1. Log into Banner 9
2. Search for FGAJVCQ - Journal Voucher Quick on Welcome Page

3. Click "next section" (Alt + Page Down)

4. Enter the following then click "next section"
   a. Transaction Date
   b. Document Total

5. Enter the following
   a. Journal Type
      i. XEGP for E&G Permanent Budget Transfer
      ii. XEGT for E&G Temporary Budget Transfer
   b. Chart: 1
   c. Organization (Fund and Program code will auto populate once Org is entered)
   d. Account
   e. Amount
   f. Debit/Credit (+/-)a
   g. Description
      i. Start with user's initials (e.g.: BM Qtly Adj to E&G)
6. Select complete/In Process or Insert for additional record(s)
   a. Insert for additional record(s)
      i. Repeat step 5 or click Copy to duplicate previous record
   b. First select "Next Section" then, select Complete"
      i. Submit journal entry
   c. First select "Next Section" then, select "In Process"
      i. Entry will be saved as pending until user select complete

7. Copy Document Number for record keeping