Copy a JV Quick Entry Form

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

Use the Journal Voucher Quick Entry Form to Copy 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.
Coping a Journal Voucher using the QUICK Entry Form

1. Enter FGAJVCQ in the Go To... field of the Banner main menu and press Enter.

2. To COPY an existing entry, CLICK > on the copy button to the right of the document number.

3. ENTER > the Document Number you wish to copy from.

3a. If you do not know the document number, CLICK > on the drop down arrow button ▼ and select either...

   3a.1. Posted Documents (FGODOCN) - if the Journal Voucher has been approved and posted
   3a.2. Current Journals (FGIJVCD) - if the Journal Voucher you want to copy is still In Process
       or in the Approval Process
Coping a Journal Voucher - Query Search

Either scroll to find your document or perform a Query Search.

To begin a Query Search using a wildcard symbol %

3b CLICK > in the Document box

3c CLICK > on the Query button from the icon menu or PRESS > F7 (note: this clears the fields).

TAB > to the category you want to query.

ENTER > the query string (see examples below)

CLICK > on the Execute Query button or PRESS > F8.

3d CLICK > on the Select Item button to select a document.

Example: using the Document box

%100% - lists all entries that contain “100” in the code.

%12 - lists all entries that contain “12” in the code.

In the Amount field you can conduct a search using the < or > characters.

Example: <100 - lists all entries less than $100.00

Remember to check the Auto Hint/Status Line at the bottom of the screen when you are not sure what to do next.
Coping a Journal Voucher using the QUICK Entry Form

4. Leave Copy to Document Number blank and the system will assign a number.

5. ENTER a new Transaction Date, if not the system will add the current date.

6. CHECK the Reverse JV box, if you would like to reverse the JV you are copying. This will reverse the debit and credit of each line of the original JV.

7. CLICK the OK button.

8. Perform a Next Block or Ctrl Page Down.
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9. Make the necessary changes.

10. Perform a Next Block or Ctrl Page Down.

11. CLICK > on the Complete or In Process button.

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

12. EXIT > the form CLICK > on X exit or Ctrl Q.