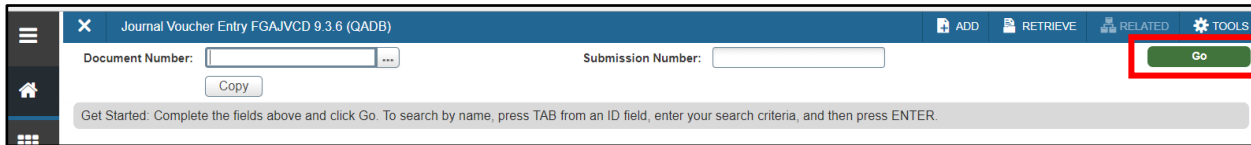


Electronic journal vouchers may be submitted directly by the unit using Banner INB. Unit finance liaisons may request access for existing Banner users within their unit by sending an email to fast@gmu.edu with the existing users net ID and the request to add JV Initiator security group and XCAR rule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

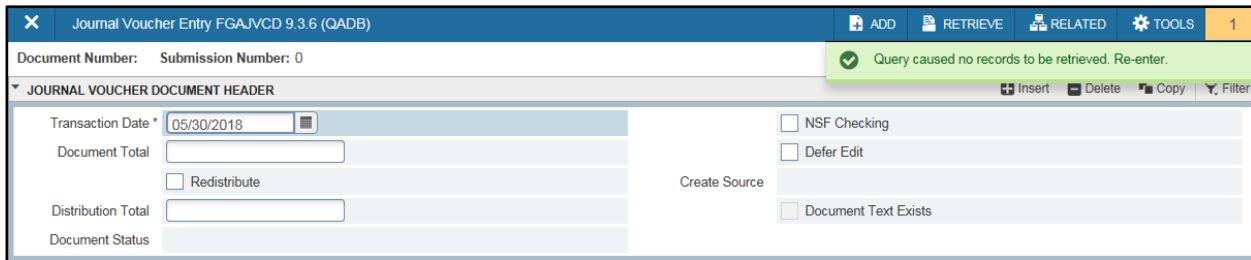


Journal Voucher Entry FGAJVCD 9.3.6 (QADB)

Document Number: Submission Number:

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.

3. Transaction Date will auto-populate to today's date



Journal Voucher Entry FGAJVCD 9.3.6 (QADB)

Document Number: Submission Number: 0

Query caused no records to be retrieved. Re-enter.

JOURNAL VOUCHER DOCUMENT HEADER

Transaction Date * 05/30/2018

Document Total

Redistribute

Distribution Total

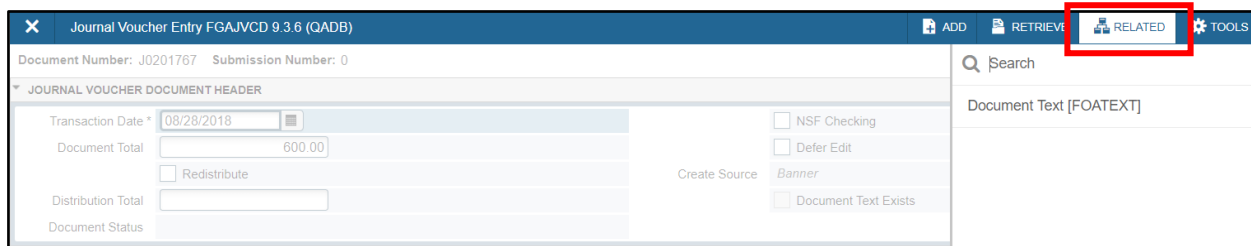
Document Status

NSF Checking

Defer Edit

Create Source Document Text Exists

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]



Journal Voucher Entry FGAJVCD 9.3.6 (QADB)

