

FGAJVCD: Journal Voucher Entry Form

Budget transfers move available budget from one account to another via a journal voucher. To prevent non-sufficient funds (NSF) issues, always check your budget in FGIBAVL to be certain that you have adequate funds available to cover your expenditures *before* you complete requisitions or procurement card expense journals. If a budget transfer is necessary, process the journal voucher as follows:

- Leave the *Document Number* field blank (the journal number will be generated *automatically*) and click **GO** or **Alt+Page Down**
- Enter the *Document Total* (sum of both the journal's DEBITS and CREDITS) then **Alt + Page Down**

The screenshot shows the Banner Journal Voucher Entry form. The browser address bar indicates the URL is ellucian Journal Voucher Entry FGAJVCD 9.3.6A (PROD). The form header displays 'Document Number: J1902893' and 'Submission Number: 0'. A 'Start Over' button is visible. The main form area is titled 'JOURNAL VOUCHER DOCUMENT HEADER' and contains the following fields and options:

Transaction Date *	01/04/2019	<input checked="" type="checkbox"/> NSF Checking
Document Total	200.00	<input type="checkbox"/> Defer Edit
<input type="checkbox"/> Redistribute		Create Source <i>Banner</i>
Distribution Total		<input type="checkbox"/> Document Text Exists
Document Status	Incomplete	

At the bottom of the form, there is a 'SAVE' button and a status bar showing 'Record: 1 / 1' and '©2000 - 2018 Ellucian. All rights reserved.'

FGAJVCD: Transaction Detail Screen

- Tab through the *Sequence* field (number will fill *automatically*) and enter “**BDTF**” in *Journal Type*
- Tab to enter the **Fund, Orgn, Acct** and **Prog** codes for the account you are moving budget INTO (Debit)
- Tab to enter the **Amount** to be transferred then select **Debit** from the dropdown list.
- Tab to *Description*; include your initials followed by your site code (1-District, 2-Skyline, 3-Cañada, 4- CSM)

CSM Example: LP4-Bdgt Xfer from xxxxxx to xxxxxx (enter program or acct)
 LP4-Budget Realignment

NOTE: The Debit (to) and Credit (from) accounts can be entered in any order and a budget transfer can contain multiple debits and/or credits.

Transaction Detail (continued)...

The screenshot displays the Banner Journal Voucher Entry interface. At the top, the title bar reads "Journal Voucher Entry FGAJVCD 9.3.6A (PROD)". Below this, the document number is J1902893 and the submission number is 0. A "Start Over" button is visible in the top right.

The main section is titled "TRANSACTION TOTAL" and shows a "Document Total" of 200.00. Below this is the "JOURNAL VOUCHER DETAIL" section, which includes various fields for data entry:

- Status:** A dropdown menu.
- Sequence *:** A text field containing the value "2".
- Journal Type *:** A dropdown menu set to "BDTF" (Budget Transfers).
- COA *:** A text field containing "1".
- Index:** A text field.
- Fund:** A text field containing "10004".
- Orgn:** A text field containing "4411".
- Acct:** A text field containing "4510".
- Prog:** A text field containing "050100".
- Actv:** A dropdown menu.
- Locn:** A dropdown menu.
- Project:** A dropdown menu.
- Percent:** A text field.
- Amount *:** A text field containing "100.00".
- Deposit:** A text field.
- Encumbrance Number:** A text field.
- Item Number:** A text field.
- Sequence:** A text field.
- Action:** A dropdown menu set to "(None)".
- Commit Type:** A dropdown menu.
- Document Reference:** A text field.
- Budget Period:** A text field containing "01".
- Accrual Indicator:** A checkbox.
- Currency:** A dropdown menu.
- Gift Date:** A date field.
- Number of Units:** A text field.
- Debit/Credit:** A dropdown menu set to "Credit".
- NSF Override:** A checkbox.
- Description *:** A text field containing "LP4-Budget Realignment".
- Bank Code:** A text field containing "11".

At the bottom of the form, there is a "COMPLETION" section with "Complete" and "In Process" buttons. A "SAVE" button is located in the bottom right corner. The footer shows "Record: 2/2" and "FGBJVCD.FGBJVCD_DEP_NUM [2]".

