

Copy and Reversal feature for Banner Journal Voucher forms FGAJVCD and FGAJVCQ

The Copy and Reversal feature is available from the forms FGAJVCD and FGAJVCQ, and allows authorized users* to create new journal entries from previously posted journal entries.

*Authorized User = An individual with Banner access to the Finance module.

Before You Begin:

- Have the document number of the existing journal which is to be copied or reversed.
 - Note that reversal journals should never be completed prior to the original journal being posted.
 - When using the copy journal feature, if you forget to check-off the Reverse JV or Copy Text boxes you cannot "roll back" and correct it. You must re-start the journal and the system will automatically assign a new document number, thereby, leaving the initial J-document number's status as incomplete which must then be removed/ deleted.
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How to create a new journal document using the copy feature

NOTE: The copy feature may be used for IDC, JE15, JE16 or for year-end accruals ME15 / ME16, BD03 from any fiscal year.

1. Login to **Banner**.
2. Enter **FGAJVCQ** in the **Go To** field for IDC, JE15/JE16 journal entries and hit Enter or select **FGAJVCQ (Journal Voucher Quick Form)** from the Finance Fast Track menu.
Enter **FGAJVCD** in the **Go To** field for ME15 ME16 journal entries and hit Enter or select **FGAJVCD (Journal Voucher Entry Form)** from the Finance Fast Track menu.
3. Click on the **Copy icon**.
4. Type the document number to the journal entry you want to copy from in the **Copy From Document Number field** i.e. **J0XXXXXX**, and **TAB** until the cursor is in the **Copy To Document Number field**.

NOTE: The document number to the journal entry you are copying from must already be posted.If the journal is not posted, the msg pops up "There are no detail records for the journal voucher".

5. Type **NEXT** in the Copy To Document Number field and **TAB**.
6. The **Transaction Date** will populate with today's date. Leave as is.

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7. If reversing the journal entry of the original transaction, than select the Reverse JV box i.e. the credit and debit sequences of the original transaction will be reversed. If you are not reversing a journal entry, leave the box as is.
8. If copying the document text of the original transaction, than select the Copy Text box.
9. Click on **OK**.
10. The journal now has a unique Document Number (**JXXXXXXXX**) which appears in the **Document Number** field - the Transaction Date and Document Total fields will default in.
11. The **Transaction Date** will populate with today's date. Leave as is.
12. The **Document Total** will populate with the amount of the original transaction. Leave as is, or make necessary changes. The Document Total = sum of the Credit and Debit sequences.

Entering Document Text

13. Click the **Options** menu and select **Document Text [FOATEXT]**.
14. Click on the **Next Block** icon or use **CTRL-Page Down** if you prefer using the keyboard to go to the Text lines.
15. The Document Text lines will populate with the document text of the original transaction if the Copy Text box was selected. Leave as is, or enter the document text for this journal - describe the purpose:
Line 1: Name, unit, and contact number of the individual who is preparing the document.
Line 2 (3,4,etc): Explain why this journal is being processed.

There is a maximum limit of 50-characters per line with no text-wrapping. Use the down-arrow key on your keyboard to move to the next line or use your mouse to move the cursor.

16. Click on the **Save icon (diskette)**.
17. Click on the **Exit icon (black X)** to return to the Document Header.

Entering Credit and Debit sequences

18. **Click on the Next Block icon or use Ctrl-Page-Down if using the keyboard.**
19. Sequence 1 will populate with the Journal Type, FOAPAL, Amount, Debit/Credit indicator, and Description from the original transaction. Leave as is, or make necessary changes and **TAB** to the next field.
20. Click on the **Insert Record** icon or use the **down-arrow** key on your keyboard to proceed to the next sequence.
21. Sequence 2 will populate with the Journal Type, FOAPAL, Amount, Debit/Credit indicator, and Description from the original transaction. Leave as is, or make necessary changes and **TAB** to the next field.

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22. If needed, click on the **Insert Record** icon or use the **Down arrow** key on your keyboard to go to the next FOAPAL sequence record, or to create a new FOAPAL sequence record. Follow the steps ...Enter Fund tab..until Description.
23. Make sure bank code RC - JE16 required.

Completing the document

24. Once the Credit and Debit sequences are entered, click the **Options** menu and select **Access Completion** or click on the **Next Block** icon or use **Ctrl-Page Down** if you are using the keyboard, to go to the Completion Block.
25. You have two options to choose from:
 - Click on the **Complete** icon to submit the document and move it to the approval and then the posting process. No changes may be made to the document once it is completed.
 - Click on the **In Process** icon to save changes and to complete the document at a later date. If you select this option, be sure to make note of the document number - you will need it to access this journal again.