Document Number: J0201767 Submission Number: 0

RELATED

JOURNAL VOUCHER DOCUMENT HEADER

Transaction Date * 08/28/2018

Document Total 600.00

Redistribute

Distribution Total

Document Status

NSF Checking

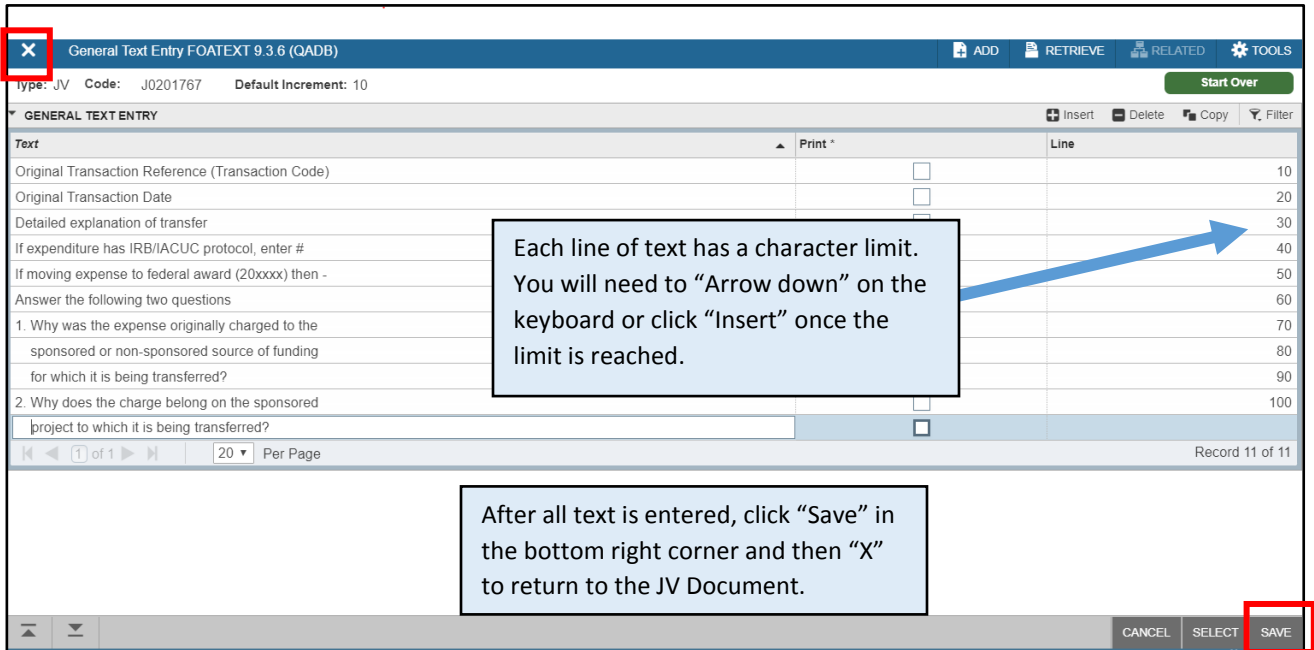
Defer Edit

Create Source *Banner* Document Text Exists

Document Text [FOATEXT]

- a. 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:
 1. Why was this expense originally charged to the sponsored or non-sponsored source of funding from which it is being transferred?
 2. Why does this charge belong to the sponsored project to which it is being transferred?
 - vi. Save and "X" out

Electronic Journal Voucher Guide



General Text Entry FOATEXT 9.3.6 (QADB)

Type: JV Code: J0201767 Default Increment: 10

GENERAL TEXT ENTRY

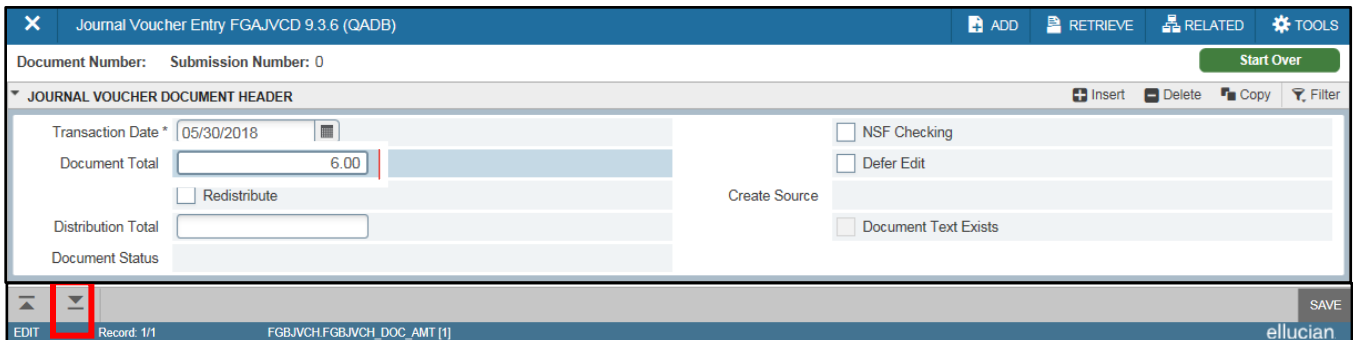
Text	Line
Original Transaction Reference (Transaction Code)	10
Original Transaction Date	20
Detailed explanation of transfer	30
If expenditure has IRB/IACUC protocol, enter #	40
If moving expense to federal award (20xxxx) then -	50
Answer the following two questions	60
1. Why was the expense originally charged to the sponsored or non-sponsored source of funding for which it is being transferred?	70
2. Why does the charge belong on the sponsored project to which it is being transferred?	80
	90
	100

