

**Memorial University
Financial and Administrative Services
Journal Voucher Process**

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**Version updated as of December 13, 2022
Please contact Financial & Administrative Services for questions.**

ONBASE CLIENT INSTALL

To access the OnBase environment you will need to install the client software (PC Users Only). Mac users do not require client install (see below). OnBase install is **NOT** required for JV creators. Only JV approvers need to install OnBase to view backup material.

A. OnBase Client Install for PC Users

For St. John's Campus, OnBase Client can be found in the Software Centre on your desktop. Follow normal procedures for installing software from the Software Centre.

For MI and Grenfell please contact your local Help Desk for assistance.

B. OnBase Access for Mac users

- Access OnBase from the weblink not through the desktop application
- St. John's Campus use this link
https://memonbwebi02.wds.mun.ca/OnBaseAD_17
- MI and Grenfell users use this link
- https://memonbwebi02.wds.mun.ca/OnBase_17

JOURNAL VOUCHER QUICK REFERENCE GUIDE

1. [FGAJVCM](#) – only JV Inputters can create the journal entry
2. [Upload your backup](#) – Using the OnBase link
<https://www.mun.ca/banner/Jvsubmission.php>
3. [FGIJSUM](#) – can be used to see details of JV **BEFORE** it is approved.
4. [FOADOCU](#) – can be used to dis-approve your own JV.
5. [FOAUAPP](#) – Approvers can use this screen to approve JVs. Note that unchecking “Next Approver” is advised.
6. [FGIDOCR](#) – See details of a JV **AFTER** approval has occurred.
7. [FOAAINP](#) – used to see who has yet to approve a JV
8. [FOIAPPH](#) – used to see who has approved a JV

JOURNAL VOUCHER MASS ENTRY FORM

How to Process a Journal Voucher Using FGAJVCM

Introduction and Overview

The journal entry process is made up of a four-step procedure.

1. The JV Creator enters the journal entry in Banner.
2. The JV Creator uploads supporting documentation.
3. The JV Approver(s) retrieves supporting documents and reviews the journal entry for accuracy.
4. Financial and Administrative Services perform oversight approval and posting.

1.0 Entering a Journal Entry Voucher

Description:

Use the Journal Voucher Mass entry form to enter correcting/adjusting/accrual journal entries. The Journal Voucher Mass Entry Form (FGAJVCM) is structured as a grid similar to a spreadsheet, with unlimited entries per document. This form can be used to process JMUN Transaction types only.

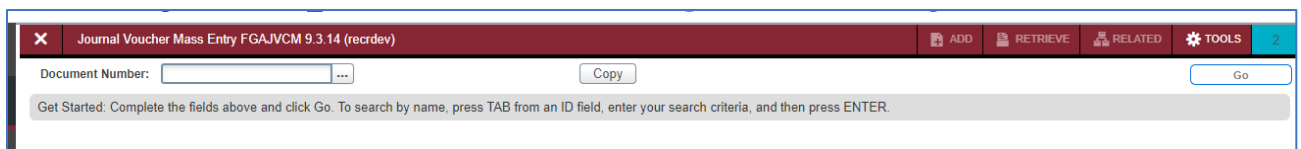
Navigation:

Access to the form can be done in three ways:

- Type FGAJVCM in the search field
- Type Journal Voucher Mass Entry in the search field
- Select from the General Accounting Transaction Forms menu under Applications

Step 1:

Follow the navigation process to FGAJVCM.



- Document Number:
 - To start a new Journal Document type *NEXT* and click *GO*.
 - To continue an in-progress Journal Document enter the JV number.
 - If you do not know the JV number, click the search button [...] to see the List of Suspended Journal Voucher form FGIJVCD.
 - The FGIJVCD screen will show the JV number, the Description, Absolute Total, Transaction date, and Status (I = Incomplete and C = Complete and awaiting Approvals).

- Click on the Document Number line and click SELECT. This will populate the JV number, then click GO to open the Journal Document.

Step 2:

This will bring you to the *Journal Voucher Document Header* section.

- Transaction Date: Defaults to today, but you can override it when necessary (such as at fiscal year-end).
- Document Total: **Enter the sum of the absolute values of the accounting distribution lines to be entered (Required).**
- Document Text Exists: A tick in this box indicates that text exists for this document. Text is entered in the Default Values section (see below).
- Reversal Indicator. Used for accrual entries (explained below).

In the *Default Values* section, you can only enter ‘Description’, all other fields remain blank:

- Type: Rule class or the Transaction code for this accounting entry, defaults to JMUN.
- Description: **Enter a user-defined description for this document. This will default to all lines of the journal voucher but can be over-written per line.**
- Bank: Bank 30 will default for journal vouchers.
- While in this section of the page, **Document Text must be entered to provide an explanation as to what the JV purpose is. To do so, select Related and then Document Text from the menu.**

- The text entry screen has a limit of 50 characters per line. Enter additional lines by using the down arrow or INSERT button. Enter as many lines as needed to accurately describe the journal voucher.
- When you have entered all text, click Save in the bottom right corner, and then the white X in the top left corner to close and return to the journal entry screen.

General Text Entry FOATEX 9.3.6 (recordv)

Type: JV Code: K0000008 Default Increment: 10

GENERAL TEXT ENTRY

Text	Print *	Line
This JV is to correct the expense entered into the incorrect account. More details of what the JV is for here please...	<input checked="" type="checkbox"/>	10
	<input checked="" type="checkbox"/>	20

Record 1 of 3

SAVE

Step 3:

Click *Next Section* button, or Press “ALT” and “Page Down”. This will bring you to the *Journal Voucher Detail* section.

