

JOURNAL VOUCHER ENTRY FORM

How to Process a Journal Voucher Using FGAJVCD

Description:

Use the journal voucher form to enter various transactions such as cash receipts, budget entries, accruals, correcting/adjusting entries. The Rule code used on these forms specify the Transaction type and the proper accounting activity associated with the entry. The Journal Voucher Entry Form (FGAJVCD) is structured horizontally, with unlimited entries per document. This form can be used to process all Transaction types.

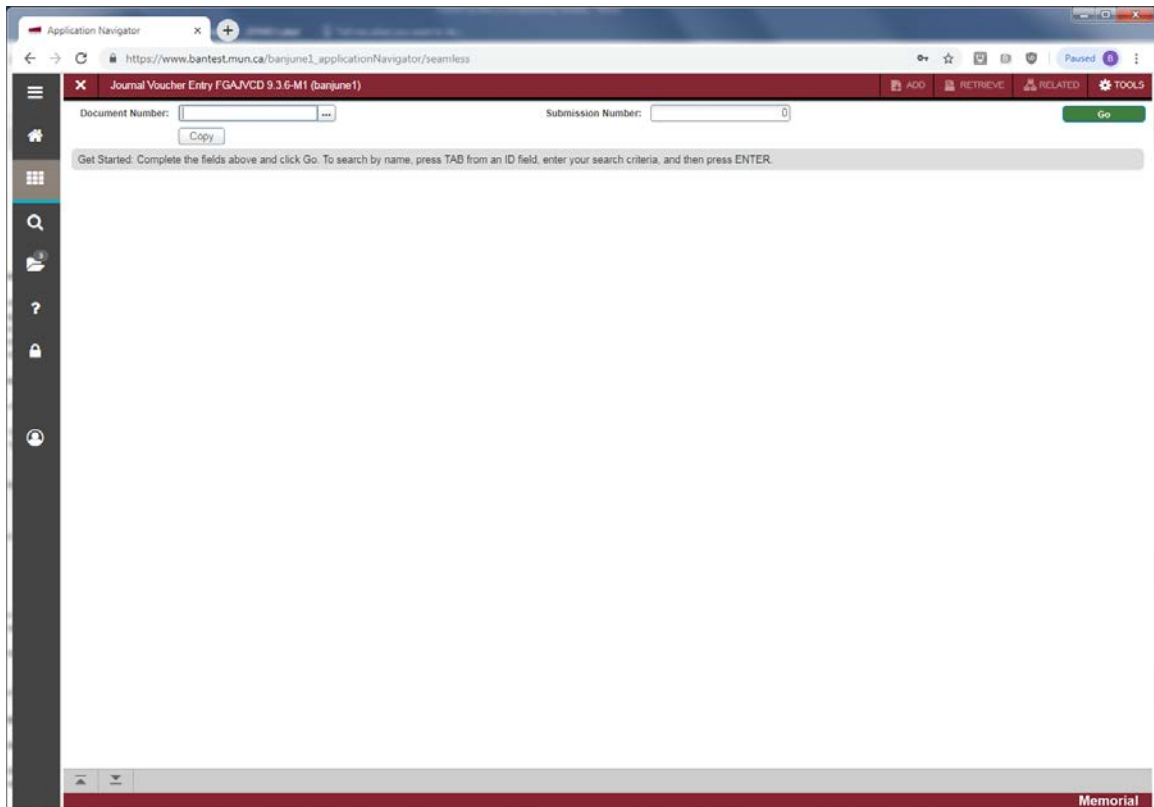
Navigation:

Access to the form can be done in three ways:

1. Type FGAJVCD in the search field
2. Type Journal Voucher Entry in the search field
3. Select from the General Accounting Transaction Forms menu under Applications

Step 1:

Follow the navigation process to FGAJVCD.



The screenshot shows a web browser window with the URL https://www.banest.mun.ca/banjune1_applicationNavigator/seamless. The page title is "Journal Voucher Entry FGAJVCD 9.3.6-M1 (banjune1)". The form contains two input fields: "Document Number:" with a search icon and a "Copy" button, and "Submission Number:" with a value of "0" and a "Go" button. Below the fields is a grey instruction bar: "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." The page has a dark sidebar on the left with navigation icons and a red footer bar with the word "Memorial".

- Document Number: Enter a new pre-determined Journal Voucher number to start a new document, or enter an in-progress JV number to continue a previously entered document. Click the search button [...] to go to the List of Suspended Journal Voucher form FGIJVCD for previously entered JV documents.

Optionally, you may use the Copy function to copy from a previously completed and posted Journal Voucher number. Click “OK” after entering the following fields:

Copy FGAVCD 9.3.6-M1 (banjune1)

Copy From
Document Number [] Submission * [0]

Copy To
Document Number []
Transaction Date * [06/11/2019]

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 new 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.

Step 2:

Click the “Go” button on the right. If you use the keyboard, Press “ALT” and “Page Down”. This will bring you to the *Journal Voucher Document Header* section.

