

HOW TO process an Inter (JE16) Fund Journal Voucher (FGAJVCQ)

How to process a JE16 journal (inter-fund transfer):

Before you begin, make sure you have the following information on-hand:

- The **FOAPAL** that was charged in the original transaction (for the credit sequence) along with the associated invoice document number and supplier's name.
- The **amount** of the expense incorrectly charged to the Account-Activity-Location code combination **after applicable sales tax rebates**.
- The **Account-Activity-Location** combination that should be charged for the expense (for the debit sequence).
- If correcting a **prior fiscal year expense**, the appropriate **87xxxx** account code for both the debit and the credit sequences. (Note: The University fiscal year runs from May 1st to April 30th and differs from the grant year. The transaction date of the original transaction will determine the fiscal year in which it was processed.)

1. Log in to **Banner**.
2. Enter **FGAJVCQ** in the **Go To** field and hit **Enter** or select **FGAJVCQ** (Journal Voucher quick Form) from the **Finance Fast Track menu**.
3. Type **NEXT** in the **Document Number** field.
4. Click on the **Next Block** icon or use **Ctrl- Page Down** if you prefer using the keyboard to continue to the Document Header.
5. The **Transaction Date** will populate with today's date. Leave as is.
6. **TAB** to the **Document Total** field and enter the absolute value of the journal entry = sum of the Credit and Debit sequences. For example, if the journal document has only two sequences, and the amount of the credit and debit sequences are each \$50.23, enter 100.46.

Entering Document Text

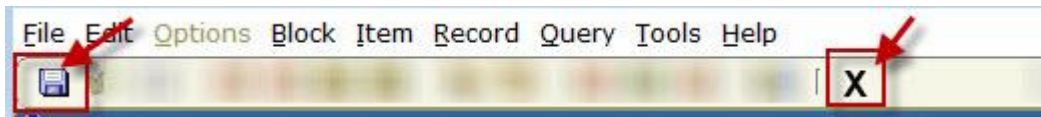
7. Click the **Options** menu and select **Document Text [FOATEXT]**.
8. The journal now has a unique Document Number (**JXXXXXXXX**) which appears in the **Code** field.
9. Click on the **Next Block** icon or use **Ctrl- Page Down** if you prefer using the keyboard to go to the Text lines.
10. Enter 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.

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11. Click on the **Save icon (diskette)**.



12. Click on the **Exit icon (black X)** to return to the Document Header.
13. A check box now appears in the **Document text exists** field.

☒ Document Text Exists

Entering Credit and Debit Sequences

14. Click on the **Next Block** icon or use **Ctrl- Page Down** if you prefer using the keyboard to go to the FOAPAL sequence block.
15. Follow the steps below to enter a credit sequence followed by a debit sequence.

TIP: Always enter the Credit sequence first

CREDIT = FOAPAL charged in the original transaction

DEBIT = FOAPAL that should be charged for the transaction

CREDIT Sequence	DEBIT sequence
16. The cursor appears in the Sequence field. Do not type in a number. TAB to the next field - a sequence number will automatically populate the field. Leave as is. 17. Enter JE16 in the Journal Type field and TAB until the cursor is the Fund field. 18. Enter the Fund code in the Fund field and TAB - the Organization, Program, Activity, and Location codes will default in. 19. Leave the Organization code as is and TAB to the next field. 20. Enter the Account code charged in the original transaction and TAB to the next field.	30. The cursor appears in the Sequence field. Do not type in a number. TAB to the next field - a sequence number will automatically populate the field. Leave as is. 31. Enter JE16 in the Journal Type field and TAB until the cursor is the Fund field. 32. Enter the Fund code in the Fund field and TAB - the Organization, Program, Activity, and Location codes will default in. 33. Leave the Organization code as is and TAB to the next field. 34. Enter the Account code that should be charged for the transaction and TAB to the next field.

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21. Leave the **Program** code as is and **TAB** to the next field.
22. If different from 000000, enter the **Activity** code charged in the original transaction and **TAB** to the next field.
23. If different from 000000, enter the **Location** code charged in the original transaction and **TAB** to the Amount field.
24. Enter the **Amount** of the expense incorrectly charged to the original FOAPAL and **TAB** to the next field. Be sure to subtract any sales tax rebates received for this transaction.

TIP: Amount

Use the form FGITRND to determine the amount to enter after sales tax rebates.

25. Select **Credit** from the Debit/Credit drop-down list and **TAB** to the Description field.
26. Enter a short **Description** for this sequence - it should include the invoice document number and the name of the supplier.