Tab through to Input the following information per line:

- Seq: Banner increases the Sequence Number field by one automatically.
- Type: Defaults to rule class JMUN.
- Status: Bypassed during Tab sequence, defaulted by Banner. The document can have a value of:
 - A – the transaction is in the **available** balance process
 - E – an **error** condition caused an edit failure.
 - N – A **non-sufficient funds** condition exists for this transaction
 - P – The transaction can be **posted**
- Debit/Credit: Type Debit or Credit or select from the dropdown list.
- Fund: Enter a valid Fund code.
- Orgn: Enter a valid Organization code.
- Acct: Enter a valid Account code.
- Prog: Enter a valid Program code.
- Actv: Enter a valid Activity code. (Optional)
- Locn: Enter a valid Location code. (Optional)
- *Proj: If the transaction is related to a project or work order, enter the Project code. (Optional)
- Amount: Dollar amount to be posted to this accounting distribution.
- Description: Enter a user-defined description for this line. The description will default but it can be modified.
- Bank: Will default to Bank 30 for JMUN type entries.

If Operating Fund, enter the ORG to populate the FUND and PROG.

If non-Operating Fund, enter the FUND to populate the ORG and PROG.

NOTE: FOAPAL Entry Shortcuts

- If operating funds 100001, 190000 or 191000, enter the organization first and the fund and program will default.
- If fund begins with a 1 and is not one of the funds listed above, enter the fund first and the organization will default.

- If the fund starts with a B, 2, 3, 4, 5, 6, 7, 8 or 9, enter the fund first and the organization and program will default.

Repeat the process for each line of the JV.

- If you have additional transactions to input press the arrow down on your keyboard or click *Insert* to start a new line sequence.
- You may also click on *Copy* (or press F4) to copy the information from the previous line and update as necessary.
- You may enter as many line sequences as required.
- Once you enter all of your line sequences, should you wish to review your input prior to completing your journal voucher, select *Access Transaction Summary Info* from the *Related* menu. A summary of each line sequence appears.

Procedure for accrual entries

In the JV Header, Tick the Reversal Indicator Box to have the JV auto-reverse in the new fiscal year.

- For operating organizations under fund 100001:

Accounts Payable	170000	21000
Accounts Receivable	140000	17XXX
Prepaid expenses	160500	12500
Deferred revenue	170017	28102
- For operating organization in funds 190000 (Medicine) and 191000 (Grenfell):
Use operating fund and above accounts
- For operating asset and liability funds:
Use fund and above accounts
- For all funds outside the operating funds: (ancillary, research, plant, special purpose and trust funds, SIE and agency funds)
Use fund and above accounts

Procedure for Interfund Transfers (80990:88250)

- Interfund transfers can only be processed on a JV.
- Do not use interfund transfer accounts on invoices or deposits.
- Do not use interfund transfer accounts to move funds between entities that do not form part of MUN’s consolidated financial statements (i.e.: no transfers to agency funds, pension funds, student unions).

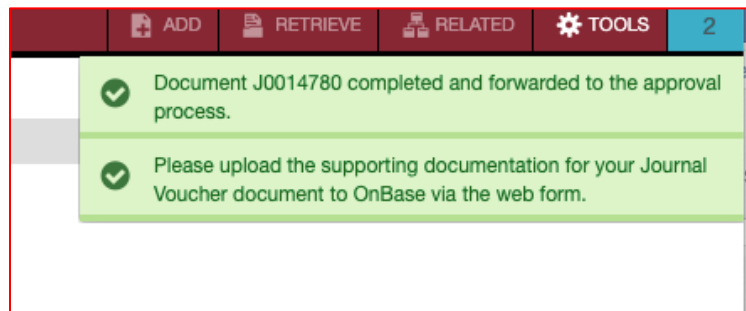
Step 4:

Click *Next Section* button, or Press “ALT” and “Page Down”. This will bring you to the *Journal Voucher Completion* section where you have two options:

- Complete: Click this button to mark the document as complete and forward to the posting process.
- In Process: Click this button to save the document in progress without posting the record. You can reenter this form at a later date to enter more JV lines or to finish the journal voucher document.

NOTE YOUR JOURNAL VOUCHER NUMBER FOR FUTURE REFERENCE.

You will see two messages in the message center. One with your JV number and the other a reminder to upload your backup documentation for this entry. It must be uploaded before the JV can be approved.



Copy JV Function

You may use the Copy function to copy a previously completed and posted Journal Voucher number. Click “OK” after entering the following fields on FGAIJVM:

Copy FGJAVCM 9.3.6-M1 (banjune1)

Copy From
 Document Number ...

Submission *

Copy To
 Document Number

Transaction Date *

Reverse JV

Copy Text

OK Cancel

- Copy From Document Number: Enter the old JV document number to copy from.
- Submission: Enter the submission number for the copy from JV document. Defaults to 0.
- Copy To Document Number: Enter the NEXT to get the next JV document number to copy to.
- Transaction Date: Enter the transaction date for the new JV document number. Defaults to today.
- Reverse JV: Check box to indicate if you want to reverse the old JV document number. This will flip the debit and credit indicators from the old JV document number.
- Copy Text: Check box to indicate if you want to copy any document text from the old document number to the new document number.

Deleting a JV document

Only “In process” (incomplete) journal vouchers can be deleted. If your journal voucher has been completed and sent for approval (pre-approval stage) it must first be disapproved to return it to the *In Process* state before it can be deleted. Keep in mind that journal vouchers sent for approval would have supporting documents uploaded to OnBase and therefore would require further action on the part of FAS Admin Staff Specialist III to remove them. If a journal voucher has been completed and approved a correcting entry would be necessary as it can’t be deleted at this stage.

To delete a journal voucher you use the FGJAVCM screen. When you enter the screen type the JV number you wish to delete and click GO. The In Process JV will display on your screen.

