

JV

Create the JV form with the correct information and all of the backup documents.

JOURNAL VOUCHER									
PREPARED BY:					Document Total:				
ENTERED BY:									
DATE: _____									
All required data elements must be filled in in order to process your JV									
Purpose for Journal Voucher: _____									
INDEX	FUND	ORGN	ACCOUNT	PROGRAM	ACTV	DEBIT	CREDIT	LINE DESCRIPTION	
DOCUMENT NUMBER: _____									

Type in the name of the person that prepared the JV form and backup documents.

Type in the name of the person that is entering the JV.

Type in the document total (all the credits plus the debits).

Type in the Date you want on the JV.

Type in the Purpose of the JV.

Type in the Index, Account Code, Amount and **Line Description** for the Credit. If you have more than one credit, use as many additional lines as needed.

Type in the Index, Account Code, Amount and **Line Description** for the Debit. If you have more than one debit, use as many additional lines as needed.

* **Line Description** notes – Always start the description with your initials and a dash (cd-). The descriptions don't have to be the same from line to line. Change it as needed. There can only be an approximate maximum of 36 characters/spaces.

* **Debits/Credits** notes – The total Credits must always equal the total Debits.

After you are done entering the JV, type in the JV number.

JOURNAL VOUCHER

PREPARED BY: Sandra Holland
ENTERED BY: Cheri Darby

Document Total:

\$50.00

DATE: 3/14/24

All required data elements must be filled in in order to process your JV

Purpose for Journal Voucher: To correct the account code

Go to FGAJVCM (Journal Voucher Mass Entry) in Banner.



ellucian Journal Voucher Mass Entry FGAJVCM 9.3.21.A (WOUprd)

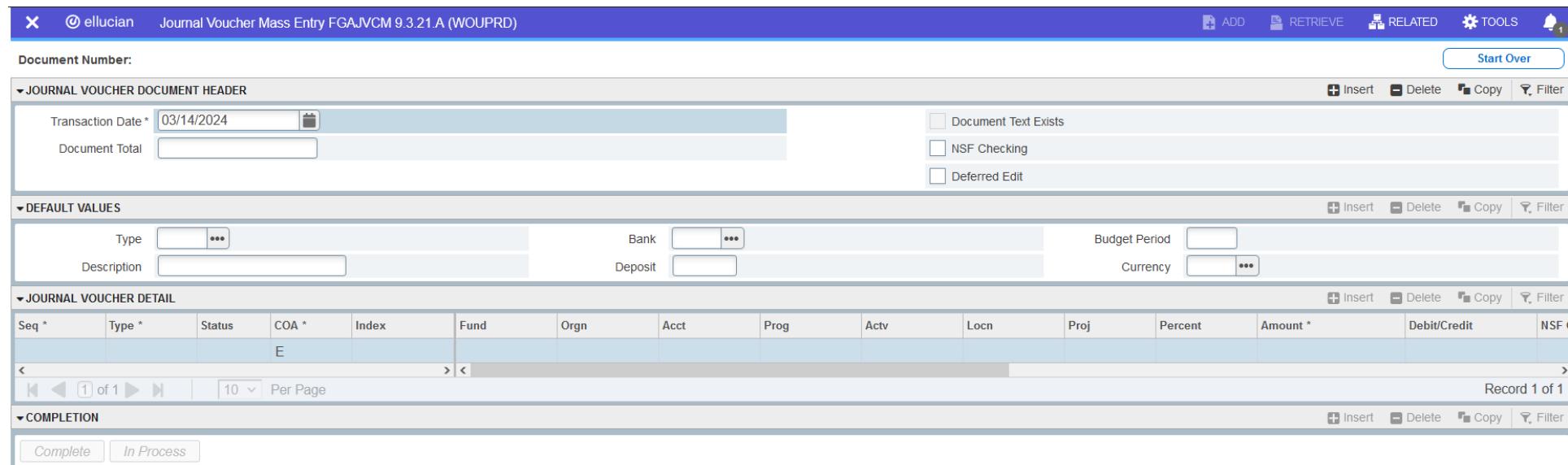
Document Number:

Get Started: Fill out the fields above and press Go.

Go

Make sure to leave the Document Number box blank.

Click on Go.



ellucian Journal Voucher Mass Entry FGAJVCM 9.3.21.A (WOUprd)

Document Number:

JOURNAL VOUCHER DOCUMENT HEADER

Transaction Date * Document Text Exists
Document Total NSF Checking
Deferred Edit

DEFAULT VALUES

Type Bank Budget Period
Description Deposit Currency

JOURNAL VOUCHER DETAIL

Seq *	Type *	Status	COA *	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Percent	Amount *	Debit/Credit	NSF
					E										

1 of 1 Per Page Record 1 of 1

COMPLETION

Complete In Process

SAVE

JOURNAL VOUCHER DOCUMENT HEADER

Change the transaction date to the date on your JV form.