This description will appear on Financial Statements and when querying fund transactions in Banner and Minerva. There is a 30-character limit for this field.

TIP: Description

Begin the Description line with **T/F** to indicate that you are preparing a transfer.

Be sure to also include an abbreviation of the invoice date.

Description:	T/F I0123456 Science W. Jan 1-15
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35. Leave the **Program** code as is and **TAB** to the next field.
36. If different from 000000, enter the **Activity** code that should be charged for the transaction and **TAB** to the next field.
37. If different from 000000, enter the **Location** code that should be charged for the transaction and **TAB** to the Amount field.
38. Enter the **Amount** of the expense that should be charged to the entered FOAPAL and **TAB** to the next field.

TIP: Amount:

If debiting only one FOAPAL combination, the amount to debit must be equal to the amount entered in the associated credit sequence. If debiting multiple FOAPAL combinations (splitting the cost), enter the appropriate amount for this sequence – the sum of the debit sequences must equal the amount entered for the associated credit sequence.

39. Select **Debit** from the Debit/Credit drop-down list and **TAB** to the Description field.
40. Enter a short **Description** for this sequence - it should include the invoice document number and the name of the supplier.

This description will appear on Financial Statements and when querying fund transactions in Banner and Minerva. There is a 30-character limit for this field.

TIP: Description

Begin the Description line with **T/F** to indicate that you are preparing a transfer.

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If preparing a partial transfer, then begin the Description line with **T/F PT**.

27. Enter **RC** in the **Bank Code field** and hit **TAB**.

28. **OPTIONAL**: Click on the **Save icon (diskette)**. The sequence status field will display *Postable*.

Status:

NOTE: If the status displays as Error, TAB through all the FOAPAL fields in the sequence screen and click on the Save icon again. The Status of the sequence should change from *Error* to *Postable*.

29. Click on the **Insert Record** icon or use the **Down arrow** key on your keyboard to proceed to the next sequence.

Be sure to also include an abbreviation of the invoice date.

Description:

If preparing a partial transfer, then begin the Description line with **T/F PT**.

41. Enter **RC** in the **Bank Code field** and hit **TAB**.

42. **OPTIONAL**: Click on the **Save icon (diskette)**. The sequence status field will display *Postable*.

Status:

NOTE: If the status displays as Error, TAB through all the FOAPAL fields in the sequence screen and click on the Save icon again. The Status of the sequence should change from *Error* to *Postable*.

43. If needed, click on the **Insert Record** icon or use the **Down arrow** key on your keyboard to create another sequence. Follow the steps to enter a credit or debit sequence.

Completing the document

Once the Credit and Debit sequences are entered:

44. **OPTIONAL**: If you performed Step 41 above (saved the last sequence), and would like to see a listing of all entered sequences:

- Click the **Options** menu and select **Access Transaction Summary Information [FGIJSUM]**.
- All entered sequences with their status (*Error* or *Postable*), along with the document number and document total will be displayed.
- Once reviewed, click on the **Exit icon (black X)** to return to the form.

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45. Click the **Options** menu and select **Access Completion** or click on the **Next Block** icon or use **Ctrl- Page Down** if you prefer using the keyboard.

46. 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 this 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.

Additional Notes:

When correcting a prior year expense:

- Do not enter the 7xxxxx account code used in the original transaction for the credit or the debit sequences. Enter the equivalent account code which begins with **87xxxx**. Normally, the last four digits of the account code will be an exact match.
- Always verify the 87xxxx account code by consulting the Banner form FTVACCT or log in to Minerva > Finance (Fund) Administration Menu > Public FOAPAL Hierarchy Reports and consult FZRG0022B – Valid Accounts Hierarchy Report.

Example:

Prior year transaction account code (used in the original transaction)	Account code to use in the debit and credit sequence of the JE16
700001	870001
700686	870027 In this case, 870686 is not a valid account code. When you consult FZRG0022B – Valid Accounts Hierarchy Report in Minerva, you can see that account code 700686 rolls up to 70027. If you search for 870027, the account code exists. Therefore, in the absence of a perfect match, this account code should be used in both the debit and the credit sequences

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Refer to the **Auto hint line** for additional feedback, in real time, on the progress of your transaction.

Use FOAAINP and FOIAPPH to track the status of the approval of your document.

Ensure that the adjustment has been approved before month end so that the adjustment can be reflected in the operating ledger.