

Banner 9 Journal Voucher Training

By General Accounting

Training Topics

1	Prep work
2	Entering the JV in Banner
3	Completing and submitting

Prep Work

Step	Action
1	Obtain a JV number from the JV log
2	Prepare a cover sheet
3	Gather supporting documents and determine transactions to be entered

Obtain a JV number from the Log

Step	Action
1	General Accounting will determine your department's JV number series. JV's usually begin with 3 or 4 letters (unique to each department), followed by a series of 5 or 4 numbers, respectively. For example, General Accounting JV's are GARxxxxx, School of Medicine is MERxxxxx, Liberal Arts & Science is LASRxxxx.
2	Go to your department's JV log. Assign the next JV Document number in the log to the JV.

Sample JV Log

Requestor	Description	Date of Request	Assigned to	Date Assigned	Date Completed	Date Approved	JV Number
John Doe	To record Pro Card payments posted to 5/3 bank for December 2017	01/03/18	Brenda	01/03/18	01/03/18	01/08/18	GAR31613
Jane Doe	To record admin fees for discovery Benefits - invoice dated 11/30/2017 for 12/31/2017	01/03/18	Derick	01/03/18	01/03/18	01/05/18	GAR31614
John Smith	To transfer unclaimed checks	01/03/18	Erika S	01/05/18	01/08/18	01/05/18	GAR31615
							GAR31616
							GAR31617
							GAR31618
							GAR31619
							GAR31620

Prepare a cover sheet

	Explanation
	The cover sheet template is provided by General Accounting.
	The cover sheet is so that every JV is uniform. This will assist Office Services with filing and retrieving the hard copy of the JV once it has been completed, approved and stored.

JOURNAL VOUCHER COVER SHEET	
Prepared By: Deborah Burns	JV# <u>GAR30315</u>
Input By: Deborah Burns	
Date Completed: April 27, 2017	
Fiscal Month-end Period: April 30, 2017	
Copy: _____	
Approved By: _____	
Date: _____	

Gather support document and determine Transactions to be entered

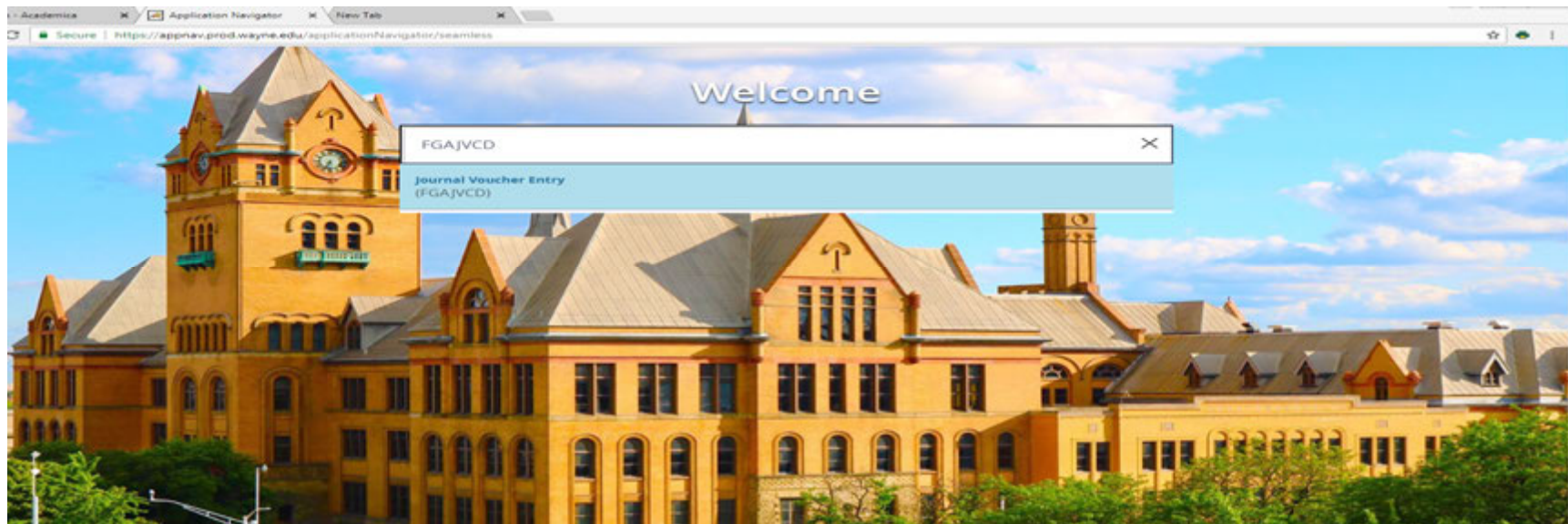
1	<p>Gather support documents</p> <p>Support documents are documents that help explain or justify why we are doing the transactions. The type of supporting documents will vary depending on the nature of the JV.</p> <p>Here are some typical examples:</p> <ul style="list-style-type: none">• Email or memo requesting or approving the transfer• Banner screen prints (e.g., for a correction, print screen to show original transaction)• Spreadsheet or other analysis
2	<p>Determine the transactions to be entered into Banner</p> <p>It is helpful to jot down the information you will be entering into Banner, e.g. Index/Fund/Account to Debit and Credit Transaction description to enter</p>

