Journal Voucher

Copy an Existing Journal Voucher Using the Journal Voucher Mass Entry Form (FGAJVCM)

Use the Journal Voucher Mass Entry Form to create a copy from an existing journal voucher form.
Copy an Existing Journal Voucher

1. ENTER > FGAJVM 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.
   If you do not know the document number, CLICK > on the drop down arrow button ▼ and select either . . .
   **Posted Documents** (FGODOCN) - if the Journal Voucher has been approved and posted
   or
   **Current Journals** (FGIJVCD) - if the Journal Voucher you want to copy is still in process
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Either scroll to find your document or perform a Query Search.

To begin a Query Search using a wildcard symbol %

CLICK > in the Document box
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.
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.

Remember to check the Auto Hint/Status Line at the bottom of the screen when you are not sure what to do next.
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4. Leave Copy to Document Number blank and the system will assign a number.

5. ENTER > the new Transaction Date, if not the current date.

6. CHECK > the Reverse JV box, if you would like to reverse the JV you are copying.

7. CLICK > the OK button.

8. Make the necessary changes to the Transaction Date, Document Total, and the Default Values.

9. Perform a Next Block or Ctrl Page Down.

10. Make the necessary changes to the Journal Voucher Detail.
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11. You can save the document at this time or continue to the Next Block. Perform a Next Block or Ctrl Page Down.

12. 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.

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