Journal Voucher

Create a Journal Voucher Using the Journal Voucher Quick Entry Form (FGAJVCQ)

Use the Journal Voucher Quick Entry Form to create a new Journal Voucher.
Banner Main Menu

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 FGAJVCQ 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 or Ctrl Page Down.

3. ENTER > the Transaction Date if you are not using the current date.

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.

Double click in the Document total field to get the calculator.

5. The NSF Checking and Deferred Edit will be defaulted and you will not be able to change them.

6. Perform a Next Block or Ctrl Page Down.
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7. **TAB >** through the **Sequence** field. 
   Note: this will be assigned automatically.

8. **ENTER >** JE16 in the **Journal Type** box. 
   **TAB >** through Chart. This will automatically populate as a 1.

9. **Index** can be used to default a Fund, Org, and Prog. 
   **ENTER >** the appropriate code or 
   **PRESS >** F9 for the look up list. 
   This will open an Account Index Code List (FTVACCI).

10. **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%Anc - lists all entries that begin with Acc
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11 ENTER > the Fund, Org, Acct, and Prog if you are not using an Index code. Use F9 to look up lists from any of the fields.

How To Search . . .
CLICK > on the drop down arrow button for the 'Fund' field or PRESS > F9. This will open the Organization Code Validation Form.

CLICK > on the Select Item button to select a ‘Fund’ 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 only look for titles that contained BIO (all upper case).
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12 Be sure to ENTER > an Actv and Locn Code if they are necessary on the transaction. They are not required.

13 Leave Project Blank.

13 ENTER > a Percentage (of the document total) or dollar Amount.

14 ENTER > (D)ebit or (C)redit

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

15 ENTER > the Description.

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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**16** ENTER > the Bank Code > 1

**17** REPEAT steps 7-16 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.

**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.

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