Entering the JV in Banner

Step	Action
1	Setting up the JV
2	Entering the JV text
3	Entering the transactions
4	Completing and submitting JV for approval

Setting up the JV

Step	Action
1	Go to Banner
2	Type FGAVCD in the search box
3	Hit enter



Setting up the JV

Step	Action
4	Enter document number (this is the JV number you assigned to it from the journal voucher log)
5	Leave submission number blank
6	Hit the “Go” button on the upper right hand side of the screen

The screenshot shows a web interface for 'Journal Voucher Entry FGAJLCD 9.3.6 (PROD)'. At the top right, there are navigation icons for ADD, RETRIEVE, RELATED, and TOOLS. The main form has two input fields: 'Document Number' with the value 'GAR32652' and a 'Copy' button below it, and 'Submission Number' with the value '0'. A green 'Go' button is located to the right of the Submission Number field. Below the form, a grey instruction bar reads: '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.'

Setting up the JV

Step	Action
7	Date: This auto populates, but you can change it if necessary to another open period
8	Document Total: Add the total amount of the entries as a hash total (do not net debits and credits). For example a JV to transfer \$10 from fund A to fund B, the document total would be \$20.
9	Select "Related" in the upper right corner.
10	Select "FOATEXT"

The screenshot shows the 'Journal Voucher Entry FGAVCD 9.3.3 (PROD)' interface. At the top, there is a dark green header bar with navigation icons for ADD, RETRIEVE, RELATED, and TOOLS. Below this, the document number 'GAR32472' and submission number '0' are displayed, along with a 'Start Over' button. The main section is titled 'JOURNAL VOUCHER DOCUMENT HEADER' and contains several input fields and checkboxes. The 'Transaction Date' is set to '07/09/2018'. The 'Document Total' field is highlighted in blue and contains the value '5175.42'. There is a 'Redistribute' checkbox which is currently unchecked. The 'Distribution Total' field is empty. On the right side, there are three checkboxes: 'NSF Checking' (checked), 'Defer Edit' (unchecked), and 'Document Text Exists' (unchecked). A 'Create Source' label is positioned between the 'Redistribute' checkbox and the 'Document Text Exists' checkbox.

Entering the JV text

Step	Action
1	Enter text. (see next page for more information on what to include in the text). To get additional lines for text, use the down arrow on your keyboard.
2	Once you are done entering text, Hit "Save". (A green bar indicating "Saved successfully...") will then be in the upper right corner.
3	Go to "Tools" in the upper right hand corner, and select print to print the text.

Journal Voucher Entry FGAINCD 9.3.3 (PROD)

Document Number: GAR32472 Submission Number: 0

Start Over

JOURNAL VOUCHER DOCUMENT HEADER

Transaction Date * 07/09/2018

Document Total 5175.42

Redistribute

Distribution Total

Document Status

NSF Checking

Defer Edit

Create Source

Document Text Exists

Entering the JV text

The text should answer the following questions:

1: Who...	Who authorized and/or requested the JV
2: What...	What supports the JV; e.g. memo, email, report
3: Where...	Where (index/fund) are funds being transferred from and to
4: When...	When was support for JV dated-- use date of memo, email, or report
5: Why...	Why is JV being done. e.g. to clear a deficit, to support a program

X

ADD RETRIEVE RELATED TOOLS

Type: JV Code: GAR32472 Default Increment: 10 Start Over

Text	Print *	Line
Transfer funds from 444046/28027 (Dow Chem)	<input type="checkbox"/>	10
to 220261/1201M (Engineering Dean) to close index.	<input type="checkbox"/>	20
Per 6/7/2018 email from Jane Doe, Engineering.	<input type="checkbox"/>	

