

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 displays the 'JOURNAL VOUCHER DOCUMENT HEADER' form in Banner. The form is titled 'Journal Voucher Entry FGAIJCD 9.3.6A (PROD)'. At the top, it shows 'Document Number: J1902893' and 'Submission Number: 0'. A 'Start Over' button is located in the top right corner. The form is divided into several sections:

- Transaction Date:** 01/04/2019
- Document Total:** 784.70
- Distribution Total:** (empty field)
- Document Status:** Incomplete
- Checkboxes:** NSF Checking, Defer Edit, Document Text Exists
- Create Source:** Banner
- Redistribute:**

The bottom of the form shows a 'SAVE' button and a status bar with 'Record: 1/1' and 'FGAJVCH.DISTRIBUTE_IND [1]'. The footer includes the copyright notice '©2000 - 2018 Ellucian. All rights reserved.' and the 'ellucian' logo.

FGAJVCD: Transaction Detail Screen

- Tab through the *Sequence* field (number will fill *automatically*) and enter “**APCA**” or “**APCF**” in *Journal Type*
 - Use *APCA* when transferring expense(s) within the same fund
 - Use *APCF* when transferring expense(s) to a different fund
- Tab to enter the **Fund, Orgn, Acct** and **Prog** codes for the account you are moving the expense out of (- Minus)
- Tab to enter the **Amount** to be transferred then select - **Minus** from the dropdown list.
- Tab to *Description*; include your initials + site code (1-District, 2- Skyline, 3-Cañada, 4-CSM) + C# + Vendor name

CSM Example: LP4-C1900000 Verizon

LP4-C1900001 Verizon (\$Full Amnt) – for partial transfers

NOTE: The -Minus (from) and +Plus (to) 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 document number is J1902893 and the submission number is 0. The 'TRANSACTION TOTAL' section shows a document total of 784.70. The 'JOURNAL VOUCHER DETAIL' section is populated with the following information:

- Status: (Dropdown)
- Sequence: 2
- Journal Type: APCA (Dropdown) PROCARD EXP WITHIN FUND
- COA: 1 (Dropdown)
- Index: (Dropdown)
- Fund: 10004 (Dropdown)
- Orgn: 4229 (Dropdown)
- Acct: 5514 (Dropdown)
- Prog: 673005 (Dropdown)
- Actv: (Dropdown)
- Locn: (Dropdown)
- Project: (Dropdown)
- Percent: (Dropdown)
- Amount: 34.98
- Debit/Credit: + Plus (Dropdown)
- NSF Override: (Checkbox)
- Description: SM4-C1900894 Verizon
- Bank Code: 11 (Dropdown)
- Deposit: (Dropdown)
- Encumbrance: (Dropdown)
- Item Number: (Dropdown)
- Sequence: (Dropdown)
- Action: (None) (Dropdown)
- Commit Type: (Dropdown)
- Document Reference: (Dropdown)
- Budget Period: 01
- Accrual Indicator: (Checkbox)
- Currency: (Dropdown)
- Gift Date: (Calendar)
- Number of Units: (Dropdown)

The bottom section, 'COMPLETION', includes buttons for 'Complete' and 'In Process'. A 'SAVE' button is located at the bottom right. The footer indicates 'Record: 2/2' and '©2000 - 2018 Ellucian. All rights reserved.'