Journal Voucher Mass Entry FGJAVCM 9.3.14-M1 (readonly)

Document Number: J5014759

Transaction Date * 19-MAR-2021

Document Total 1,000.00

Document Text Exists

Reversing Accrual Entry

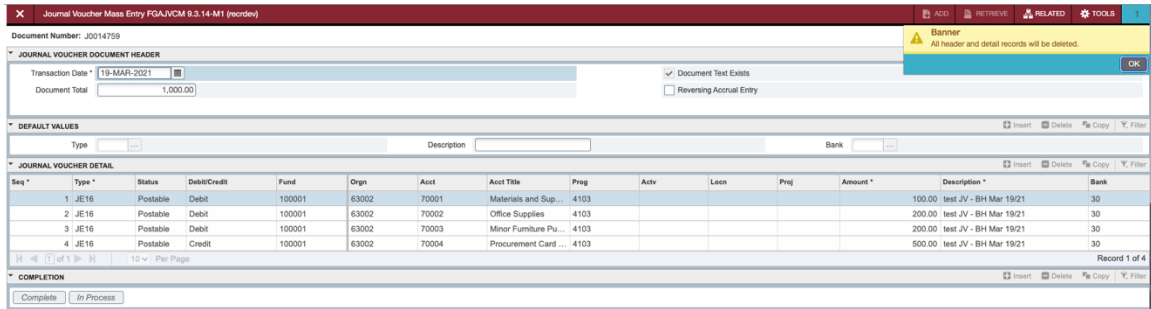
Journal Voucher Detail Table:

Seq #	Type *	Status	Debit/Credit	Fund	Orgn	Acct	Acct Title	Prog	Actv	Locn	Proj	Amount *	Description *	Bank
1	JE16	Postable	Debit	100001	63002	70001	Materials and Sup...	4103				100.00	test JV - BH Mar 19/21	30
2	JE16	Postable	Debit	100001	63002	70002	Office Supplies	4103				200.00	test JV - BH Mar 19/21	30
3	JE16	Postable	Debit	100001	63002	70003	Minor Furniture Pu...	4103				200.00	test JV - BH Mar 19/21	30
4	JE16	Postable	Credit	100001	63002	70004	Procurement Card ...	4103				500.00	test JV - BH Mar 19/21	30

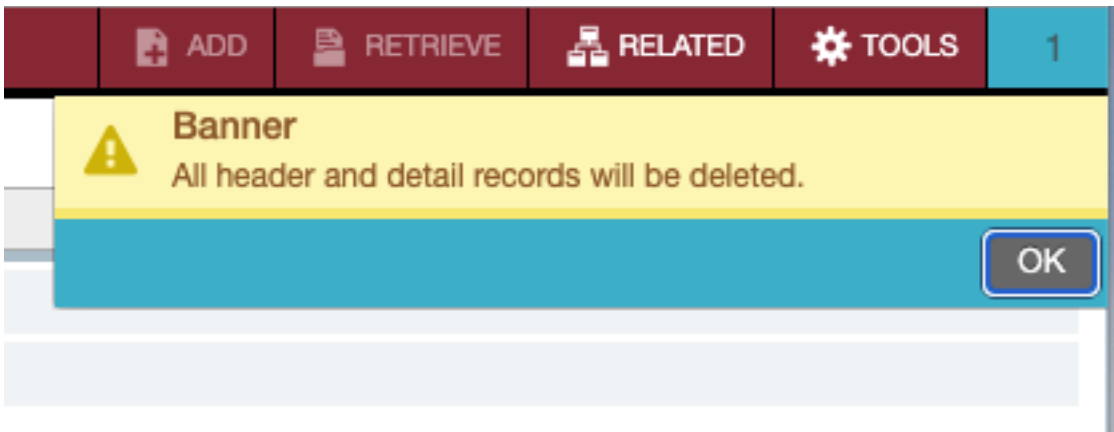
Completion:

Document Text: test 1, test 2, test 3

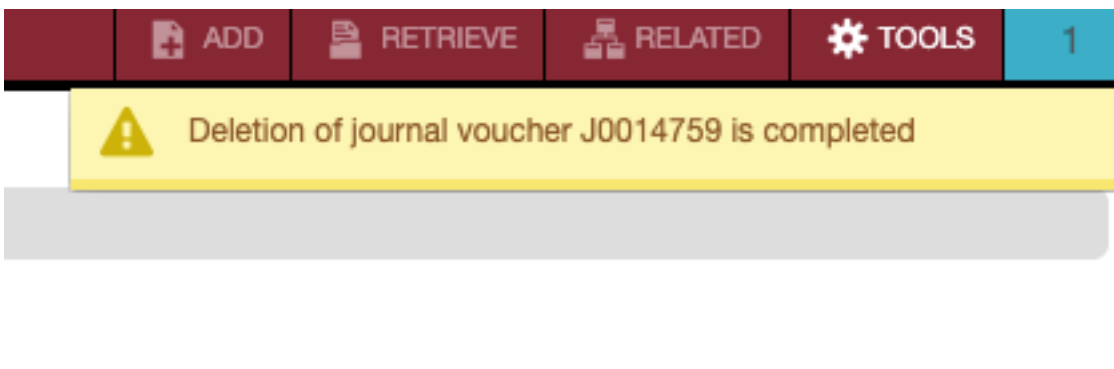
Click on the Delete button (Shift – F6) on the top right side of the screen. You will see a warning message advising you to click the delete button once more to confirm deletion.



Clicking the delete button the second time will remove the JV and confirm it has been deleted.



Click OK to confirm deletion of the journal voucher entry.



2.0 Uploading Supporting Documentation for a Journal Entry Voucher

Banner will work in conjunction with an application called OnBase to allow for electronic document management and file retention. OnBase access will be integrated in several Banner screens, where needed, to accommodate retrieval and review of relevant backup files for transactions entered in Banner. Upload of backup documentation files for journal vouchers must be done through the OnBase Upload Webpage.

<https://www.mun.ca/banner/Jvsubmission.php>

Inputters must use this website link for the JV document upload, which uses your normal domain credentials. (I.E., thisisme@mun.ca and your domain password).



MUN Login

A screenshot of the MUN Login web form. It contains two input fields: "MUN Login ID or e-mail address" with the text "jbailey" and "Password" with masked characters "*****". Below the fields is a black "log in" button. To the right of the button is a blue link "Can't login?".