Record 11 of 11

CANCEL SELECT **SAVE**

- b. For transfers not involving Sponsored funds 20xxxx or 22xxxx, 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
 - iv. Save and "X" out

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



Journal Voucher Entry FGA/JVCD 9.3.6 (QADB)

Document Number: Submission Number: 0

JOURNAL VOUCHER DOCUMENT HEADER

Transaction Date * 05/30/2018

Document Total 6.00

Redistribute

Distribution Total


Document Status

NSF Checking

Defer Edit

Document Text Exists

Create Source

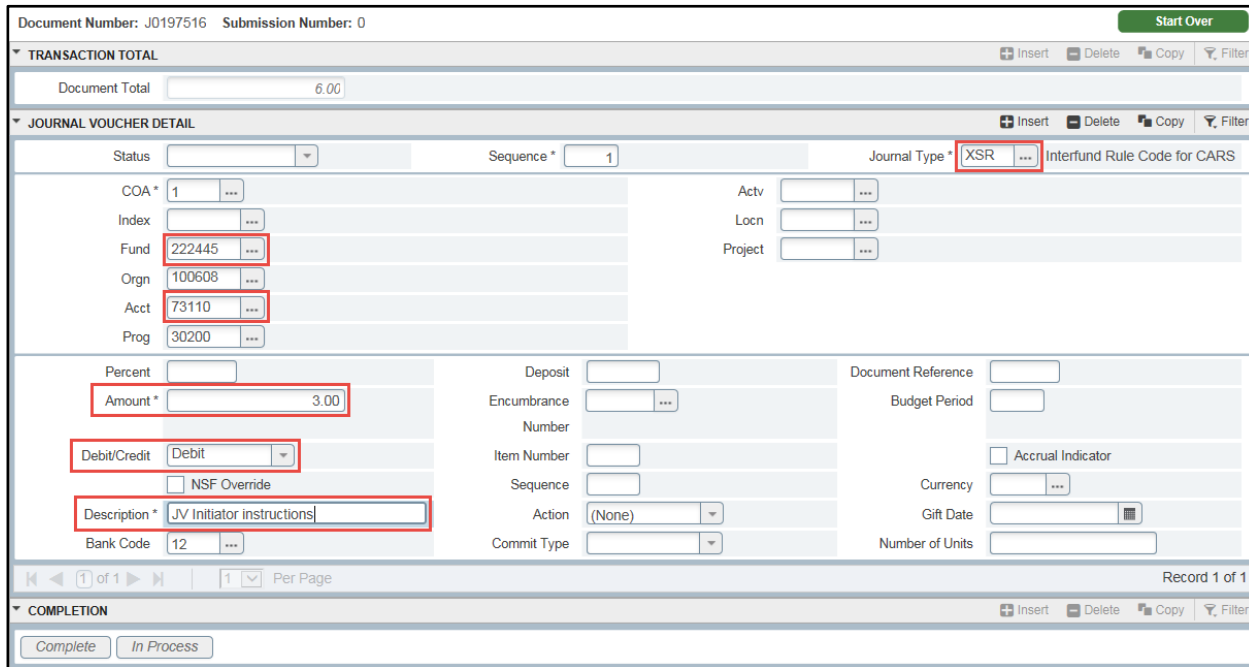
EDIT  Record: 1/1 FGBJVCH.FGBJVCH_DOC_AMT [1] **SAVE** ellucian

