HOW TO PROCESS A JOURNAL VOUCHER USING FGAJVCQ

Description:

Use the journal voucher form to enter various transactions such as cash receipts, budget entries, 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 (FGAJVCQ) is structured vertically, with unlimited entries per document. You cannot use this form to enter encumbrance activities, bank deposits, reference other documents, or accrual entries.

Navigation:

Direct Access ➔ **FGAJVCQ**

Enter Selection ➔ Products Menu
Finance System Menu
General Ledger System Menu
General Accounting Transactions Forms Menu
Journal Voucher Quick Form

Step 1. Follow above Navigations process to FGAJVCQ.

Key Block:

Step 2. Document Number: Enter either a pre-determined Journal Entry number, or type NEXT or leave blank to have Banner generate the next available number.

Step 3. Perform Next Block function. If using keystrokes enter CTRL/ page down or from the menu bar select *Block* then *Next*, or use the *Next Block* icon on the toolbar. This will bring you to the Journal Voucher Document Header area.

Journal Voucher Document Header area:
Step 4. Transaction Date: Displays the System date, but you can override it.
Step 5. Document Total: Represents the sum of the absolute values of the accounting sequence lines entered (Required).
Step 6. NSF Checking: Check this box to override NSF checking when records are saved. This should default from the User Profile maintenance form (FOMPROF).
Step 7. Defer Edit: Bypass - input not required.
Step 8. Document Text Exists: A Y (Yes) in this box indicates that text exists for this document; an N (No) indicates that it does not. To enter text for this document select the *Document Text* option in the Navigation Frame.
Step 9. Perform Next Block function. If using keystrokes enter CTRL/ page down or from the menu bar select *Block* then *Next*, or use the *Next Block* icon on the toolbar. Or you may select the Transaction Detail option in the Navigation Frame. This will bring you to the Transaction Detail window.

Transaction Detail window:

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.

Step 10. Sequence: Banner increases the Sequence Number field by one automatically.

Step 11. Currency: If the transaction is related to a currency transaction other than the base currency referenced on the Installation Control Form (GUACURR), enter the foreign currency. If not, 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.

Step 12. 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.

Note: If the Defer Edit indicator in the journal Voucher Document Header area is checked, this field remains blank.

Step 13. Journal Type: refers to the Rule class or the Transaction code for this accounting entry.

Step 14. COA: Valid Chart of Accounts code. This should default.

Step 15. Index: Enter a valid Account code index (Not required).

Step 16. Fund: Enter a valid Fund code.

Step 17. Orgn: Enter a valid Organization code.

Step 18. Acct: Enter a valid Account code.

Step 19. Prog: Enter a valid Program code.

Step 20. Actv. Enter a valid Activity code.

Step 21. Locn: Enter a valid Location code.

Step 22. Project: If the transaction is related to a project from cost accounting, enter the Project code on FTMPROJ. If not, leave the field blank.

Step 23. Percent: Percentage of the transaction to be charged to the accounting distribution in the appropriate fields. If you enter an amount in this field, the *Amount* field will automatically be calculated and displayed.

Step 24. Amount: Dollar amount of the accounting distribution to be charged.

Step 25. DC: Depending on the Rule class selected, the values are *D, C, +, or -.*

Step 26. NSF Override: Check this box to override a non-sufficient funds condition. This defaults form the User Profile Maintenance Form (FOMPROF).

Step 27. Description: Enter a user-defined description for this document.

Step 28.   Bank: Enter a valid bank code. This is necessary for cash transactions.
                May default from the Fund record or Rule code, if the Rule class has the
                appropriate edit.
Step 29.   Budget Period: Numeric value of the budget period.
Step 30.   Pool→COA and Fund: If this is a budget entry and you need to pool it,
                enter the COA and fund to which it should be pooled.

Note: If you have additional transactions to input press the arrow down key on our
keyboard. Or you may select *Record/Next* from the toolbar. Your curser will be in the
sequence number field. Tab to the next field. Banner assigns the next sequence number.
At this point you may enter the transaction information manually, or press F4 to repeat
the information input for the previous entry in which case you would have to key
information in the fields that need to be changed. You can 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 Navigation Frame. A summary of each sequence appears.

Step 31.   Perform Next Block function. If using keystrokes enter CTRL/ page
                down, or from the menu bar select *Block* then *Next,* or use the *Next Block*
                icon onthe toolbar. Or you may select the   Access Completion option in
                the Navigation Frame.   This will bring you to the Completion
                window.

Completion Window:

Step 32.   Complete: Click this icon to post this journal voucher document.
Step 33.   In Process: Click this icon to save the data without posting the record.
                You can reenter this form, enter data in the necessary fields, and then click
                Complete in this window to post this journal voucher document.