
Project:	<input type="text"/>				
Percent:	<input type="text"/>	Amount:	<input type="text" value="22.86"/>	D/C:	<input type="text" value="C"/> <input type="checkbox"/> NSF Override
Description:	<input type="text" value="FL003567 Nov 08 United Parcel Servi"/>	Bank:	<input type="text"/>		

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. 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