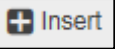
7. Leave Sequence blank (Banner will automatically assign), tab to next field
8. Enter **XSR** in Journal Type
9. **1** should auto-populate in COA
10. Enter *either* the fund (20xxxx or 22xxxx) or organization code for the first entry (default fund/org and program codes will auto-populate). **IMPORTANT: 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. If tracking cost share, enter activity code in 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

Electronic Journal Voucher Guide


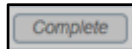
- b. REVENUE account (begins with a "0"): *Debit* = decreases revenue on that fund/org, *Credit* = increases revenue

15. 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.

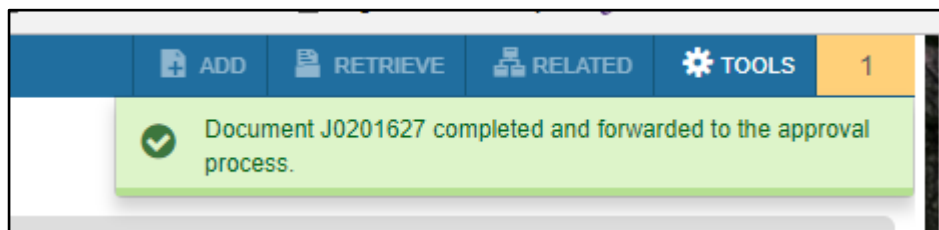


16. Click the down arrow on keyboard or  (Repeat steps 7-17 for each additional entry)

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 

18. Banner will display the JV Document Number/Code at the top right hand corner of the screen. ****Please make note of this document code as it may be necessary for troubleshooting or researching****



19. The document will be routed through the approvals process based on the fund/orgs entered before posting to Banner.

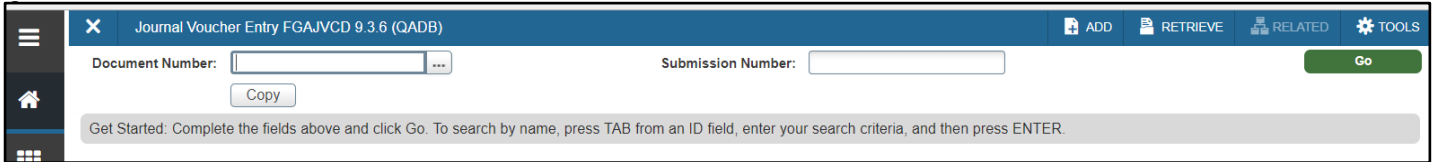
- a. Approval may be required at the Department level, from Office of Sponsored Programs, and/or Capital Projects before final approval is received from General Accounting.

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.



Journal Voucher Entry FGAJVCD 9.3.6 (QADB)

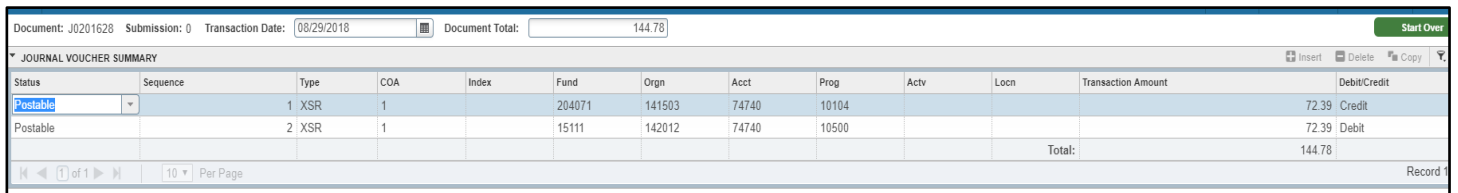
Document Number: Submission Number:

Go

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.

4. 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*.
5. Click **OK**.
6. 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*.
7. Review the transaction lines already populated and make any necessary edits.

Helpful hint! To more easily review the transaction lines entered, click on **Access Transaction Summary Info** from the **RELATED** menu in the top right hand 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.



