Type form name FGAJVCM and then ENTER

You can also use the search feature and type “journal” to search for journal entry forms.

If you are entering a new journal entry you will need to make sure that the document number box is cleared. A number will be assigned to your entry after the FOATEXT has been added.

Click on Go

The date will automatically populate

In the Document Total box input your hash total (absolute value of both debits and credits) then tab until you are in the Default Values section of the form.

Click on RELATED in the toolbar area (or Alt+Shift+R). Click on Document Text [FOATEXT]. At a minimum input your name and telephone extension.
To add lines to the FOATEXT use the down arrow on your keyboard or you can use the +Insert feature located on the General Text Entry line. This description does not appear on the Banner reports but can be accessed in Banner using the “retrieve” button. Use this to be descriptive over and above the description input on each transaction line.

Click on SAVE (located bottom right of screen) when you have finished entering your text to be attached to the journal entry.

Click on the “X” to the left of the Banner form name to return to the journal voucher entry screen. If you did not previously SAVE FOATEXT Banner will ask you if you want to save the changes that you have made, click on YES.

Note that the document number now appears on the screen. Note this number on your documentation that will be filed and maintained in your department for the duration of the records retention period.

You will see that there is a check mark next to Document Text Exists once FOATEXT has been added.

Tab through Journal Voucher Document Header and Default Values inputting pertinent information.

The DEFAULT VALUES section does not have to be used but it can be used to repeat information that is to appear on each line. For example, if all of your transactions were going to be an IDC you could type IDC in Type. If the description will be the same for all of the lines you could type a description in the description box.

Use the Alt+Page down or Next Section button located at bottom left side of screen to navigate to the Journal Voucher Detail section of the form.
The JOURNAL VOUCHER DETAIL section is where you will input the individual transactions. Your cursor should be in the “Seq” field. Tab and the sequence number should populate. Continue to tab through the fields and input “Type” (IDC, COR, etc. - drop down menu is available), COA = K, Index or fund, Account, Amount, Debit/Credit or +/- and Description. Note that if you input an index the Fund, Orgn and Program will autofill.

To add the next record, click on “Insert” or use the down arrow on your keyboard. The form is divided into sections so if you are using the “Insert” function be sure to use the “Insert” button within the JOURNAL VOUCHER DETAIL section.

Complete new line using steps above and insert additional lines as needed.

If you need to delete a line, put your cursor on the line you wish to delete and click on Delete (next to insert) and the line will be removed. You can edit any line by tabbing over to the field that needs to be edited. If you delete a line and the hash total changes you will need to “previous section” up to the hash total, make the needed change and then next section down to “complete”. Make sure the status on each line indicates “Postable”. If “error” appears, you will need to review and correct the data before you can proceed.

You can click on “In Process” to leave the journal entry and then go back into it at a later time during that month to add transactions. Be sure to write down the journal number so you know which entry you want to make additions to. Once you click on Complete, you cannot go back into the journal entry to review or make changes unless the Controller’s office disapproves it.

After you have completed entering all of your transactions you will click on Next Section (arrow down) then click on “Complete”.

If you receive an error, refer to the section below Account Transaction Summary Info (FGIJSUM).

Once you click on “Complete”, if the entry is in balance, you should receive a message that the entry is completed and has been forwarded to the approval process.
VIEWING THE STATUS OF A JOURNAL ENTRY

You can view the status of an entry by going into Banner and searching the journal entry by number using form FGAJVCVM.

If you do not know the journal entry number click on the “…” next to the document number box.

In this example 20 items will appear per page. You can select as few as 10 items or as many as 50 to appear on a page. Also note that there are multiple pages of unposted journal entries. An “I” in the Status column is an incomplete journal entry and it is not postable; it is either out of balance, contains an error, has been disapproved or the user may have the entry indicated as “in process”. A “C” under status indicates that the entry has been completed by the initiator but has not been approved yet by the Controller’s office. An item noted with a “C” cannot be viewed or changed by the creator; if you need to make a change you must contact the Controller’s office and request that the entry be disapproved. Once an item is disapproved the status will change to an “I”. Incomplete entries are deleted if they have not been corrected or completed in the month that they were initiated.

You can sort this file by Amount, Transaction Date or by Status. Once you find the journal you need to review, double click on the journal number, or click on the number then click on SELECT (located bottom right of screen). Journal number will appear in the document number box, click Go.

If your entry has an “I” under status, then you will need to correct the entry before it can be posted.

DISAPPROVED JOURNAL ENTRIES

If an entry is disapproved by the Controller’s office the creator of the IDC will receive an email indicating that the entry was disapproved and why it was disapproved. The creator can use the steps above to
retrieve the entry and make the needed corrections. An “I” in the status field can be due to a disapproved entry or an entry that was not marked as completed by the creator.

Once the error has been corrected be sure to section down and click on “Complete” so that the entry will appear as completed and ready to be reviewed by the Controller’s office. The Controller’s office does not review entries in an “Incomplete” status.

ACCOUNT TRANSACTION SUMMARY INFO (FGIJSUM)

To check totals of an entry before “completing” or if you receive an error when submitting as completed, you can click on “Related” then select FGIJSUM Access Transaction Summary Info. You will see the total of the line items and can verify that this is also the hash total that you entered.

To return to the line item screen click on the “X”. If no changes need to be made, then section down until you can access the “Complete” button.

PRINTING AN IDC/JOURNAL ENTRY

It is easier to print/view a copy of the journal entry using Banner Self Service. The format is easier to read and the print is larger.

Login to FlashLine; locate Finance Self-Service Banner.

Click on My Finance Query
Click on View Document

You will see the journal number, status of entry, transaction date, activity date, user ID, document total and text associated with the entry. The Journal Voucher Accounting area will provide all the information associated with the journal entry.