Type in your document total from your JV form.

Click on RELATED. It is located in the upper right-hand corner of the screen.

The screenshot shows the 'Journal Voucher Mass Entry FGAJVCM 9.3.21.A (WOUprd)' application. The interface is divided into several sections:

- Header:** ADD, RETRIEVE, RELATED, TOOLS, and a bell icon.
- Document Number:** A field for entering the document number.
- Journal Voucher Document Header:** Contains fields for Transaction Date (03/14/2024) and Document Total (50.00). It also includes checkboxes for Document Text Exists, NSF Checking, and Deferred Edit.
- Default Values:** Fields for Type, Description, Bank, Deposit, Budget Period, and Currency.
- Journal Voucher Detail:** A table with columns: Seq, Type, Status, COA, Index, Fund, Orgn, Acct, Prog, Actv, Locn, Proj, Percent, and A. The table shows one row with the value 'E'. Navigation buttons (left, right, first, last, 10 per page) are also present.
- Completion:** Buttons for Complete and In Process.
- Right Panel:** A sidebar with a search bar and a section for Document Text [FOATEXT].
- Bottom:** Buttons for Save, Print, and Exit.

Click on Document Text (FOATEXT).

ellucian General Text Entry FOATEXT 9.3.16 (WOUprd)

Type: JV Code: J0128640 Default Increment: 10

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

GENERAL TEXT ENTRY

Text	Print *	Line
	<input type="checkbox"/>	

◀◀ (1 of 1) ▶▶ | 10 Per Page Record 1 of 1

▲ ▼ | SAVE

Type in your Document Text. There is an approximate maximum of 50 characters/spaces per line. If you need more than one line, use the arrow down button on your keyboard to add an additional line.

Always put the following information.

Prepared by

Entered by

The reason for the JV

Click on Save.

Click on the X in the upper left-hand corner to close the Document Text (General Text Entry) screen.

X ellucian General Text Entry FOATEXT 9.3.16 (WOUprd)

Type: JV Code: J0128640 Default Increment: 10

GENERAL TEXT ENTRY

Text	Print *	Line
Prepared by Sandra Holland	<input type="checkbox"/>	10
Entered by Cheri Darby	<input type="checkbox"/>	20
This JV is to correct the account code	<input type="checkbox"/>	30

Saved successfully (3 rows saved)

Insert Delete Copy Filter

◀◀ 1 of 1 ▶▶ | 10 Per Page Record 3 of 3

▲ ▼ | SAVE

DEFAULT VALUES

Your type is 3JV1. You are only able to do JV's between your own indexes. If you need to do a JV between your index and another department's index you will need to fill out the Inter-Departmental Journal Voucher form and send it to accounts payable@wou.edu. Please let us know if you need this form.

If your Line Description is the same you can type that into the Description box.

The screenshot shows the 'Journal Voucher Mass Entry FGAJVMC 9.3.21.A (WOUprd)' application interface. The top navigation bar includes 'ellucian', 'ADD', 'RETRIEVE', 'RELATED', 'TOOLS', and a 'Start Over' button. The main area is divided into sections: 'JOURNAL VOUCHER DOCUMENT HEADER', 'DEFAULT VALUES', 'JOURNAL VOUCHER DETAIL', and 'COMPLETION'. The 'JOURNAL VOUCHER DOCUMENT HEADER' section contains fields for 'Transaction Date' (03/14/2024), 'Document Total' (50.00), and checkboxes for 'Document Text Exists', 'NSF Checking', and 'Deferred Edit'. The 'DEFAULT VALUES' section shows 'Type' (3JV1), 'Bank' (empty), 'Budget Period' (empty), 'Description' (cd-to correct the account code), 'Deposit' (empty), and 'Currency' (empty). The 'JOURNAL VOUCHER DETAIL' section is a table with columns: Seq *, Type *, Status, COA *, Index, Fund, Orgn, Acct, Prog, Actv, Locn, Proj, Percent, Amount *, Debit/Credit, and NSF. A single row is visible with Seq *: E. The 'COMPLETION' section has buttons for 'Complete' and 'In Process'. The bottom of the screen features standard browser controls (back, forward, search) and a 'SAVE' button.

Click on the arrow down button that is located in the lower left-hand corner of the screen. This will take you to the next section.

Tab to the Index box. Type in the index.

Tab to the Account Code box. Type in the account code.

Tab to the Amount box. Type in the amount.