- Press **F4** or **Copy** to duplicate the first record (this will save you the time of reentering all the information)

OR

- Click **Arrow Down** or **Insert** to add the next blank record.
- Tab to make changes (as necessary) to the **Fund, Orgn, Acct** and **Prog** codes for the account you are moving budget **OUT OF** (Credit)
- Select **Credit** from the dropdown list.
- Tab to enter or adjust the *Description*, if necessary, then **Page Down**

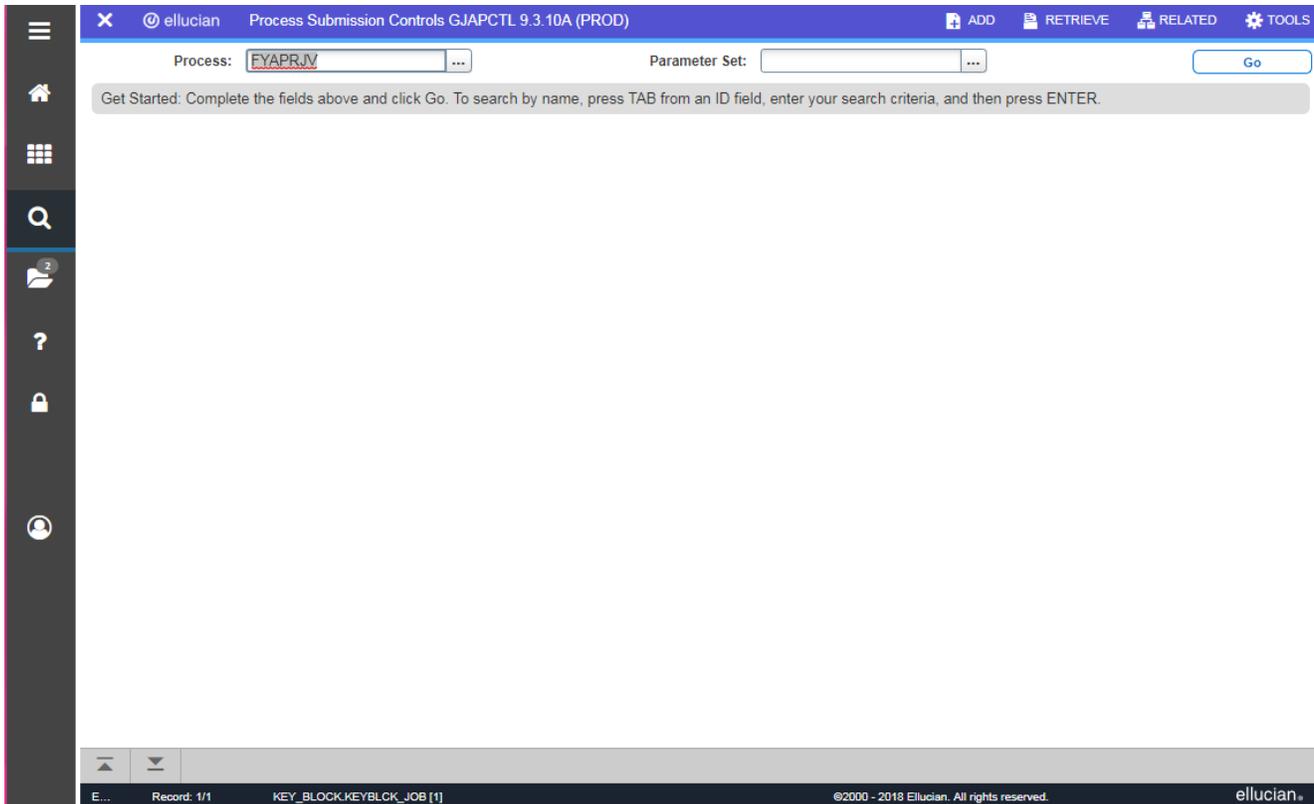
NOTE: The Status field (upper left corner near the magnifying glass) must contain "**Postable**" for journal sequence. Press the **Arrow Up** button to view the status of Sequence 1 and **Arrow Down** for the field to fill for Sequence 2.

GJAPCTL: Print Journal Voucher

To print a copy of the journal voucher, search **Print Journal Voucher** or **FYAPRJV** from the left side menu and select.