[Create account](#)

[Feedback](#)

Use your DOMAIN credentials to log on. You will then see the following web page.

BANNER

Financial and Administrative Services

Office of the Registrar

Banner Application

Human Resources

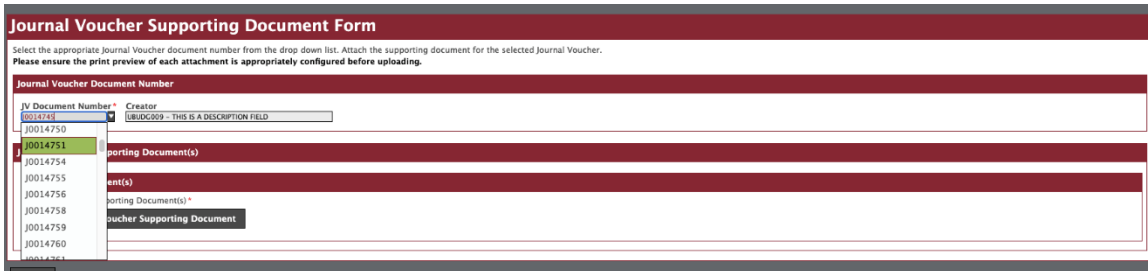
Home / Journal Voucher (JV) Submission Process

Journal Voucher (JV) Submission Process

Please select the following link to upload the supporting documentation for your submitted JV.

[Upload JV supporting documents](#)

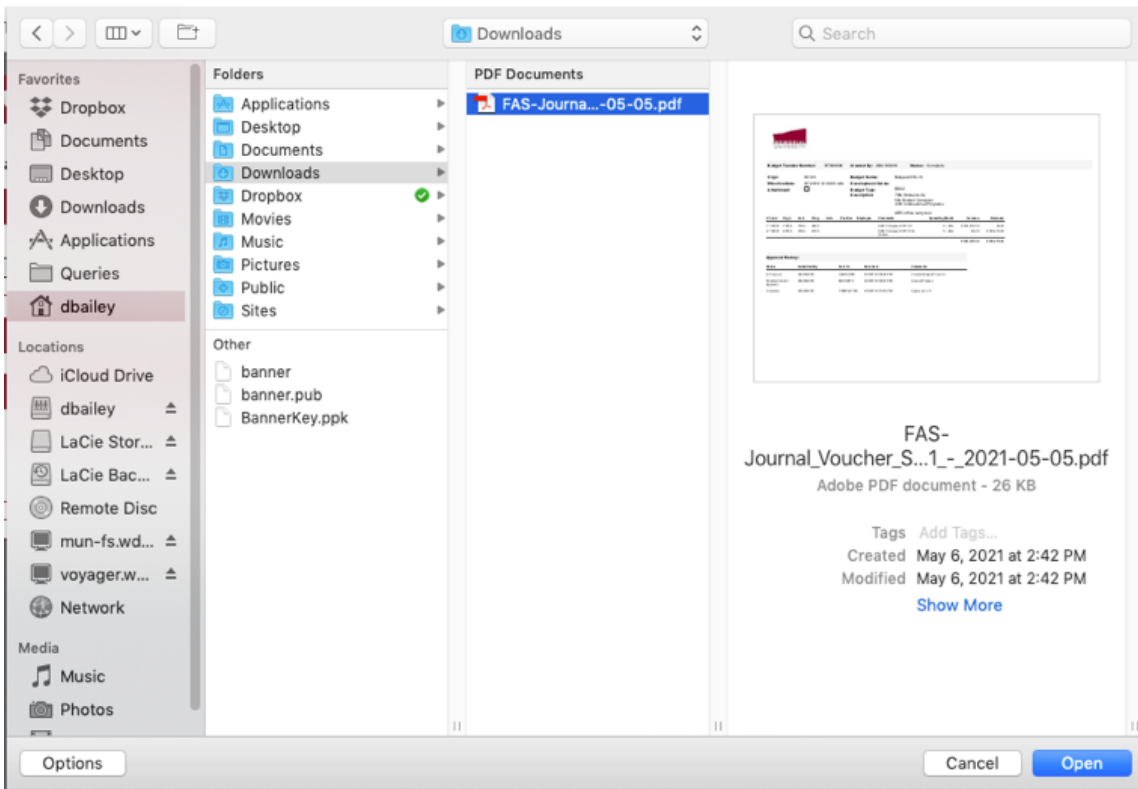
1. Click the Upload JV supporting documents link.
2. From the drop-down list, select the JV number that you wish to upload documentation for. If you know the JV number, you can enter it rather than search the list.
3. Once you have selected the JV number, you can review the creator information to confirm the entry is yours.
4. Click the *Attach Journal Voucher Supporting Document* button. You will see your computer system's file navigation system (Macintosh and MS Windows screens will differ), Navigate to the appropriate file and click OPEN.
5. Repeat these steps for additional documents.
6. Click *Submit* when finished.