Tab to the Debit/Credit box. Type in Debit or Credit depending on which line you are entering.

Press tab.

Use the arrow down key on your keyboard to add another line. Now enter the other line of information. Do this for all of them.

Document Number: J0128640

Transaction Date: 03/14/2024

Document Total: 50.00

Document Text Exists

NSF Checking

Deferred Edit

Type: 3JV1

Description: cd-to correct the account code

Bank

Deposit

Budget Period

Currency

Seq *	Type *	Status	COA *	Index	Orgn	Acct	Prg	Actv	Locn	Proj	Percent	Amount *	Debit/Credit	NSF Override *	Description *
1	3JV1	Postable	E	BAO901	303100	20102	61050					25.00	Credit	<input type="checkbox"/>	cd-to correct the account code
2	3JV1		E	BAO901	303100	20101	61050					25.00	Debit	<input type="checkbox"/>	cd-to correct the account code

Complete In Process

SAVE

When you have input all of the lines of the JV, use the arrow up key on your keyboard. This will save the information.

Click on RELATED.

ellucian Journal Voucher Mass Entry FGAJVCM 9.3.21.A (WOUprd)

Document Number: J0128640

JOURNAL VOUCHER DOCUMENT HEADER

Transaction Date *	03/14/2024		
Document Total	50.00		

Document Text Exists
 NSF Checking
 Deferred Edit

DEFAULT VALUES

Type	3JV1	Bank	
Description	cd-to correct the account code		
	Deposit		Currency

JOURNAL VOUCHER DETAIL

Seq *	Type *	Status	COA *	Index	Orgn	Acct	Prog	Actv	Locn	Proj	Percent	Amount *	Debit/Credit	NSF O
1	3JV1	Postable	E	BAO901	303100	20102	61050					25.00	Credit	
2	3JV1		E	BAO901	303100	20101	61050					25.00	Debit	

< > < > 10 Per Page

COMPLETION

Search

[Print Journal Voucher \[GJAPCTL\]](#)

[Access Transaction Summary Info \[FGIJSUM\]](#)

Click on Access Transaction Summary Info (FGIJSUM). This will tell you if your JV is in balance. The Document Total and the Total need to be the same.

Status	Sequence	Type	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Transaction Amount	Debit/Credit
Postable	1	3JV1	E	BAO901	001001	303100	20102	61050			25.00	Credit
Postable	2	3JV1	E	BAO901	001001	303100	20101	61050			25.00	Debit
										Total:	50.00	

If the totals are the same, you are ready to complete the JV. If they are not the same, you will need to fix the problem. Your Debits have to equal your credits.

Click on the X which is located in the upper left-hand corner of the screen.

Click on the arrow down which is located in the lower left-hand corner of the screen.

Write the Document Number on your JV Worksheet.

Click on Complete.

X ellucian Journal Voucher Mass Entry FGAJVMC 9.3.21 A (WOUprd) ADD RETRIEVE RELATED TOOLS

Document Number: J0128640 Start Over

JOURNAL VOUCHER DOCUMENT HEADER + Insert Delete Copy Filter

Transaction Date *	03/14/2024 <input style="width: 20px; height: 20px;" type="button" value="..."/>	<input checked="" type="checkbox"/> Document Text Exists
Document Total	50.00	<input type="checkbox"/> NSF Checking
		<input type="checkbox"/> Deferred Edit

DEFAULT VALUES + Insert Delete Copy Filter

Type	3JV1 <input style="width: 20px; height: 20px;" type="button" value="..."/>	Bank	<input style="width: 20px; height: 20px;" type="button" value="..."/>	Budget Period	<input style="width: 20px; height: 20px;" type="button" value="..."/>	
Description	cd-to correct the account code				Currency	<input style="width: 20px; height: 20px;" type="button" value="..."/>
	Deposit					

JOURNAL VOUCHER DETAIL + Insert Delete Copy Filter

Seq *	Type *	Status	COA *	Index	Orgn	Acct	Prog	Actv	Locn	Proj	Percent	Amount *	Debit/Credit	NSF Override *	Description *
1	3JV1	Postable	E	BAO901	303100	20102	61050					25.00	Credit	<input type="checkbox"/>	cd-to correct the account code
2	3JV1	Postable	E	BAO901	303100	20101	61050					25.00	Debit	<input type="checkbox"/>	cd-to correct the account code

◀ ▶ 1 of 1 ▶ 10 Per Page Record 1 of 2

COMPLETION + Insert Delete Copy Filter

◀ ▶ SAVE

You never want to click on "In Process". This can cause an error. If you need to finish it later, write the JV Document Number down and then click on Start Over.