

Electronic Journal Voucher Guide

Prepared by Fiscal Learning & Engagement



Table of Contents

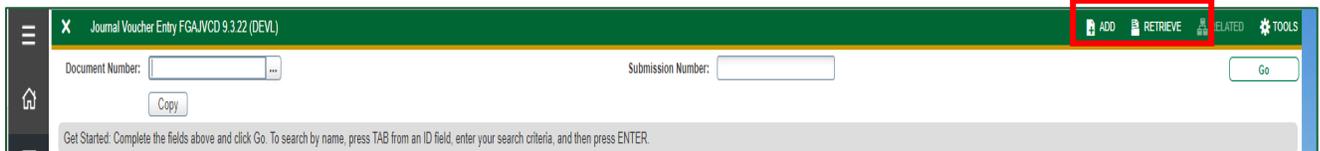
Introduction	3
Submitting an Electronic Journal Voucher (JV)	3
Copying/Reversing a Posted Journal Voucher	5
Deleting a Journal Voucher	6
Journal Voucher Status Check.....	7
To check Journal Voucher Status in Patriot Web/Self Service.....	8

Introduction

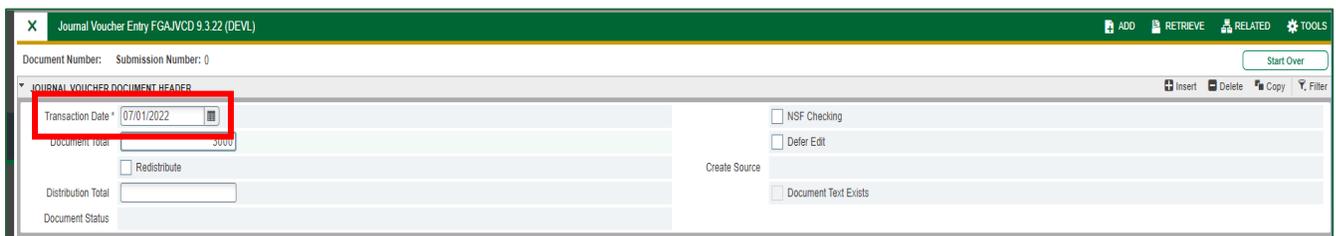
Electronic journal vouchers may be submitted directly by the unit using Banner INB. Unit finance liaisons may request access for existing Banner users within their unit by sending an email to fast@gmu.edu with the existing users net ID and the request to add JV Initiator security group and XCAR rule 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)

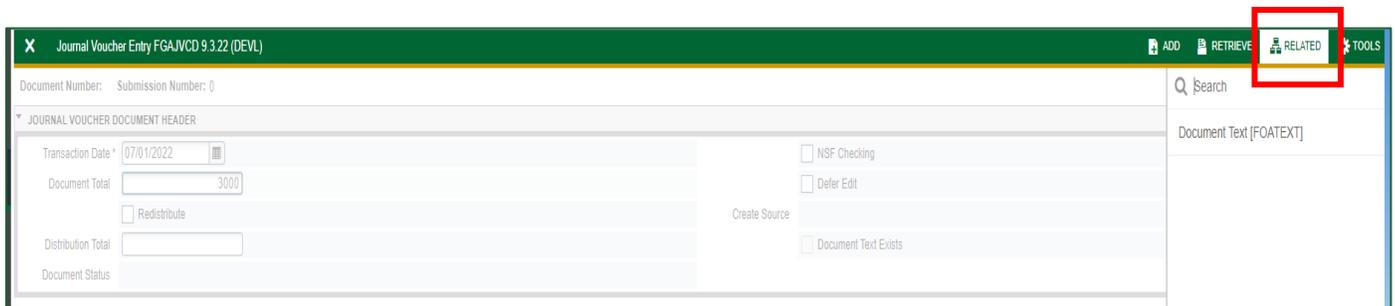
1. Login to Banner Admin Apps, Enter **FGAJVCD** in the Search block
2. Leave Document Number and Submission Number blank. Click **GO**



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]



- a. Enter the following information:
 - i. Enter Original Document Number
 - ii. Original Transaction Date
 - iii. Additional details related to the transfer that will not fit in the Description field
- b. For Sponsored funds 20xxxx or 22xxxx, enter the following information:
 - i. Enter the Original Transaction Reference (Document Number/Code)
 - ii. Original Transaction Date
 - iii. Detailed explanation for transfer
 - iv. If the expenditure involves an IRB or IACUC protocol, the appropriate protocol for the expenditure needs to be referenced
 - v. If moving expenses to a federal award (20xxxx) answer the following two questions:
 - a. Why was this expense originally charged to the sponsored or non-sponsored source of funding from which it is being transferred?
 - b. Why does this charge belong to the sponsored project to which it is being transferred?