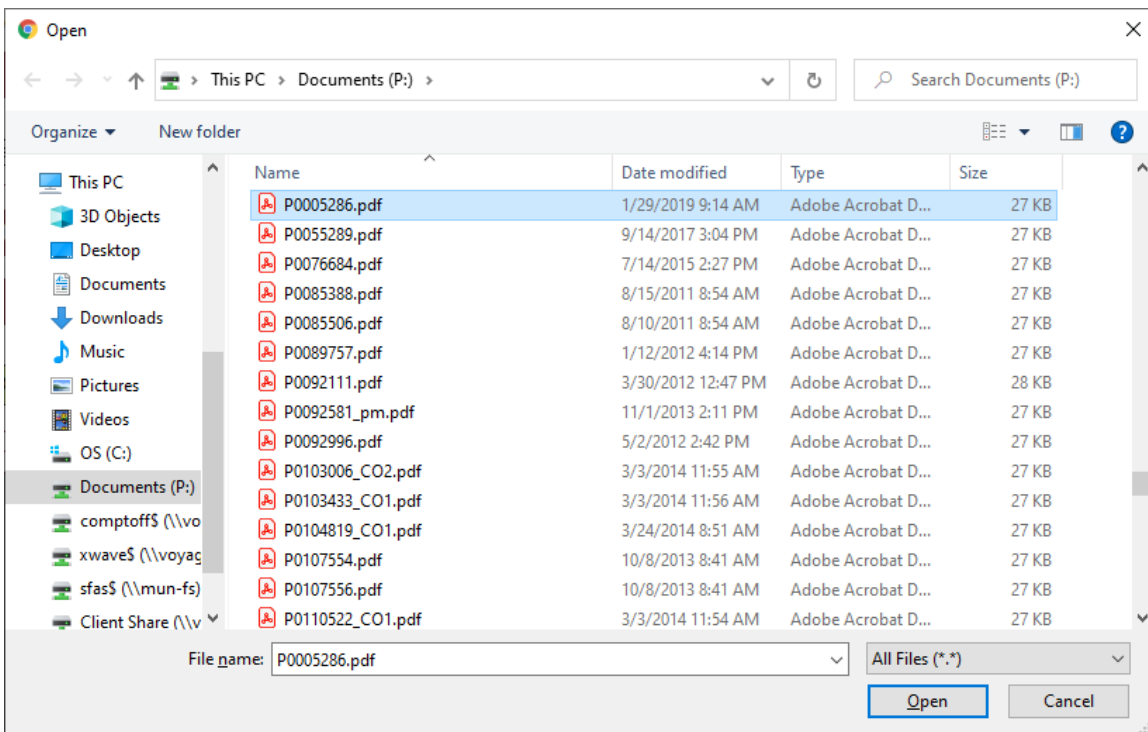
Journal Voucher Supporting Document Form

Select the appropriate Journal Voucher document number from the drop down list. Attach the supporting document for the selected Journal Voucher. Please ensure the print preview of each attachment is appropriately configured before uploading.

Journal Voucher Document Number	
JV Document Number *	Creator
0014748	UBUDG09 - THIS IS A DESCRIPTION FIELD
J0014750	
J0014751	
J0014754	Supporting Document(s)
J0014755	ent(s)
J0014756	Supporting Document(s) *
J0014758	Journal Voucher Supporting Document
J0014759	
J0014760	
J0014761	



Macintosh Finder



Windows File Explorer

When uploading documents, please follow these best practices:

Documents uploaded to support Journal Vouchers are the official documents of Memorial University, maintained by the Department of Financial and Administrative Services. These documents will be maintained for seven years as per MUN Class Finance retention schedules and are used for audit purposes. You are responsible for ensuring the document is complete, accurate and legible.

- Do not password protect the document.
- Save a PDF version of the document for upload (not Word or Excel, etc).
- Ensure the document is appropriately configured for printing.
- Ensure the document is clear and all data can be read.
- Only save relevant information.
- File names are restricted to 260 characters.
- File size is restricted to 4MB.

If you have any questions, please contact the Department of Financial and Administrative Services.

If you accidentally upload a document that needs to be deleted, please contact FAS Admin Staff Specialist III for assistance.

DEPARTMENTAL APPROVAL PROCEDURE

How to Approve a Document by User on FOAUAPP

3.0 Approving a Journal Entry Voucher

Description:

The User Approval Form allows a document to be approved or disapproved, view a documents detail, and view all the queues/levels responsible for approval. Security on this form is restricted to those individuals who have been set up as JV Approver for a particular FOAPAL. PI JV Approval is still required but must be uploaded as supporting documentation.

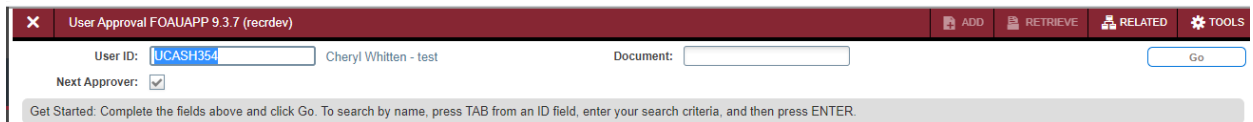
Navigation:

Access to the form can be done in three ways:

- Type FOAUAPP in the search field.
- Type User Approval in the search field.
- Select from the Finance Approval menu under Applications.

Step 1:

Follow the navigation process to FOAUAPP.



Enter one or more of the following fields:

- User Id: Your User Id and name are displayed from your Banner session.
- Document: The number representing the document you want to query. Leave blank to view all documents assigned to this user.
- Next Approver: Check box that limits the number of documents that will display on the form. Selected by default to show the documents that you are the next approver on. These “next approver” documents must be approved by you before they will flow to the following approver, if required. Clearing the checkbox allows you to see all future documents that will require your approval in addition to those noted above.
 - Cleared = All documents for which the user is an approver appear on this page. (RECOMMENDED)
 - Selected = Documents for which the user is the next sequential approver appear on this page.

Click the Go button or *Next Section* (Alt + Page Down) to see all documents for which you are the next approver.

