



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 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:

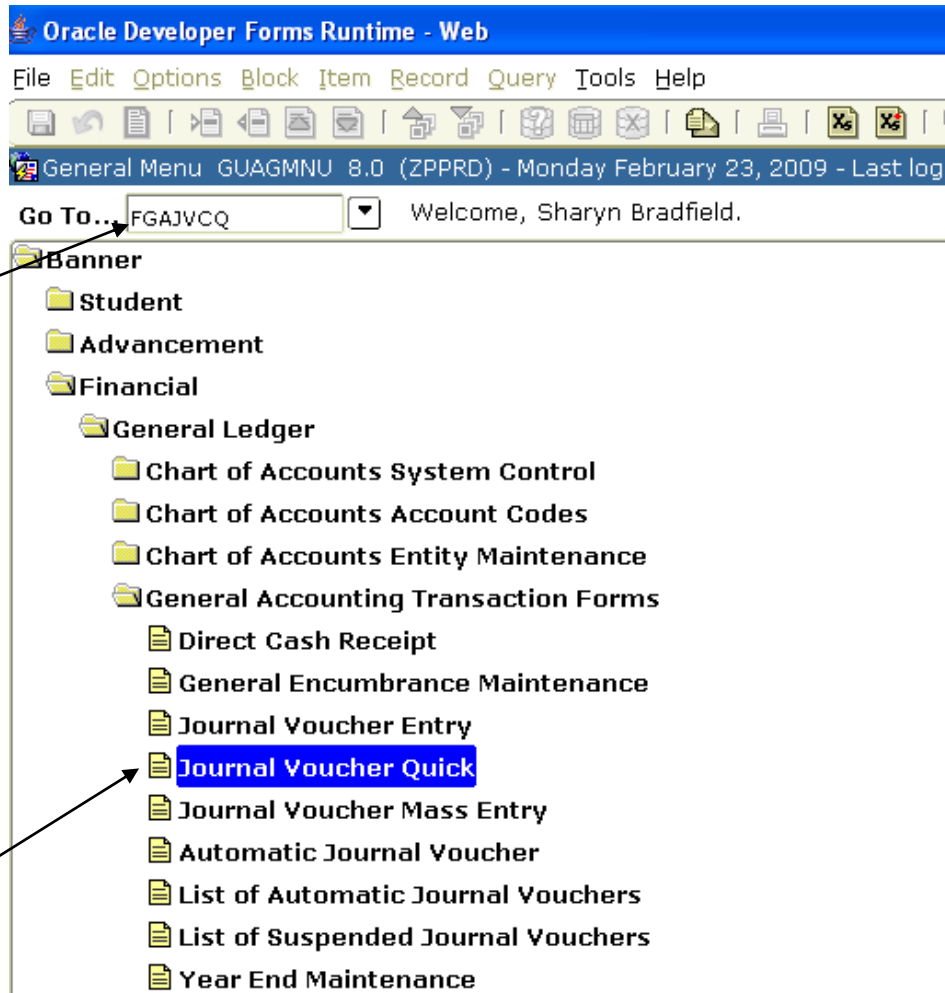
20 Dr	or	15 Dr
20 Cr		25 Cr

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
 - 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