6. Save and “X” out

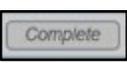
7. Click **Next Section**  at the bottom of the page or (Alt+Page Down)

8. Leave Sequence blank (Banner will automatically assign), tab to next field
9. Enter **XSR** in Journal Type
10. **P** should auto-populate in COA
11. 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.**
12. Enter the account code in Acct field
13. If tracking cost share, enter activity code in Actv field
14. Enter the amount for this entry in the Amount field
15. 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 “5”): *Debit* = decreases revenue on that fund/org, *Credit* = increases revenue

16. Enter a Description (35 characters max). The description should provide enough information so that the reviewer knows the purpose of the journal and has all necessary information to complete a review. If additional space is needed, use FOATEXT (refer to step #5). All other fields should be left blank.

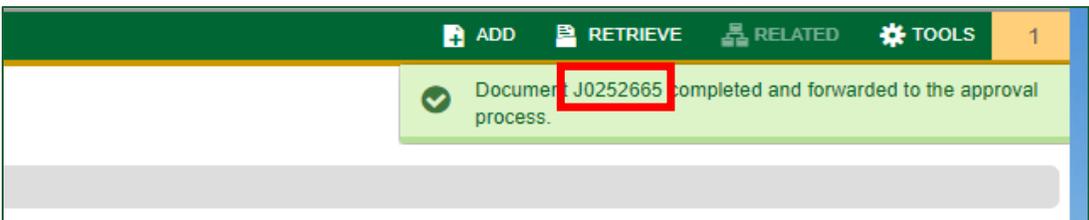
17. Click the down arrow on keyboard or  (Repeat steps 7-17 for each additional entry)

Helpful Hint! F6 or the “Copy” button in the top right 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.

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

19. Banner will display the JV Document Number/Code at the top right corner of the screen.

****Please make note of this document code as it may be necessary for troubleshooting or researching****

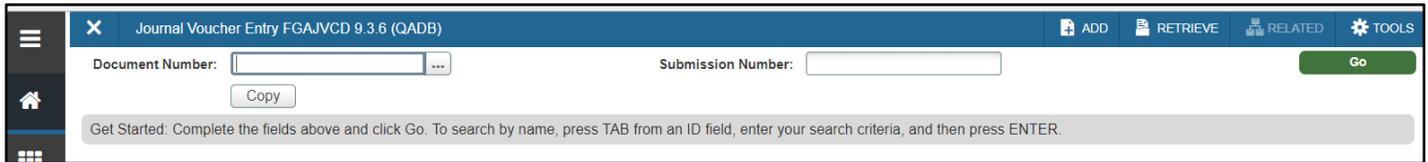


20. The document will be routed through the approvals process based on the fund/orgs entered before posting to Banner.
- a. Approval may be required at the Department level, from Office of Sponsored Programs, and/or Capital Projects before final approval is received from General Accounting.

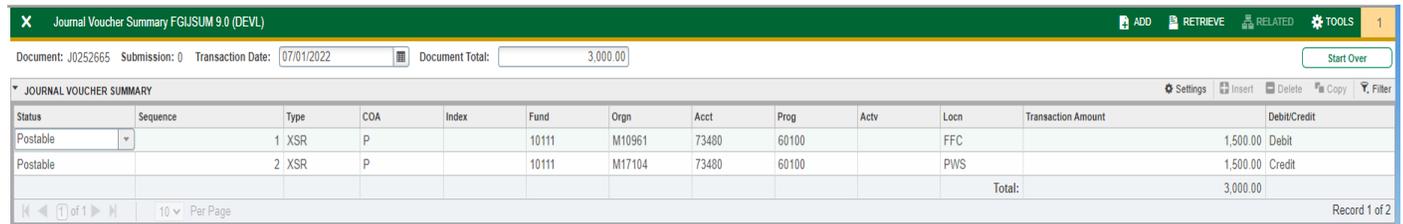
Copying/Reversing a Posted Journal Voucher

Copying a posted journal voucher can be very useful if you have a standard journal, you enter every week or month that does not change at all or only has minor edits from week to week or month to month. **Reversing** a journal voucher is helpful when a duplicate JV has been entered or a journal voucher has been recorded in error.

1. Login to Banner Admin Apps, Enter **FGAJVCD** in the Search block
2. Click on the Copy button. A new screen will appear.



3. Enter the following information on the Copy Screen:
 - a. In the Document Number field under *Copy From*, enter the document number of the posted journal voucher that you want to copy.
 - b. In the Document Number field under *Copy To*, enter **NEXT**.
 - c. The Transaction Date field will populate with today's date.
 - d. Check *Reverse JV* if you want to reverse the posted journal voucher that you have entered in the Document Number field under *Copy From*.
 - e. Check the *Copy Text* box if you want to keep the journal description of the posted journal voucher you have entered in the Document Number field under *Copy From*.
4. Click **OK**.
5. In the Journal Voucher Document Header section, review the Document Total. Adjust if necessary. Document Total is the sum of all entry amounts (credit + debit). Click *Next Section*.
6. Review the transaction lines already populated and make any necessary edits.