The screenshot displays the Banner Journal Voucher Entry interface. On the left, a search menu shows the results for 'print journal', with 'Print Journal Voucher (FYAPRJV)' selected. The main window title is 'Journal Voucher Entry FGAJVCD 9.3.6A (PROD)'. The document number is J1902893 and the submission number is 0. The 'TRANSACTION TOTAL' section shows a document total of 200.00. The 'JOURNAL VOUCHER DETAIL' section includes fields for COA (1), Index, Fund (10004), Orgn (4411), Acct (4510), Prog (050100), Status, Postable, Sequence (2), Journal T, Actv, Locn, Project, Percent, Amount (100.00), Deposit, Encumbrance Number, Document Ref, Budget, Debit/Credit (Credit), NSF Override, Item Number, Sequence, Cu, Description (LP4-Budget Realignment), Action (None), Gi, Bank Code (11), Commit Type, and Number o. The 'COMPLETION' section has 'Complete' and 'In Process' buttons. The footer shows 'Record: 2/2', 'FGBJVCD.FGBJVCD_SEQ_NUM [2]', and '©2000 - 2018 Ellucian. All rights reserved'.

GJAPCTL: Print Journal Voucher (continued)...



- Ensure FYAPRJV is in the *Process* field then click **GO**

GJAPCTL: Print Journal Voucher (continued)...

The screenshot shows the Banner GJAPCTL interface. At the top, the title bar reads "ellucian Process Submission Controls GJAPCTL 9.3.10A (PROD)". Below this, the process name is "FYAPRJV Print Journal Voucher" and the parameter set is "Parameter Set:". A "Start Over" button is visible in the top right.

The interface is divided into several sections:

- PRINTER CONTROL:** Contains fields for Printer (set to "NOPRINT"), Special Print, Lines, Submit Time, MIME Type (set to "None"), PDF Font, PDF Font Size, Delete After Days, and Delete After Date.
- PARAMETER VALUES:** A table with columns "Number *", "Parameters", and "Values".

Number *	Parameters	Values
01	Document Number	J1902893
91	Output Format	PDF

Navigation controls show "1 of 1" records, "10 Per Page", and "Record 1 of 2". A note below the table reads "LENGTH: 8 TYPE: Character O/R: Required M/S: Single".
- SUBMISSION:** Includes a "Save Parameter Set as" checkbox, "Name" and "Description" fields, and "Hold / Submit" radio buttons (with "Submit" selected).

At the bottom right, there is a blue "SAVE" button. The footer contains "Record: 1/2", "GJBPRUN.GJBPRUN_VALUE [1]", "©2000 - 2018 Ellucian. All rights reserved.", and the "ellucian" logo.

- Click in the Values field for Document Number and enter JV#
- Click **Alt+Page Down** then **SAVE**
- Your journal will appear in a separate tab for review

GJAPCTL: Print Journal Voucher (continued)...

FYAPRJV



SAN MATEO COUNTY
COMMUNITY
COLLEGE DISTRICT

Print Journal Voucher

Date/Time: 1/8/2019 9:39:37 AM
 Datablock: Journal Vouchers -
 Environment: PROD
 User: JOBSUB
 Report Version: 1.5

SEQ#	RULE	DESCRIPTION	TRANS AMT	DR/ CR	FUND	ORGN	ACCT	PROG	ACTV	DEPOSIT
Document Number:		J1902893	UNPOSTED	Header Total:	200.00	Transaction Date: 01/04/2019		User ID: MARTINEZST		
1	BDTF	LP4-Budget Realignment	100.00	D	10004	4411	5690	050100		
2	BDTF	LP4-Budget Realignment	100.00	C	10004	4411	4510	050100		
Total Debits			100.00							
Total Credits			100.00							
Document Total			200.00	End of Report						

Examine your journal voucher to ensure that: (1) the total Debits **plus** the total Credits **equal** the Document Total, (2) the total Debits **equal** the total Credits, and (3) each sequence has a status of “**Postable**”. If your budget transfer contains an error, a message will be displayed at the bottom of the screen. Make any adjustments necessary to bring the journal voucher into balance.

- Return to Banner and X out of Print Journal Voucher to go back to the Journal Voucher Entry Screen.

FGAJVCD: Completion Screen

If all the Debits and Credits have been entered correctly, the journal may be finalized. **Alt+Page Down** then click **Complete**.