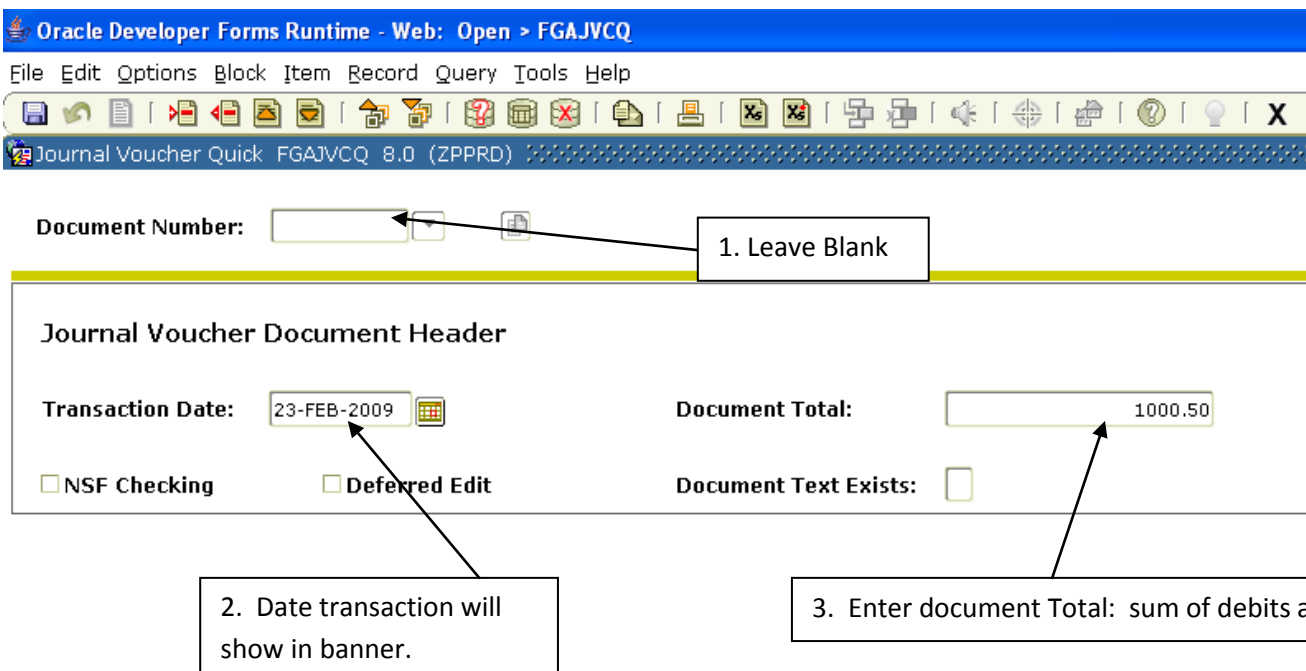
1. Type FGAJVCQ and press your ENTER key

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
 - o leave with current date
 - or
 - o if within the 1st 5 working days of the month, the date can be backdated to the last day of the processing month
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



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

Please send documentation following completion of document.

File Edit Options Block Item Record Query Tools Help



Type: JV

Code: 00008002

Default Increment: 10

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="JV01"/> ← <input type="text" value="JE/Interfund Transfer"/>	<div style="border: 1px solid black; padding: 5px;"> JV01: Journal entries and Fund transfers JOCE : On Campus Expenditures </div>			
Chart:	<input type="text" value="U"/> <input type="text" value="Utah State University"/>				
Index:	<input type="text" value="A06664"/> <input type="text" value="Controllers - E & G Opera"/>				
Fund:	<input type="text" value="101164"/> <input type="text" value="General Ledger-E And G Funds"/>				
Organization:	<input type="text" value="E01795"/> <input type="text" value="Controllers - E & G Opera"/>				
Account:	<input type="text" value="710200"/> <input type="text" value="Freight And Postage"/>				
Program:	<input type="text" value="6060"/> <input type="text" value="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 **JV01** (Journal Voucher/Fund Transfer) OR **JOCE** (On Campus Expenditures)
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.

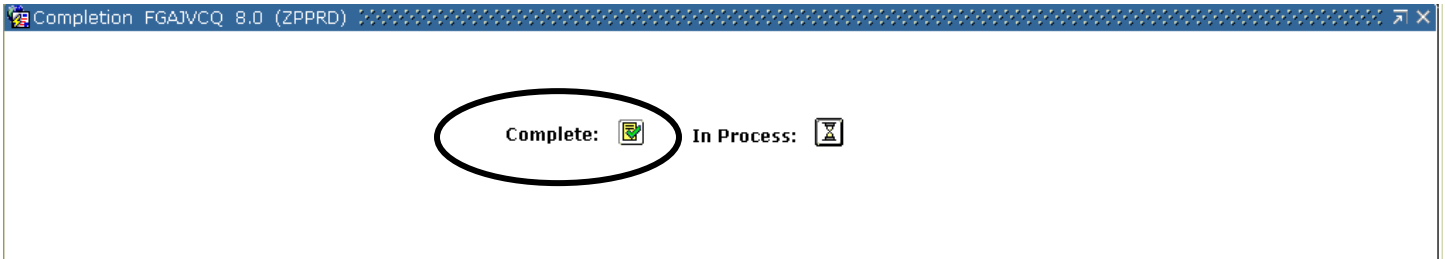
Journal Voucher Summary FGIJSUM 8.0 (ZPPRD)

Document: Submission: Transaction Date: Document Total:

Status	Sequence	Type	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Transaction Amount	Debit/Credit
P	1	FT01	U	A06664	101164	E01795	710200	6060			22.86	C
P	2	FT01	U	A06667	104984	E01794	710200	6060			22.86	D
Total:											<input type="text" value="45.72"/>	

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 Controller's Office following completion of the document 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