Status	Sequence	Type	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Transaction Amount	Debit/Credit
Postable	1	XSR	P		10111	M10961	73480	60100		FFC	1,500.00	Debit
Postable	2	XSR	P		10111	M17104	73480	60100		PWS	1,500.00	Credit
Total:											3,000.00	

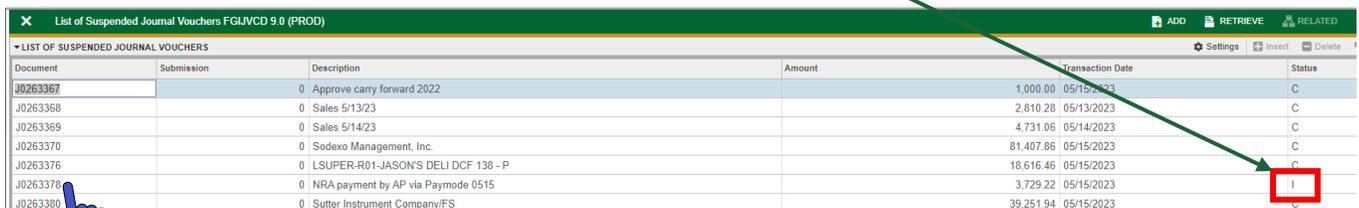
7. Submit the JV by clicking **Next Section**  and then **Complete**.

Helpful hint! To more easily review the transaction lines entered, click on **Access Transaction Summary Info** from the **RELATED** menu in the top right corner of the screen. This will show you (before hitting complete) whether there are any errors at the transaction line level or if the document total amount doesn't equal the sum of the transaction lines entered.

Deleting a Journal Voucher

To delete a Journal Voucher in Banner Admin Apps:

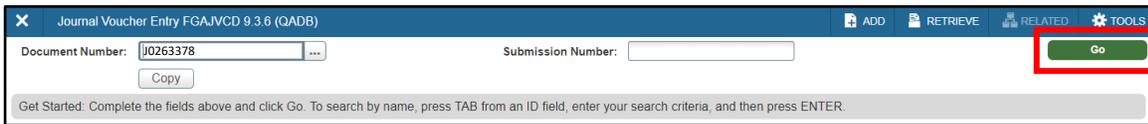
1. To delete an Incomplete Journal Voucher, login to Banner Admin Apps then enter **FGAJVCD** in the Search block
2. Click on the ellipsis box (...) next to the "Document Number" field to see a list of journal vouchers to choose from. Click on the document (J0xxxxx) to populate the "Document Number" field.
 - a. **IMPORTANT:** The document must appear with an "I" in status, otherwise it cannot be deleted.
 - b. **You may only delete journal vouchers that you initiated!**



Document	Submission	Description	Amount	Transaction Date	Status
J0263367		0 Approve carry forward 2022	1,000.00	05/15/2023	C
J0263368		0 Sales 5/13/23	2,810.28	05/13/2023	C
J0263369		0 Sales 5/14/23	4,731.06	05/14/2023	C
J0263370		0 Sodexo Management, Inc.	81,407.86	05/15/2023	C
J0263376		0 LSUPER-R01-JASON'S DELI DCF 138 - P	18,616.46	05/15/2023	C
J0263378		0 NRA payment by AP via Paymode 0515	3,729.22	05/15/2023	C
J0263380		0 Sutter Instrument Company/FS	39,251.94	05/15/2023	I

3. Double click on the Document Number (J0xxxxxx) to open

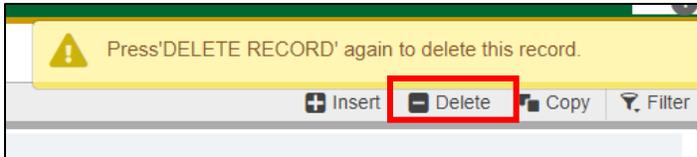
4. Once the Document Number field is populated, click “Go”



5. Click Delete



6. Click Delete again.



7. Message will appear stating that the deletion has been completed.

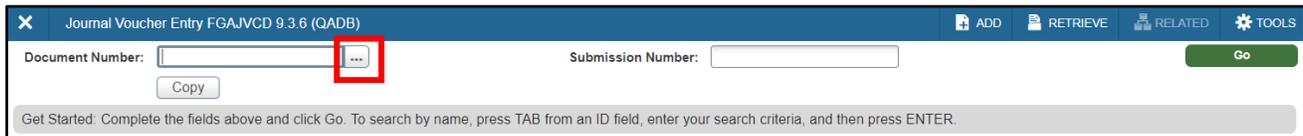


Journal Voucher Status Check

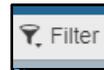
To check Journal Voucher Status in Banner Admin Apps:

8. To check the status a document, login to Banner Admin Apps then enter **FGAJVCD** in the Search block

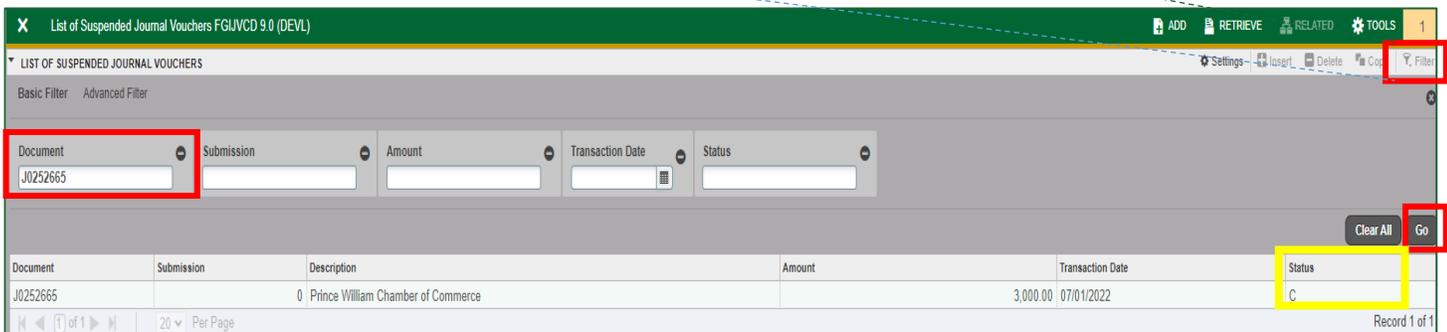
9. Click on the ellipsis box (...) next to the Document Number field. A list of documents will display.



10. Select “Filter” from the top right menu



11. Enter the document number then click “Go”



12. If the document appears with a “C” in status, it has not completed the approvals process.

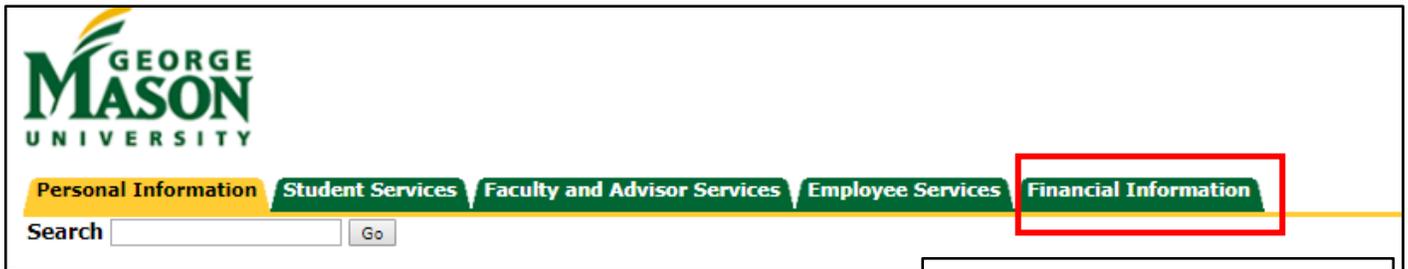
13. If your document appears with an “I” in status, either it has been denied or it was never completed.

a. Approvers must notify initiators when they deny a JV.

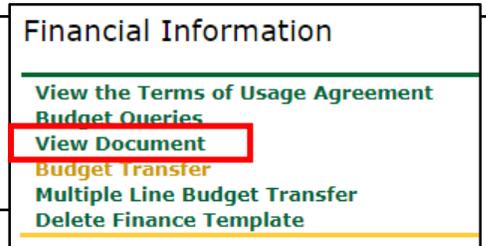
14. If you cannot find your document here and there is no evidence that it has posted, please contact your finance liaison who may reach out to the appropriate party for additional information.

To check Journal Voucher Status in Patriot Web/Self Service

1. Login in to Patriot Web using your NetID and password.
2. Click on the Financial Information Tab.



3. Click on the *View Document* link.
4. Choose Journal Voucher from the drop-down menu and enter the *Document Number* (starts with a J). Click the View Document button.



5. Status of “Posted” means the journal voucher has posted. Status of “Pending” means that the journal voucher has not been completed, has been denied or has not completed the approvals process.
 - a. Approvers must notify initiators when they deny a JV.
6. Go back to the *View Document* screen and click on the *Approval History* button to determine which unit still needs to approve the journal voucher.

For additional information or assistance with processing an electronic journal voucher, please contact General Accounting at 3-2637 or Journals@gmu.edu.