JV

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

JOURNAL VOUCHER								
PREPARED BY: **ENTERED BY:**				**Document Total:**				
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 | **Document Total:** | | $50.00 |
| ENTERED BY: | Cheri Darby | | | |

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

INDEX	FUND	ORGN	ACCOUNT	PROGRAM	ACTV	DEBIT	CREDIT	LINE DESCRIPTION
AAA111			20102				25.00	cd-correct an account code
BBB111			20101			25.00		cd-correct an account code
DOCUMENT NUMBER:		J0128373						

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

Make sure to leave the Document Number box blank.

Click on Go.

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.

Click on Document Text (FOATEXT).

General Text Entry FOATEXT 9.3.16 (WOUPRD)

ADD   RETRIEVE   RELATED   TOOLS

Type: JV **Code:** J0128640 **Default Increment:** 10

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

▼ GENERAL TEXT ENTRY

Insert   Delete   Copy   Filter

Text	Print *	Line
	☐	

◄◄ ◄ 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.

Text	Print *		Line
Prepared by Sandra Holland	☐		10
Entered by Cheri Darby	☐		20
This JV is to correct the account code	☐		30

General Text Entry FOATEXT 9.3.16 (WOUPRD)

ADD   RETRIEVE   RELATED   TOOLS

Type: JV   Code: J0128640   Default Increment: 10

Saved successfully (3 rows saved)

▾ GENERAL TEXT ENTRY   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 accountspayable@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.

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.

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.

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.

Document: J0128640 **Submission:** 0 **Transaction Date:** 03/14/2024					**Document Total:** 50.00								Start Over

JOURNAL VOUCHER SUMMARY — Insert Delete Copy Filter

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	

◄ ◄ 1 of 1 ► ► | 10 ∨ Per Page | Record 1 of 2

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.

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
Description cd-to correct the account code
Bank
Deposit
Budget Period
Currency

JOURNAL VOUCHER DETAIL

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	☐	cd-to correct the account code
2	3JV1	Postable	E	BAO901	303100	20101	61050					25.00	Debit	☐	cd-to correct the account code

Record 1 of 2

COMPLETION

Complete   In Process

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.