This guide is a modified version of the electronic journal voucher guide and is only to be used when reclassifying previously recorded expenses related to Mason’s Coronavirus/COVID-19 response.

Electronic journal vouchers may be submitted directly by the unit using Banner INB. Unit finance liaisons may request access for existing Banner users within their unit by sending an email to fast@gmu.edu with the existing users net ID and the request to add JV Initiator security group and XCAR rule code to the existing user’s profile. New finance users should submit a Banner Access form indicating the JV Initiator security group and XCAR rule code and providing the required fund/org access.

Submitting an Electronic Journal Voucher (JV)

1. Login to Banner Admin Apps, Enter FGAJVCDC in the Search block
2. Leave Document Number and Submission Number blank. Click GO
3. Transaction Date will auto-populate to today’s date
4. Enter the Document Total. This is the sum of all entry amounts (credit + debit).
5. Enter the Document Text. Select RELATED from the top right menu and then click on “Document Text” [FOATEXT]

Enter the Original Transaction Reference and Date.

After all text is entered, click “Save” in the bottom right corner and then “X” to return to the JV Document.

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6. Click **Next Section** at the bottom of the page or (Alt+Page Down)

7. Leave Sequence blank (Banner will automatically assign), tab to next field
8. Enter **XSR** in Journal Type
9. 1 should auto-populate in COA
10. Enter **either** the fund (20xxxx or 22xxxx) or organization code for the first entry (default fund/org and program codes will auto-populate). **IMPORTANT**: If the entry will hit a sponsored federal award (20xxxx), this transaction line must be entered first.
11. Enter the account code in Acct field
12. Enter **CORONA** in the Actv field
13. Enter the amount for this entry in the Amount field
14. Choose either **Debit or Credit**
   a. **EXPENSE** account (begins with a “7”): Debit = increases expenses on that fund/org, Credit = decreases expenses
   b. **REVENUE** account (begins with a “0”): Debit = decreases revenue on that fund/org, Credit = increases revenue
15. Enter the Description – **CORONA TRACKING**. If additional space is needed, use FOATEXT (refer to step #5). All other fields should be left blank.
16. Click the down arrow on keyboard or ![Insert](Repeat steps 7-17 for each additional entry)

**Helpful Hint!** F6 or the “Copy” button in the upper right hand corner copies the previous transaction line. This is very useful when most fields for the transaction will stay the same. If the organization code changes, make sure to delete the fund, org and program code before entering the new organization code so the default fund and program code correctly populate.

17. Once you have finished all the entries, submit the JV by clicking **Next Section** and then **Complete**

18. Banner will display the JV Document Number/Code at the top right hand corner of the screen. **Please make note of this document number. Send an email to journals@gmu.edu with the original documentation (receipt, etc.) for the transaction and the J document number in the subject line. This is crucial to our FEMA reporting**

19. The document will be routed through the approvals process based on the fund/orgs entered before posting to Banner.
   a. Approval may be required at the Department level, from Office of Sponsored Programs, and/or Capital Projects before final approval is received from General Accounting.