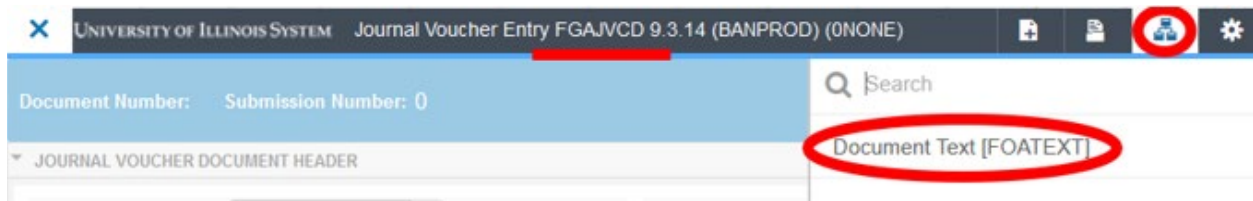


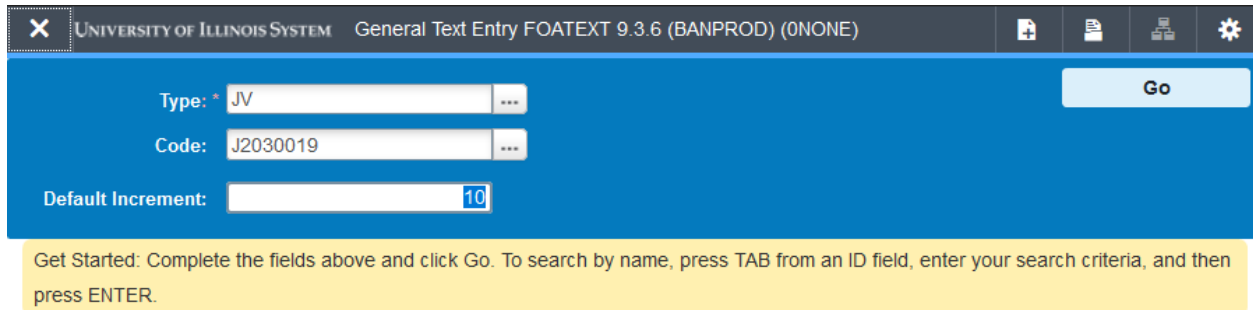
## What is FOATEXT and how do I add it to my Journal Voucher entries?

FOATEXT is Banner form used to document the circumstances for an entry into banner. You can think of this as the “Who, What, When, Where, and why?” Related to the entry in question regardless of whether it is a Journal Voucher or a Journal Voucher Feeder transaction. We advise people to at the very least include the purpose of the transaction, your name, and contact information for audit purposes.

From each of the Banner JV entry forms FGAJVCD, FGAJVCM, and FGAJVCQ you can access the Banner FOATEXT form by clicking on the “Tools” section and then clicking “FOATEXT.”



Additionally, if you forget to include FOATEXT on your JV or if you use a JV Feeder Template that does not accept FOATEXT you may add it after the entry has posted in Banner directly via the Banner form FOATEXT.



If for any reasons you cannot add FOATEXT to your JV Feeder transactions it is required that you retain the appropriate documentation for the transaction internally so that you can comply with any future system reviews or audits.