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

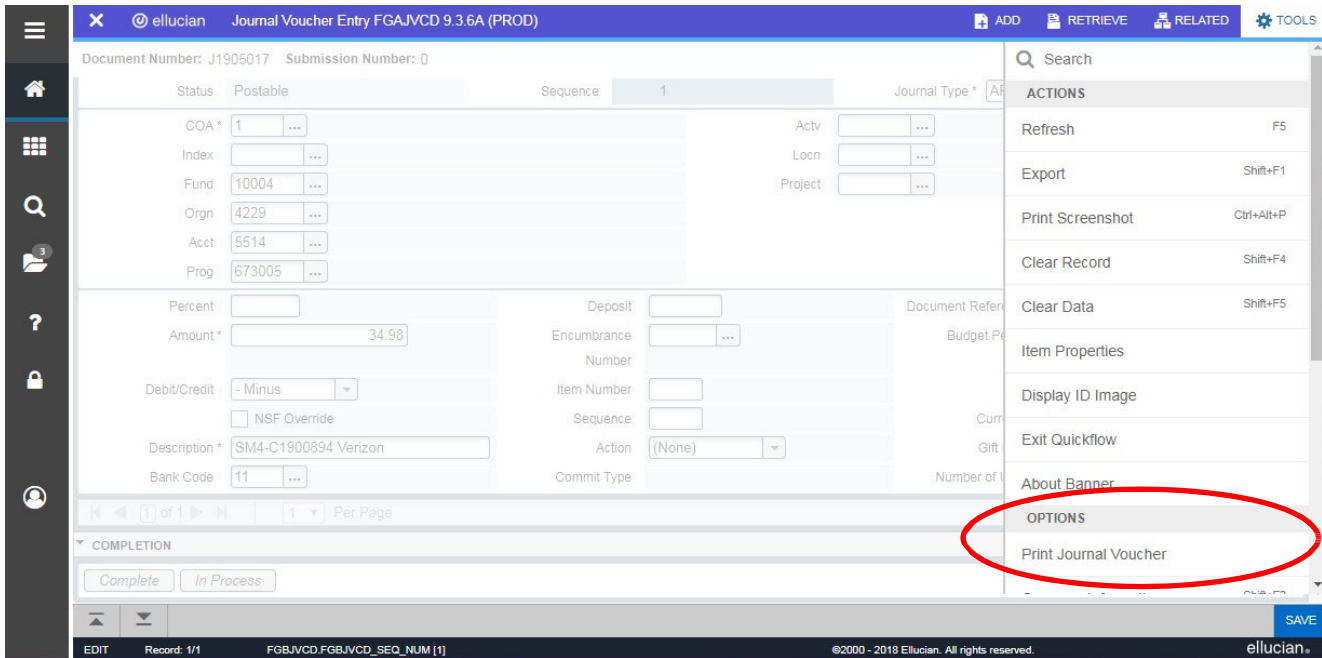
OR

- 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 expense to (+ Plus)
- Select **+ Plus** 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.

Print Journal Voucher


To print a copy of the journal voucher, click TOOLS from the top right menu items.



- Select **Print Journal Voucher** from the OPTIONS section.
- The PDF will open in a separate tab, see next page.

Print Journal Voucher (continued)...

FYAPRJV



Print Journal Voucher

Date/Time: 1/8/2019 2:38:33 PM
 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:	784.70	Transaction Date: 01/04/2019		User ID: MARTINEZST			
1	APCA	SM4-C1900894 Verizon	34.98	-	10004	4229	4510	673005		
2	APCA	SM4-C1900894 Verizon	34.98	+	10004	4229	5514	673005		
3	APCA	SM4-C1900017 Verizon	34.96	-	10004	4229	4510	673005		
4	APCA	SM4-C1900017 Verizon	34.96	+	10004	4229	5514	673005		
5	APCA	SM4-C1900894 Bayside Auto Care	59.99	-	10004	4229	4510	673005		
6	APCA	SM4-C1900894 Bayside Auto Care	59.99	+	10004	4229	5640	673005		
7	APCA	SM4-C1900017 FP Mailing Solutions	262.42	-	10004	4229	4510	673005		
8	APCA	SM4-C1900017 FP Mailing Solutions	262.42	+	10004	4229	5621	673005		
Total Debits			392.35							
Total Credits			392.35							
Document Total			784.70		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 tab to return 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 Journal Voucher Entry 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 784.70. The 'JOURNAL VOUCHER DETAIL' section includes fields for Status (Postable), Sequence (2), Journal Type (APCA), and various account codes (COA, Index, Fund, Orgn, Acct, Prog). The Amount field is set to 34.98, and the Description is SM4-C1900894 Verizon. The 'COMPLETION' section at the bottom has buttons for 'Complete' and 'In Process', and a 'SAVE' button in the footer.

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 FGAVCD to make any necessary corrections and/or complete the budget transfer.

Status	Sequence	Type	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Transaction Amount	Debit/Credit
Postable	1	APCA	1		10004	4229	4510	673005			34.98	- Minus
Postable	2	APCA	1		10004	4229	5514	673005			34.98	+ Plus
Postable	3	APCA	1		10004	4229	4510	673005			34.96	- Minus
Postable	4	APCA	1		10004	4229	5514	673005			34.96	+ Plus
Postable	5	APCA	1		10004	4229	4510	673005			59.99	- Minus
Postable	6	APCA	1		10004	4229	5640	673005			59.99	+ Plus
Postable	7	APCA	1		10004	4229	4510	673005			262.42	- Minus
Postable	8	APCA	1		10004	4229	5621	673005			262.42	+ Plus
Total:											784.70	

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						
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**).

Basic Filter Advanced Filter

Document: Submission: User ID: Amount:

Transaction Date: Add Another Field ...

Clear All Go

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

Record: 1/108 FGBJVCH.FGBJVCH_DOC_NUM [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian

Active filters: User ID: MARTINEZST Clear All

Filter Again

Document	Submission	Description	User ID	Amount	Transaction Date	Status
J1902807	0		MARTI...	1.00	12/21/2018	I
J1902809	0		MARTI...	1.00	12/21/2018	I
J1902893	0	SM4-C1900894 Verizon	MARTI...	784.70	01/04/2019	C

1 of 1 10 Per Page Record 1 of 3

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*).

Status	Document Type	Document Code	Change Sequence	Submission	Description	Activity Date	Document Amount	Deny Document
C	JV	J1902893			0 SM4-C1900894 Verizon	01/08/2019	784.70	

- 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*)