The screenshot displays the Banner FGAJVCD Completion Screen. At the top, the document number is J1902893 and the submission number is 0. The 'TRANSACTION TOTAL' section shows a document total of 200.00. The 'JOURNAL VOUCHER DETAIL' section contains the following information:

Status	Postable	Sequence	2	Journal Type *	BDTF ... Budget Transfers
COA *	1 ...	Actv	...	Locn	...
Index	...	Fund	10004 ...	Project	...
Orgn	4411 ...	Acct	4510 ...	Prog	050100 ...
Percent	...	Deposit	...	Document Reference	...
Amount *	100.00	Encumbrance Number	...	Budget Period	01
Debit/Credit	Credit	Item Number	...	Accrual Indicator	<input type="checkbox"/>
NSF Override	<input type="checkbox"/>	Sequence	...	Currency	...
Description *	LP4-Budget Realignment	Action	(None)	Gift Date	...
Bank Code	11 ...	Commit Type	...	Number of Units	...

The 'COMPLETION' section at the bottom has buttons for 'Complete' and 'In Process'. The footer shows 'Record: 2/2', 'BALANCE_BLOCK.FGBJVCD_2_INP...', and 'ellucian'.

If you DO NOT wish to complete the journal voucher at this time, you have the option of selecting **In Process** – this will enable you to return to the journal voucher and make further changes, if necessary, before completing the Budget Transfer. To return to the *incomplete* JV, enter the journal number in the first FGAJVCD screen and **Page Down**.

NOTE: For the purposes of providing the example previously illustrated only one credit and one debit entry was used, however, budget transfer journals may include multiple debit and credit entries.

FGIJSUM: Journal Voucher Summary

To view a journal voucher in summary form, go to the *Related* menu and select **Access Transaction Summary Info** [FGIJSUM]. This form allows you to review the credits and debits, to verify the account codes, and to confirm that the Status for each sequence is "Postable." You can then return to FGAJVCD to make any necessary corrections and/or complete the budget transfer.

Document Number: J1902893 Submission Number: 0

TRANSACTION TOTAL
Document Total: 200.00

JOURNAL VOUCHER DETAIL
Status: Postable Sequence: 1
COA*: 1 Index: Fund: 10004 Orgn: 4411 Acct: 5690 Prog: 050100
Amount*: 100.00 Debit/Credit: Debit Description*: LP4-Budget Realignment

COMPLETION
Complete In Process

Document: J1902893 Submission: 0 Transaction Date: 01/04/2019 Document Total: 200.00

Status	Sequence	Type	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Transaction Amount	Debit/Credit
Postable	1	BDTF	1		10004	4411	5690	050100			100.00	Debit
Postable	2	BDTF	1		10004	4411	4510	050100			100.00	Credit
Total:											200.00	

FGIJVCD: List of Suspended Journal Vouchers

This screen lists all budget and expenditure transfer journals *in process* (both complete and incomplete). Once a journal voucher has been approved, the document will no longer appear in FGIJVCD.

List of Suspended Journal Vouchers FGIJVCD 9.0A (PROD)						
Document	Submission	Description	User ID	Amount	Transaction Date	Status
J1902236	0		WONGJ	200.00	12/03/2018	I
J1902284	0	gc3 C1900671 Off Dep for GC	CLARKG	74.16	12/05/2018	I
J1902331	0	gd4 C1900381 Uline	DAMBRA	217.90	12/06/2018	I
J1902341	0	gd4 C1900601 Office Depot	DAMBRA	119.00	12/06/2018	I
J1902354	0	gd4 Fund 32129 to Fund 31199	DAMBRA	27.22	12/06/2018	I
J1902358	0	LB3 LOAD BUDGET 30147	BRUGIONIL	344,204.00	12/01/2018	C
J1902360	0		DAMBRA	896.40	12/06/2018	I
J1902361	0	LB3 LOAD BUDGET 30133	BRUGIONIL	500,000.00	12/01/2018	I
J1902364	0	3cs Load Budget	BRUGIONIL	268,359.18	12/01/2018	C
J1902366	0	3cs Load Budget 30135	BRUGIONIL	1,738,008.00	12/01/2018	C
J1902371	0	gd4 C1901060 Safeway	DAMBRA	1,000.00	12/06/2018	I
J1902374	0	gd4 C1901060 Chevron	DAMBRA	50.00	12/06/2018	I
J1902375	0	gd4 C1901060 Chevron	DAMBRA	50.00	12/06/2018	I
J1902376	0	gd4 C1901060 Chevron	DAMBRA	50.00	12/06/2018	I
J1902377	0	gd4 C1901060 Chevron	DAMBRA	50.00	12/06/2018	I
J1902381	0	gd4 C1901060 Chevron	DAMBRA	50.00	12/06/2018	I
J1902382	0	gd4 C 1901060 Chevron	DAMBRA	50.00	12/06/2018	I
J1902383	0	gd4 C1901060 Chevron	DAMBRA	50.00	12/06/2018	I
J1902384	0	gd4 C1901060 Chevron	DAMBRA	50.00	12/06/2018	I
J1902386	0	gd4 C1901060 Chevron	DAMBRA	50.00	12/06/2018	I

