**BANNER 9 - FAST FIS**

**Mass Journal Voucher**

**FGAJVCM**

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| **FIELD** |  | **INSTRUCTIONS** |
| **Access** |  | In Search field under Welcome, type in FGAJVCM, press [enter] |
|  |  | OR |
|  |  | Select Application > Banner > Finance System > General Ledger Menu > Journal Voucher Mass Entry - FGAJVCM |
|  |  |  |
| **Document Number** |  | Leave blank for system to assign a document number. |
|  |  |  |
| **On top right corner, click green ‘Go’ button.** | | |
|  | | |
| **Journal Voucher Document Header Block** | | |
| **Transaction Date\*** |  | Defaults to current date, override the date if needed |
|  |  |  |
| **Document Total** |  | Enter total dollar (absolute) value of all debits and credits. Enter/Tab through (Example: $50 D + $50 C = $100 Document Total) |
| **NSF Checking** |  | Default unchecked, leave as is. |
|  | | |
| **To Add Text to the Journal Voucher** – All journal vouchers must have document text.  In the top right corner, select RELATED > Document Text.  The text should have your full name and phone number a detailed description of the entry.  To add additional line, press arrow down. Click [SAVE] and click ‘X’ to exit. | | |
|  |  |  |
| **On the bottom left corner, click next section** | | |
|  | | |
| **Journal Voucher Detail Block**  Use the horizontal scroll bar to move across the screen | | |
| **Seq** |  | Enter/Tab through. The system will assign the sequence number. |
|  |  |  |
| **Type** |  | Enter Journal type (i.e. 3JV1) |
|  |  |  |
| **COA\*** |  | Defaults to E. Leave as is. |
|  |  |  |
| **Index** |  | **Enter Index code.** (Will generally populate all necessary fields except Account.) |
|  |  |  |
| **Fund** |  | Tab through |
| **Orgn** |  | Tab through |
|  |  |  |
| **Acct** |  | **Enter Account code** |
|  |  |  |
| **Prog** |  | Tab through |
| **Actv** |  | Enter if applicable, else Tab through. |
| **Locn** |  | Tab through |
| **Proj** |  | Tab through |
|  |  |  |
|  |  |  |
| **Amount\*** |  | Enter dollar amount to be debited or credited to the respective **Index** and **Account** code. |
|  |  |  |
| **Debit/Credit** |  | Enter Debit or Credit |
|  |  |  |
| **Description** |  | Enter your initials and a description of the entry (the field is 35 character long) |
|  |  |  |
| ***To add another accounting record:*** press arrow down, enter fields as listed above or click on Copy button to duplicate.  **On the bottom left corner, click next section**  Click the Complete icon to complete the entry. | | |
|  |  |  |
| ***To review all transactions entered for the JV:*** on top right corner, click RELATED > Access Transaction Summary Info [FGIJSUM]. It brings you to Journal Voucher Summary Block. ***(Remember total Debits must equal total Credits and together must equal the Document Total.)*** To return to Journal Voucher Mass Entry Block, click on top left corner ‘X’ | | |
|  |  |  |
| ***To Delete an accounting record:*** click **seq** field, on top right corner, click **TOOLS > Clear Record** to remove an accounting line that has not been saved; Use Delete in block to remove a record that has been saved. | | |
|  |  |  |
| ***To Delete the entire JV:*** [Previous Section] back to the Document Header Block and click on the **Delete** twice. | | |
|  |  |  |
| ***To print the JV:*** Note the JV Number. On top right corner, click RELATED > Print Journal Voucher [GJAPCTL]. Process **Submission Controls Block** appear, Click green ‘Go’ button on top right corner.  FWRJVLR- is the process that prints the journal voucher | | |
| 1. Printer |  | Enter your printer name |
|  |  |  |
|  |  |  |
| Parameter Values Block  Click the Values column and enter the following: | | |
| 01 From document number Enter journal voucher number  02 To document number Enter journal voucher number  03 Include Text Y/N Enter Y | | |
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