Status	Sequence	Type	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Transaction Amount	Debit/Credit
Postable	1	XSR	1		204071	141503	74740	10104			72.39	Credit
Postable	2	XSR	1		15111	142012	74740	10500			72.39	Debit
Total:											144.78	

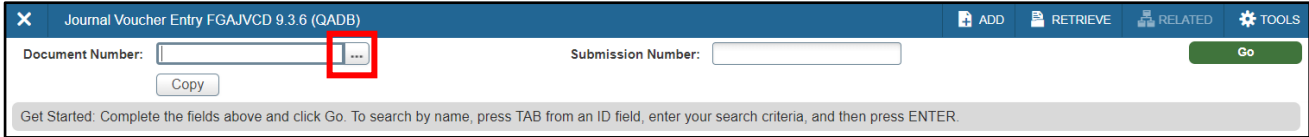
8. Submit the JV by clicking **Next Section**  and then **Complete**.

Electronic Journal Voucher Guide

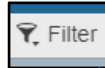
Journal Voucher Status

To check Journal Voucher Status in Banner Admin Apps:

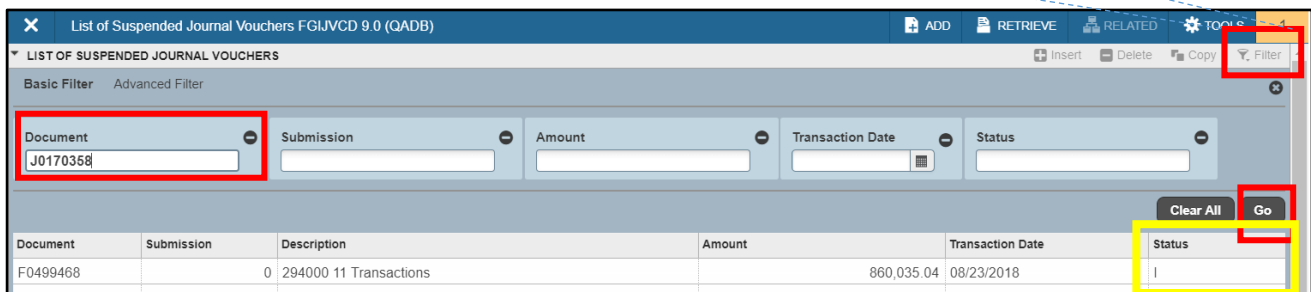
1. To check the status of a document, login to Banner Admin Apps then enter **FGAJVCD** in the Search block
2. Click on the box next to the Document Number field. A list of documents will display.



3. Select "Filter" from the top right menu



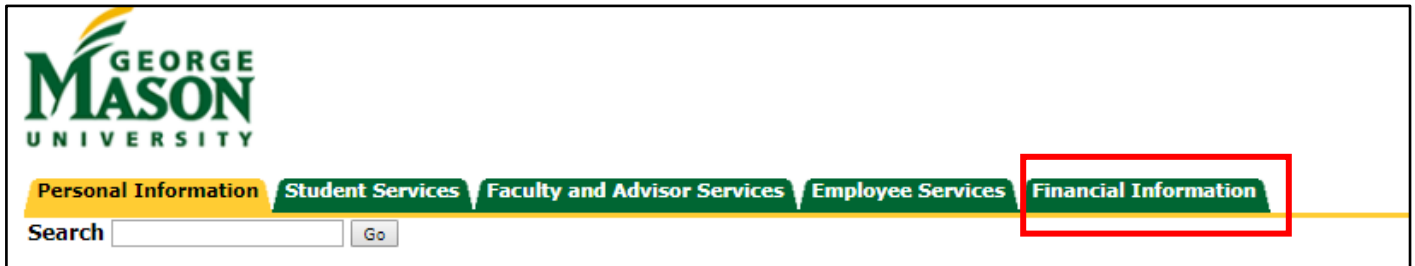
4. Enter the document number then click "Go"



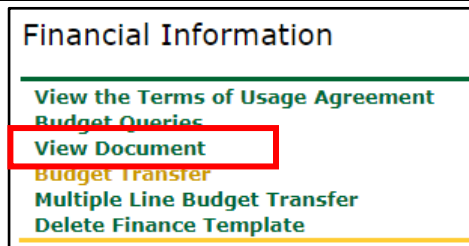
5. If the document appears with a "C" in status, it has not completed the approvals process.
6. If your document appears with an "I" in status, either it has been denied or it was never completed.
 - a. Approvers must notify initiators when they deny a JV.
7. If you document does NOT appear, it has either posted or it has been deleted (uncommon)
 - a. Only General Accounting would delete a journal voucher, but must notify initiators before doing so.
8. 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.