User Approval FOAUAPP 9.3.7 (recrdev)									
User ID: UCASH354 Cheryl Whitten - test Document: Next Approver: <input checked="" type="checkbox"/>									
USER APPROVAL									
<input type="button" value="Approve"/> <input type="button" value="Disapprove"/> <input type="button" value="Detail"/> <input type="button" value="Queues"/>									
NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver	
	REQ	R0072576			UCASH316	204.49	DOC	Y	
	JV	J0014771		0	UCASH242	1,000.00	DOC	Y	
	JV	J0014772		0	UCASH242	1,000.00	DOC	Y	
	JV	J0014773		0	UCASH242	1,000.00	DOC	Y	
	JV	J0014810		0	UCASH354	200.00	DOC	Y	
	JV	K0000005		0	UCASH227	20.28	DOC	Y	

The following information is displayed:

- NSF: Indicates whether a non-sufficient funds condition exists for a specified transaction or document. If NSF is indicated contact FAS Systems for correction.
 - Selected: A non-sufficient funds condition exists
 - Cleared: A non-sufficient fund condition does not exist.
- Document Type: Code representing the type of document. (JV = Journal Voucher)
- Document Number: Unique number of the document.
- Change Sequence: Change sequence number associated with change orders only.
- Submission: Submission number associated with Journal Voucher and Invoices. Submission 0 is the originating journal entry.
- Originating User: The User Id of the user who completed the document.
- Document Amount: The transaction amount of the document.
- Queue Type: Code indicates the type of approval for this document
 - DOC: The document is in a user-defined document approval queue awaiting approval.
 - NSF: The document is awaiting NSF override processing and the system has routed it to the NSF queue. If the document is awaiting NSF override processing, click Detail to override NSF.
- Next Approver: Indicates whether the user is the next approver for a document in the approval queue.
 - Y: The user is the next approver.
 - N: the user is not the next approver.

Step 2:

- To review a specific Journal Document, click on the specific JV line in the Originating User column.
- Click the QUEUES button to bring up the Document Approval screen and then click the GO icon in the top right of the screen.

User Approval FOAUAPP 9.3.7 (recrdev) ADD RETRIEVE RELATED TOOLS

User ID: UCASH354 Cheryl Whitten - test Document: Next Approver: ✓ Start Over

USER APPROVAL Insert Delete Copy Filter

Approve Disapprove Detail **Queues**

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
	REQ	R0072576			UCASH316	204.49	DOC	Y
	JV	J0014771		0	UCASH242	1,000.00	DOC	Y
	JV	J0014772		0	UCASH242	1,000.00	DOC	Y
	JV	J0014773		0	UCASH242	1,000.00	DOC	Y
	JV	J0014810		0	UCASH354	200.00	DOC	Y
	JV	K0000005		0	UCASH227	20.28	DOC	Y

Record 1 of 6

Document Approval FOAAINP 9.3.14 (recrdev) ADD RETRIEVE RELATED **TOOLS**

Document: J0014810 Type: JV ... **Go**

Change Sequence: Submission: 0

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

- Click the DETAIL button to review the JV line item details.

Document Approval FOAAINP 9.3.14 (recrdev) ADD RETRIEVE RELATED TOOLS

Document: J0014810 Type: JV Change Sequence: Submission: 0 Start Over

QUEUE AND LEVEL LIST Insert Delete Copy Filter

Queue ID	Queue Description	Queue Level	Approval Level
FSJ1	FINANCIAL SERVICES JV		100 +
JVF1	FAS FINANCIAL REPORTING JV OVERSGHT		100

Record 1 of 2

+ Indicates what will be approved

APPROVER LIST Insert Delete Copy Filter

Queue	Level	User
FSJ1	100	Deborah Collis - test
FSJ1	100	Bill Hillyard - test
FSJ1	100	Cheryl Whitten - test

Record 1 of 3

In suspense **Detail** Approve Disapprove

- Document Text can be viewed by clicking RELATED and selecting Text Information.

Journal Voucher Approval FOQJVCD 9.0-M1 (recrdev) ADD RETRIEVE **RELATED** TOOLS

JOURNAL VOUCHER APPROVAL Insert Delete Copy Filter

Document: J0014810 Transaction Date: 17-MAY-2021

Submission Number: 0 Document Total: 200.00

ACCOUNTING INFORMATION Insert Delete Copy Filter

Debit/Credit	COA	Fund	Orgn	Acct	Prog	Actv	Locn	Project	Amount	Description	NSF Override
D	M	100001 ...	63002 ...	70001 ...	4103 ...				100.00	Move Expense	<input type="checkbox"/>
C	M	100001 ...	63002 ...	70002 ...	4103 ...				100.00	Move Expense	<input type="checkbox"/>

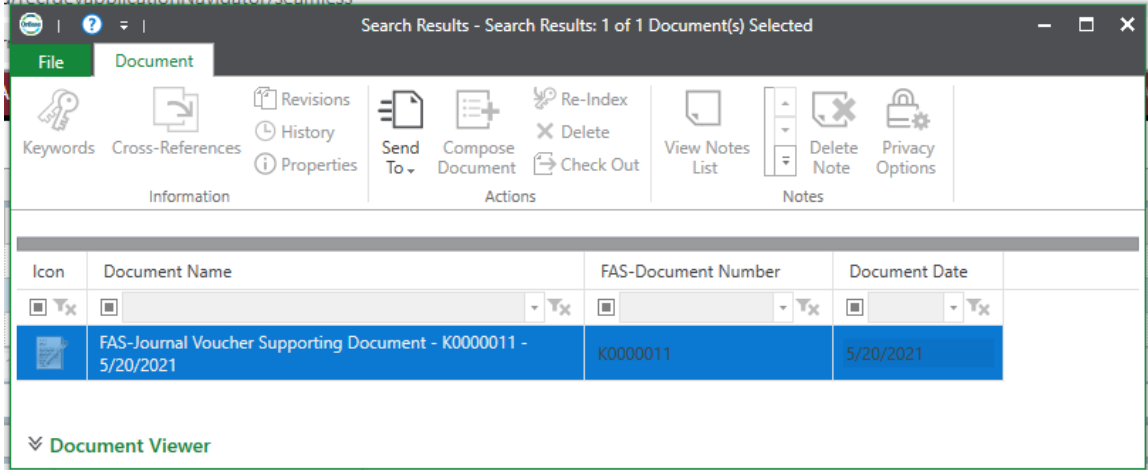
Record 1 of 2

- Once you have reviewed the JV details click the white X in the upper left corner to close the screen.

Step 3:

To review backup documentation for the JV, double **right** click in the white area. This will retrieve the documents from OnBase. You can alternatively review the supporting documentation directly in OnBase and return to Banner to approve. (*Mac users must use the OnBase webpage to access backup documentation).