Record 1 of 108

FGIJVCD: List of Suspended Journal Vouchers (continued)...

To view journals vouchers for a specific user, click Filter (top right hand corner under Tools), type the desired name in the *User ID* field in all caps, and execute the query (**F8** or **GO**).

The screenshot shows the Banner system interface for 'List of Suspended Journal Vouchers FGIJVCD 9.0A (PROD)'. The interface includes a search bar, filter options, and a table of voucher records. A green notification box at the top right says 'Enter a query; press F8 to execute.' The table has columns for Document, Submission, Description, User ID, Amount, Transaction Date, and Status.

Document	Submission	Description	User ID	Amount	Transaction Date	Status
J1902236	0		WONGJ	200.00	12/03/2018	I
J1902284	0	gc3 C1900671 Off Dep for GC	CLARKG	74.16	12/05/2018	I
J1902331	0	gd4 C1900381 Uline	DAMBRA	217.90	12/06/2018	I
J1902341	0	gd4 C1900601 Office Depot	DAMBRA	119.00	12/06/2018	I
J1902354	0	gd4 Fund 32129 to Fund 31199	DAMBRA	27.22	12/06/2018	I
J1902358	0	LB3 LOAD BUDGET 30147	BRUGIONIL	344,204.00	12/01/2018	C
J1902360	0		DAMBRA	896.40	12/06/2018	I
J1902361	0	LB3 LOAD BUDGET 30133	BRUGIONIL	500,000.00	12/01/2018	I
J1902364	0	3cs Load Budget	BRUGIONIL	268,359.18	12/01/2018	C
J1902366	0	3cs Load Budget 30135	BRUGIONIL	1,738,008.00	12/01/2018	C
J1902371	0	gd4 C1901060 Safeway	DAMBRA	1,000.00	12/06/2018	I
J1902374	0	gd4 C1901060 Chevron	DAMBRA	50.00	12/06/2018	I
J1902375	0	gd4 C1901060 Chevron	DAMBRA	50.00	12/06/2018	I
J1902376	0	gd4 C1901060 Chevron	DAMBRA	50.00	12/06/2018	I
J1902377	0	gd4 C1901060 Chevron	DAMBRA	50.00	12/06/2018	I

The screenshot shows the Banner system interface for 'List of Suspended Journal Vouchers FGIJVCD 9.0A (PROD)' with an active filter for 'User ID: MARTINEZST'. The interface includes a search bar, filter options, and a table of voucher records. A 'Filter Again' button is visible in the top right corner. The table has columns for Document, Submission, Description, User ID, Amount, Transaction Date, and Status.

Document	Submission	Description	User ID	Amount	Transaction Date	Status
J1902807	0		MARTINEZST	1.00	12/21/2018	I
J1902809	0		MARTINEZST	1.00	12/21/2018	I
J1902893	0	LP4-Budget Realignment	MARTINEZST	200.00	01/04/2019	I

FOADOCU: Document by User Screen

If you have completed a journal voucher but find that it requires an adjustment, FOADOCU allows you to retrieve the JV by means of denying the document (*if it has not already been approved*).

- The *Original User ID* field will fill *automatically* with your User ID
- COA (Chart of Accounts) is always “1” and the *Fiscal Year* field should default with the current 2-digit fiscal year
- Enter the *Document Type* “**JV**” (Journal Voucher) and Tab
- Enter the desired journal voucher number in the *Document* field and Tab (if the report is run without a document number it will take much longer)
- Use the drop down menu to select the proper *Status* of the document and **GO or Alt+Page Down**
- Click the **Disapprove icon** in the *Deny Document* column next to your document; the JV has now been denied and changes may be made (*to return to the JV, enter the journal number in the FGAJVCD screen and Page Down*)