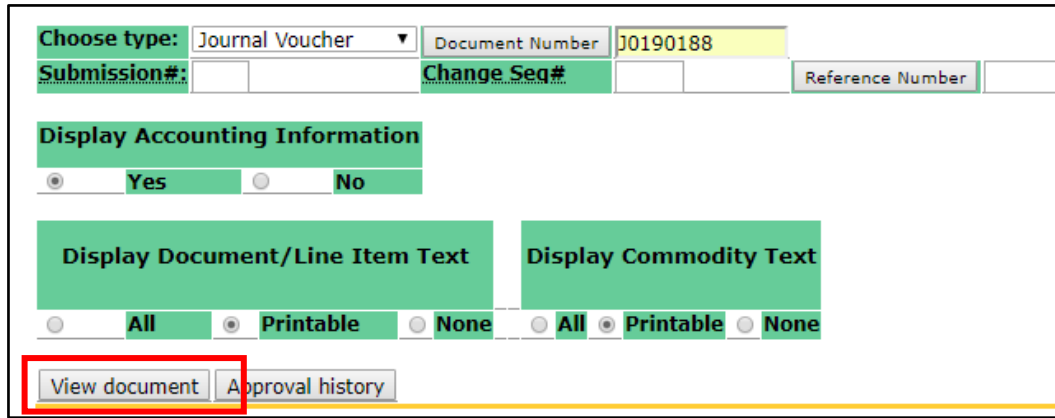


3. Click on the *View Document* link.



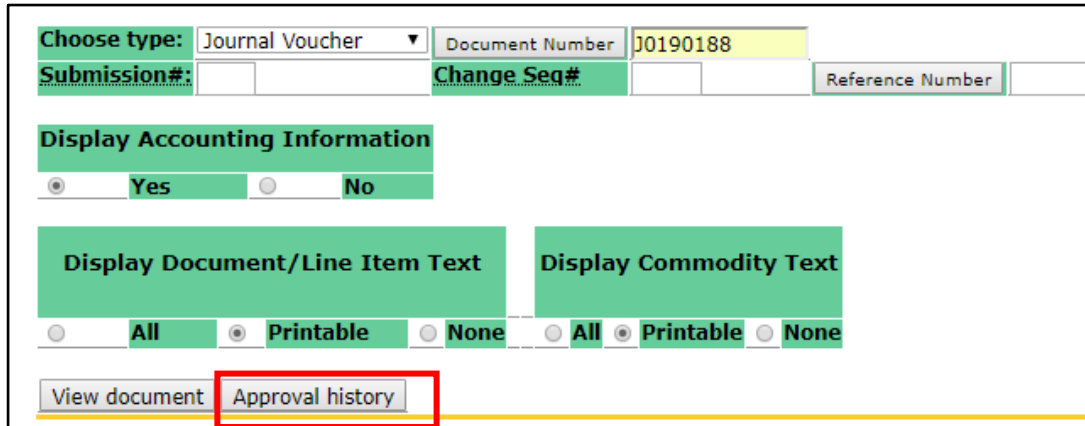
Electronic Journal Voucher Guide

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



The screenshot shows a web form for creating a Journal Voucher. At the top, there is a dropdown menu for 'Choose type:' set to 'Journal Voucher', and a text field for 'Document Number' containing 'J0190188'. Below these are fields for 'Submission#:', 'Change Seq#', and 'Reference Number'. The form has two main sections: 'Display Accounting Information' with radio buttons for 'Yes' (selected) and 'No'; and two side-by-side sections for 'Display Document/Line Item Text' and 'Display Commodity Text', each with radio buttons for 'All', 'Printable' (selected), and 'None'. At the bottom, there are two buttons: 'View document' (highlighted with a red box) and 'Approval history'.

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



This screenshot is identical to the one above, showing the same form fields and options. However, in this version, the 'Approval history' button at the bottom is highlighted with a red box, while the 'View document' button is not.

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