⏪ 1 of 1 ⏩

10 Per Page

Record 3 of 3

Entering the transactions

Step	Action
1	Hit cancel at the bottom of the screen
2	Then use the down arrow on the screen
3	Begin entering your information. You enter 1 for sequence number. Banner automatically follows suit with sequence numbers
4	Note, journal type is FTXX. The journal type tells Banner which manager's approval queue should receive the completed. Each person is assigned a journal type (s).
5	Use the tab button to move to the next box to enter data. Typically you will enter an FOAPAL, amount, debit/credit, and description. For FOAPAL, if you enter the index number, the system automatically populates fund, org, and program code, then you enter account code. The description is a very concise explanation of the transaction (e.g. Tfr from 123 to 456, Correct expense for P451782 line 2)
6	Then use the down arrow on screen to move to the next block. Once you have completed your entries, go to "Related" at the upper right hand corner. Select FGISUM. Print.
7	Review information entered. Make sure the system says "postable" next to each line"; otherwise you will not be able to complete the document. If all is correct, go to Tools, Print, then Save, and Complete. The system will not allow you to complete the JV if debits and credits are not equal.

Journal Voucher Entry FGAM/CD 9.3.3 (PROD)

Document Number: GAR32472 Submission Number: 0

Document Total: 5,175.42

Journal Type: FT10 Interfund Transfer

Sequence: 1

COA: W
Index: 220261
Fund: 1201M
Orgn: 05A1
Acct: 762
Prog: 46

Amount: 2,587.71

Description: Tr to 444046 to close index

Debit/Credit: Debit

Bank Code: []

Deposit: []
Encumbrance Number: []
Item Number: []
Sequence: []
Action: (None)
Commit Type: []

Document Reference: []
Budget Period: []
Accrual Indicator: []
Currency: []
Gift Date: []
Number of Units: []

Completion: Complete In Process

Record 1 of 1

SAVE

3

4

5

6

Completing and submitting the JV for approval

Step	Action
1	<p>Complete the JV package for approval. Packet includes (in order):</p> <ul style="list-style-type: none">• a) Cover Sheet• b) Banner Text• c) Banner sum page (FGISUM)• d) Support documents
2	<p>Banner will route the JV to the appropriate approval queue in the system based on rule code used. Submit JV package to appropriate department supervisor for approval.</p>
3	<p>Department JV's generally have a double approval setup-- requiring the JV to be approved by department, as well as, General Accounting. So once the JV has been approved by the department, the JV packet should be sent to the assigned manager in General Accounting. The JV will not post to Banner until both the department supervisor and General Accounting Manager approve it.</p>

Other Banner screens

1: FGIJVCD	– list of JV's awaiting approval
2: FOADOCU	– return & correct a JV
3: FOAINP	– view a completed (but not yet approved) JV

FGIJVCD:

This screen lets you see status of a JV. I = incomplete. It has not been approved by Manager. Staff members can still enter/alter JV or make corrections. C= Complete. Staff member has completed JV and it is awaiting manager approval. Staff member cannot enter/alter JV. If you need to, refer to screen FOADOCU. Once the JV is approved it no longer listed on FGIJVCD. JV can be seen on other Banner screens such as FGIDOCR, FGIBDSR/FGITRND

FOADOCU:

This Banner screen is used for staff members to retrieve a JV that has been completed (at the staff level), BUT NOT YET, approved by Manager. It often occurs if you have completed the JV and then realize you've made a mistake or for some other reason need to change the JV. You can select "deny" and it will return the JV to incomplete status. Once manager has approved the JV, this is not an option.

FOAINP:

If you want to see (not enter or change data) for a JV that has been completed by Staff member, but not yet approved by Supervisor, use FOAINP

Other Banner screens

4: FGAJVCD Reversal & Copy	– create a JV that is an exact opposite of existing JV or create a new JV that's similar to existing JV
5: Multiline JV	– for very long JV'S (50+ line); avoid having to manually enter a long JV. Work with General Accounting, SMS, & C&IT to upload from Excel spreadsheet.

FGAJVCD Reversal and Copy

Banner FGAJVCD allows you the option of copying a previous JV and/or reversing it.

Coping a JV may be helpful if you need to complete a new JV similar to a prior JV. For example, if you post a similar transaction each month, and only the amounts change. This saves time keying again the information.

Reversal are sometimes needed if the original JV was entered wrong. It is also used for prepaid and accrual entries done at fiscal year end.

Multiline Journal Vouchers:

Multiline JVs– if you have a exceptionally long JV (typically more than 50 lines), you can set up the information in an Excel spreadsheet and working with General Accounting to upload this Information into Banner JV , rather than having to key it in manually. This process is a little complex. Contact General Accounting for more specific instructions if your department needs to use this function.

CONGRATULATIONS!

Using the training materials you should now be able to:

- Enter and submit a JV for your department.

Thank you for your time and effort!!