The following screen will open from OnBase:



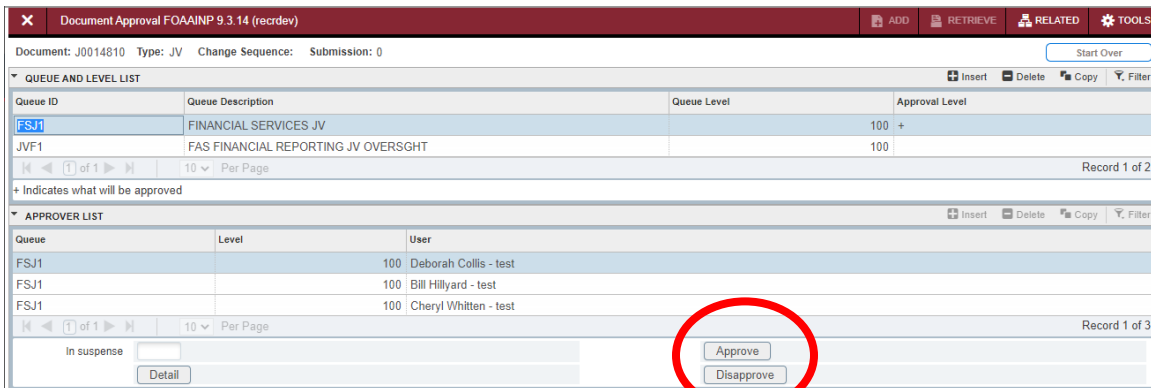
Select the Document Viewer to display the supporting document(s).

Step 4:

The final step is to Approve or Disapprove the Journal Document.

NOTE: If the journal entry is correct but the backup documentation is not correct or missing something, please DO NOT DISAPPROVE the document. Instead contact the originator of the journal voucher entry (via email or phone) and ask that they upload the missing documentation to clear the issue. Disapproving the document at this stage may cause delays and obtain repetitive approval records from other units.

Once the correct documentation is uploaded, the approver can review and approve. Only disapprove the journal voucher if the entry itself, not the backup, is incorrect.



- Approve: Click this button to approve the document.

By approving the document, the Approver acknowledges responsibility that all transactions are valid, in compliance with the policies of the University

and applicable granting agencies or other contractual agreements, that sufficient funds are available and that uploaded supporting documents are sufficient to support the journal entry.

- Disapprove: When you click this button to disapprove the document, the following Document Disapproval Text Entry form is displayed. Please enter a reason for disapproval before pressing the OK button.

The screenshot shows a web form titled "Document Disapproval Text Entry FOAUAPP 9.3.7 (banjune1)". The form contains several input fields: "Type" with the value "PO", "Number" with the value "P0140516", "Submission", and "Change Sequence". Below these fields is a large text entry box containing the text "DOCUMENT IS DISAPPROVED". At the bottom right of the form are two buttons: "OK" and "Cancel".

Journal Voucher Review Screens for Approvers

Journal Voucher Summary Screen - FGIJSUM

The Journal Voucher Summary screen can be used to review a journal voucher details which include the FOAPAL and debit/credit information before the journal voucher has been approved and posted.

- Access this screen directly from the launch screen by typing FGIJSUM.
- You can use the enter the journal voucher number and click GO to see the details or use the (...) ellipses to access the lookup screen FGIJLCD which will show all journal vouchers that have an incomplete (I) status or are complete (C) and awaiting approvals.

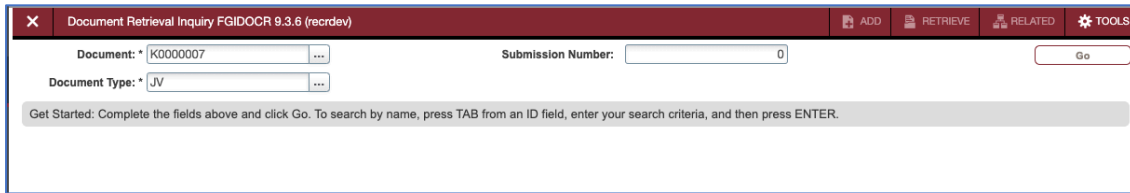
Document	Submission	Description	Amount	Transaction Date	Status
J0014739		0 test fgjvcm - bh		800.00 09-MAR-2021	C
J0014743		0 Simple JV One Org Operating		1,000.00 19-MAR-2021	C
J0014744		0 JV One Org Special Purpose		1,000.00 19-MAR-2021	C
J0014745		0 Special Purpose JV Test		1,000.00 19-MAR-2021	C
J0014746		0 test		1.00 19-MAR-2021	I
J0014747		0 SIE One Org MURC		1,000.00 19-MAR-2021	C
J0014748		0 One Org - Research		1,000.00 19-MAR-2021	C
J0014750		0		1.00 19-MAR-2021	I
J0014751		0 One Org Research		1,000.00 19-MAR-2021	C
J0014754		0 Operating Transfer		5,000.00 19-MAR-2021	C
J0014755		0 Fret Account test		1,000.00 19-MAR-2021	C
J0014756		0 Marine Institute test		1,000.00 19-MAR-2021	C
J0014758		0 Multi Allocation Entry		125,378.00 19-MAR-2021	C
J0014759		0 test JV - BH Mar 19/21		1,000.00 19-MAR-2021	I
J0014760		0		1,500.00 19-MAR-2021	I
J0014761		0 FRET Over 7500		15,000.00 22-MAR-2021	C
J0014763		0 Test number 2 Acenet		1,000.00 26-MAR-2021	C
J0014764		0 Overfell Test 2		1,000.00 26-MAR-2021	C
J0014765		0 Multiple Entry Test 2		51,100.00 28-MAR-2021	C
J0014766		0 Year end accrual		1,000.00 29-MAR-2021	C

