

# HOW TO process an Intra (JE15) Fund Journal Voucher (FGAJVCQ)

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## How to process a JE15 journal (intra-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).
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## Step-by Step Instructions

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 (**JXXXXXXX**) 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.

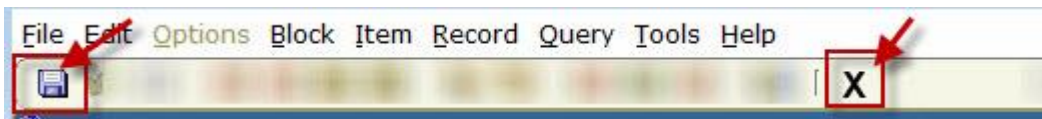
Note: There is a maximum limit of 50-characters per line with no text-wrapping.

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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Text
Karmie Stone, Financial Services, x3463
To transfer expenses to Account 700003
for scientific equipment purchase
from Science World invoice I0123456
invoice dated January 1, 2015
in the amount of \$300.00

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



12. Click on the **Exit (black X) icon** 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

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CREDIT Sequence	DEBIT sequence
<p>16. The cursor appears in the <b>Sequence</b> field. Do not type in a number. <b>TAB</b> to the next field - a sequence number will automatically populate the field. Leave as is.</p> <p>17. Enter <b>JE15</b> in the <b>Journal Type</b> field and <b>TAB</b> until the cursor is the Fund field.</p> <p>18. Enter the <b>Fund</b> code in the Fund field and <b>TAB</b> - the <b>Organization, Program, Activity,</b> and <b>Location</b> codes will default in.</p> <p>19. Leave the <b>Orgnization</b> code as is and <b>TAB</b> to the next field.</p> <p>20. Enter the <b>Account</b> code charged in the original transaction and <b>TAB</b> to the next field.</p> <p>21. Leave the <b>Program</b> code as is and <b>TAB</b> to the next field.</p> <p>22. If different from 000000, enter the <b>Activity</b> code charged in the original transaction and <b>TAB</b> to the next field.</p> <p>23. If different from 000000, enter the <b>Location</b> code charged in the original transaction and <b>TAB</b> to the Amount field.</p> <p>24. Enter the <b>Amount</b> of the expense incorrectly charged to the original FOAPAL and <b>TAB</b> to the next field. Be sure to subtract any sales tax rebates received for this transaction.</p> <p><b>TIP: Amount</b> Use the form FGITRND to determine the amount to enter after sales tax rebates.</p> <p>25. Select <b>Credit</b> from the Debit/Credit drop-down list and <b>TAB</b> to the Description field.</p> <p>26. Enter a short <b>Description</b> for this sequence - it should include the invoice document number and the name of the supplier.</p>	<p>29. The cursor appears in the <b>Sequence</b> field. Do not type in a number. <b>TAB</b> to the next field - a sequence number will automatically populate the field. Leave as is.</p> <p>30. Enter <b>JE15</b> in the <b>Journal Type</b> field and <b>TAB</b> until the cursor is the Fund field.</p> <p>31. Enter the <b>Fund</b> code in the Fund field and <b>TAB</b> - the <b>Organization, Program, Activity,</b> and <b>Location</b> codes will default in.</p> <p>32. Leave the <b>Orgnization</b> code as is and <b>TAB</b> to the next field.</p> <p>33. Enter the <b>Account</b> code that should be charged for the transaction and <b>TAB</b> to the next field.</p> <p>34. Leave the <b>Program</b> code as is and <b>TAB</b> to the next field.</p> <p>35. If different from 000000, enter the <b>Activity</b> code that should be charged for the transaction and <b>TAB</b> to the next field.</p> <p>36. If different from 000000, enter the <b>Location</b> code that should be charged for the transaction and <b>TAB</b> to the Amount field.</p> <p>37. Enter the <b>Amount</b> of the expense that should be charged to the entered FOAPAL and <b>TAB</b> to the next field.</p> <p><b>TIP: Amount:</b> 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</p>

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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

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

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

Status: Postable

**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*.

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

entered for the associated credit sequence.

38. Select **Debit** from the Debit/Credit drop-down list and **TAB** to the Description field.
39. 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.

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

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**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*.

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	<p>40. If needed, click on the <b>Insert Record</b> icon or use the <b>Down arrow</b> key on your keyboard to create another sequence. Follow the steps to enter a credit or debit sequence.</p>
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### Completing the document

#### Once the Credit and Debit sequences are entered:

41. OPTIONAL: If you performed Step 40 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.
42. 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.**
43. 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.

### Completing a JE15 journal document (intra-fund transfer) with a status of "In Process"

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

- The Document Number of the JE15 journal entry to complete
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 the document number (JXXXXXXX) in the **Document Number** field.

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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. If the transaction is not in the current fiscal period (month), click on the **Calendar** icon and change the date to today.
6. **TAB** to the **Document Total** field.
7. Follow the steps listed above to complete the journal.

### **TIP: Navigation**

To move between blocks in the FGAJVCQ form, use the **Next Block** and **Previous Block** icons.

To move between sequences, use the **Next Record** and **Previous Record** icons.

### **TIP: Making changes to a field**

If you make changes to data previously entered (Amount, Account code, Activity code...), be sure to **TAB** through several other fields to ensure that Banner validates the information properly.

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## How to delete JE15 journal documents (intra-fund transfers) left "In Process"

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 the document number (JXXXXXXX) 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. If the transaction is not in the current fiscal period (month), click on the **Calendar** icon and change the date to today.
6. From the **Menu Bar** select **Record** and then **Remove**. Select **Record** and then **Remove** again.
7. A pop up box will appear with the following message "All header and detail records will be deleted". Click **OK** to confirm.

**Note:** Confirmation message "Deletion of journal voucher is completed" will appear in the auto hint line.