Application Navigator x +

https://www.banest.mun.ca/banjune1_applicationNavigator/seamless

Journal Voucher Entry FGAVCD 9.3.6-M1 (banjune1)

Document Number: J9990010 Submission Number: 0

JOURNAL VOUCHER DOCUMENT HEADER

Transaction Date * [06/11/2019]

Document Total []

Distribution Total []

Document Status: Incomplete

NSF Checking
 Defer Edit

Create Source: Banner

Document Text Exists

Start Over

SAVE

Memorial

Enter the following fields:

- Transaction Date: Defaults to today, but you can override it such as at fiscal year-end.
- Document Total: Represents the sum of the absolute values of the accounting distribution lines entered (Required).
- Redistribute: Check this box if you want to distribute the dollar amounts on a percentage basis.
- Distribution Total: Use in redistributing detail totals by percentages. If left blank, Banner applies the distribution percentages to the Document total.
- NSF Checking: Check box to override NSF checking when records are saved. Defaults to check.
- Defer Edit: Bypass - input not required.
- Document Text Exists: Y (Yes) in this box indicates that text exists for this document; N (No) indicates that it does not. To enter text for this document select the *Document Text* option in the *Related* Menu.

Step 3:

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

The screenshot displays the 'Journal Voucher Entry' application interface. The top navigation bar includes 'Application Navigator' and the URL 'https://www.bantest.mun.ca/banjune1_applicationNavigator/seamless'. The main content area is titled 'Journal Voucher Entry FGA/VCD 9.3.6-M1 (banjune1)'. Below the title, there are fields for 'Document Number: J9990010' and 'Submission Number: 0'. A 'Start Over' button is visible. The interface is divided into several sections: 'TRANSACTION TOTAL' with a 'Document Total' of 2,500.00; 'JOURNAL VOUCHER DETAIL' which contains various input fields for 'Status', 'Sequence', 'Journal Type', 'GDA', 'Index', 'Fund', 'Orign', 'Acct', 'Prog', 'Actv', 'Loan', 'Project', 'Percent Amount', 'Debit/Credit', 'Description', 'Bank Code', 'Deposit', 'Encumbrance Number', 'Item Number', 'Sequence', 'Action', 'Commit Type', 'Document Reference', 'Budget Period', 'Accrual Indicator', 'Currency', 'Gift Date', and 'Number of Units'. At the bottom, there is a 'COMPLETION' section with 'Complete' and 'In Process' buttons. The footer shows 'Record 1 of 1' and a 'SAVE' button.

Note:

The Transaction type will determine the fields in which you enter data. For example, a cash transaction will require a Bank code to be entered; a budget entry requires a budget period. When you respond to the required fields, save the data. Unless the Defer Edit indicator is checked, the system will perform the editing and the available balance processes. When you have entered all the records for this document, go to the Completion window.

Input one or more accounting distributions by entering the following fields, as required:

- Status: Banner updates the status of the document after you save each Transaction record. 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.
- Sequence: Banner increases the Sequence Number field by one automatically.
- Journal Type: Rule class or the Transaction code for this accounting entry, e.g. JE16
- Chart: Valid Chart of Accounts code. This should default.
- Index: Enter a valid Account code index (Not required).
- 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.
- Locn: Enter a valid Location code.
- Project: If the transaction is related to a project from cost accounting, enter the Project code on FTMPROJ. If not, leave the field blank.
- Percent: Percentage of the transaction to be charged to this accounting distribution. If you enter a number in this field, the *Amount* field will automatically be calculated as a percentage of the document total and displayed.
- Amount: Dollar amount to be posted to this accounting distribution
- Debit/Credit: Depending on the Rule class selected, the values are *D*, *C*, *+*, or *-*.
- NSF Override: Check this box to override a non-sufficient funds condition.
- Description: Enter a user-defined description for this document.
- Bank: Enter a valid bank code. This is necessary for cash transactions. May default from the Fund record or Rule code, where applicable.
- Deposit: References the bank deposit number associated with a cash receipt transaction.
- Encumbrance Number: References the Encumbrance number and the sequence of an existing encumbrance to be adjusted or liquidated as a result of this detail transaction.
- Item Number: For General Accounting encumbrances, the Item field defaults to zero. For procurement commitments or general encumbrances, specify the relevant item number.
- Sequence: Enter the Encumbrance sequence for encumbrance adjustment transaction, otherwise leave blank.
- Action: For Encumbrance liquidation transactions, enter Total or Partial or No Liquidation. Otherwise, leave blank.
- Commit Type: Select *U (Uncommitted)* or *C (Committed)* encumbrance.
- Document Reference: User defined number providing additional identification for the transaction
- Budget Period: Enter the budget period, 01 to 12. For Budget Journal Types only.
- Accrual: If checked, Banner generates transactions for both prior and current fiscal years. This is only to be used for cash activity related to operating ledger accounts during one accrual period.
- Currency: Enter the foreign currency if the transaction is related to a currency transaction other than the base currency. Otherwise, leave the field blank.
 - If you enter a foreign currency, the *Currency Conversion* option is activated. If you select it, Banner displays the Currency Conversion window, which displays the amounts in both the input currency and the converted currency.
- Gift Date: Not used. Leave blank.
- Number of Units: Not used. Leave Blank.

If you have additional transaction lines to input press the arrow down on your keyboard or click *Insert* to start a new accounting sequence. You may also click on *Copy* (or press F4) to copy the information from the previous accounting sequence and update as necessary. You may enter as many sequences as required. Once you enter all of your 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 sequence appears.

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.