Status	Sequence	Type	COA	Index	Fund	Drgn	Acct	Prep	Actv	Leacn	Transaction Amount	Debit/Credit
Postable	1	JE16	M		200291	48314	76003	2000			500.00	Debit
Postable	2	JE16	M		200291	48314	76011	2000			500.00	Credit
Total:											1,000.00	

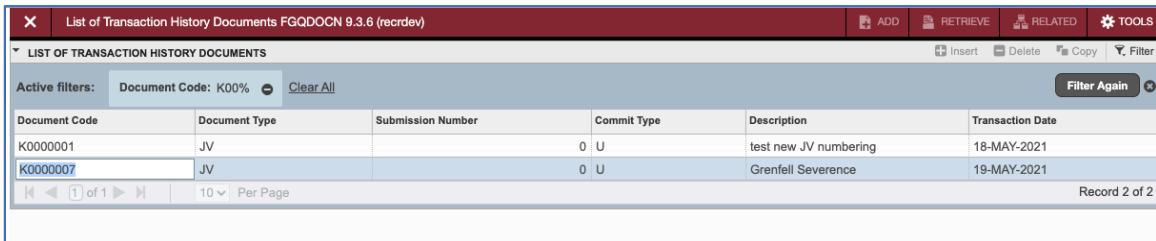
Document Retrieval Inquiry Screen - FGIDOCR

The Document Retrieval Inquiry Screen can be used to look up several types of documents after they have been posted to the system. This includes being able to lookup journal vouchers after they have been completed, approved, and posted to Banner. Also integrated into FGIDOCR is the OnBase document retrieval ability for Windows based users (double right click).

- Access this screen directly from the launch screen by typing FGIDOCR.
- You can enter the journal voucher number and click GO to see the details or use the (...) ellipses to access the lookup screen.



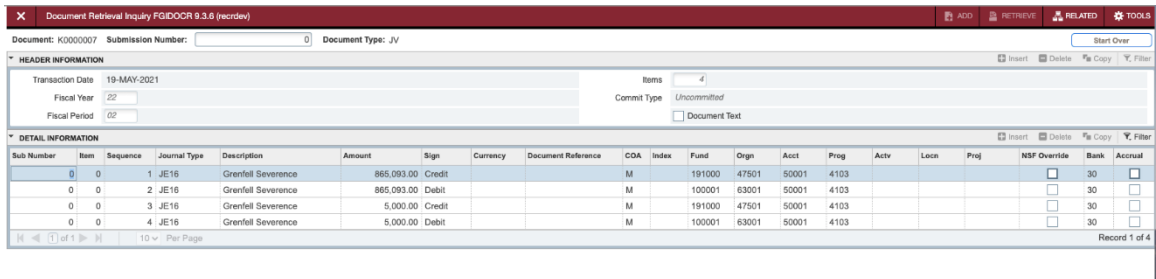
Entering the Journal Voucher Number and click GO



Document Code	Document Type	Submission Number	Commit Type	Description	Transaction Date
K0000001	JV		0 U	test new JV numbering	18-MAY-2021
K0000007	JV		0 U	Grenfell Severence	19-MAY-2021

Using the ... to lookup a journal voucher

Once you have selected the journal voucher number you wish to review, click GO. You will see the details of the journal entry. You can review document text by selecting Document Text (FOATEXT) from the Related menu.



Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference	CDA	Index	Fund	Orign	Acct	Prog	Actv	Locn	Proj	NSF Override	Bank	Accrual
0	0	1	JE16	Grenfell Severence	865,093.00	Credit			M		191000	47501	50001	4103				<input type="checkbox"/>	30	<input type="checkbox"/>
0	0	2	JE16	Grenfell Severence	865,093.00	Debit			M		100001	63001	50001	4103				<input type="checkbox"/>	30	<input type="checkbox"/>
0	0	3	JE16	Grenfell Severence	5,000.00	Credit			M		191000	47501	50001	4103				<input type="checkbox"/>	30	<input type="checkbox"/>
0	0	4	JE16	Grenfell Severence	5,000.00	Debit			M		100001	63001	50001	4103				<input type="checkbox"/>	30	<input type="checkbox"/>

Use the right double click option to access the backup documentation from OnBase. There will be an APPROVED pdf in OnBase which summarizes the full journal voucher, document text and lists the Creator and Approvers.

Looking up Approval Status of Journal Vouchers

Once you have completed your journal voucher and added the backup you can follow up on the status of your entry by using the following method.

At this point, your journal voucher should be in one of two states. It is awaiting approval, or it has been completely approved and is posted to the ledgers. To find where your document is in the approvals stage, we would use one of two screens. ****Works for Purchase Orders too!!**

FOAAINP – enter the JV number in the document field. If you receive a red warning message, chances are that the document has been approved. We will go to another screen to check that shortly. If the document is waiting for approval, you will see a list of the queues the JV has yet to be approved in and the users in that queue.

! Document code does not exist on FOBUAPP.

← Document not found in approvals.

****** Screen above shows that this JV is awaiting approval by one of the two people in the FAS Research oversight queue

So, your journal voucher was not found above, likely it has been completely approved, or perhaps disapproved. Let’s go look at approval history. This screen will show all the users that have already approved your journal voucher and the date on which they approved it.

FOIAPPH – enter the Document Code and click “Go” on the right-hand side of the screen. If the document is approved, you will see the details of who approved the document and the approval date.

So, what happens if your document is not found on either of these screens? It would be a good idea to confirm the document was completed correctly. If you see that your document is on the approvals screen, but it has DENY next to one of the approvers listed, then your document was disapproved and has gone back to an incomplete state and needs to be corrected and re-completed.

You can also check on FGIJVCD screen to see the status of your journal voucher. Search for you JV number and see the Status column. A status of “I” is incomplete, “C” reflects a completed journal voucher. If your JV is showing as incomplete the user who created the JV will need to re-open the JV (FGAJVCM) and make corrections and recomplete as necessary.