JOURNAL VOUCHER PROCESSING
PARTICIPANT GUIDE

URBANA-CHAMPAIGN　　　CHICAGO　　　SPRINGFIELD

UNIVERSITY OF ILLINOIS SYSTEM

Acknowledgements

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Course Prerequisites

The following are prerequisites for this course:

- Introduction to Banner and Finance I
- Introduction to Banner and Finance II

Course Information

Course ID: Journal Voucher Processing

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Course Overview

Journal vouchers record either original accounting entries or adjustments and corrections to previously recorded transactions. They can be used to:

- Post income funds to revenue Accounts by self-supporting organizations;

- Transfer costs from one C-FOAPAL string to another;

- Correct a transaction that has an incorrect C-FOAPAL string;

- Charge a university unit for a service rendered;

- Enter a budget revision for a self-supporting fund;

- Transfer funds from one revenue Account to another.

Banner has three journal voucher pages: **Journal Voucher Entry** (*FGAJVCD*), **Journal Voucher Mass Entry** (*FGAJVCM*), and **Journal Voucher Quick** (*FGAJVCQ*). This guide contains descriptions and instances of using all three pages.

The Originator begins the creation of a journal voucher by entering a journal type as defined in the rule code table. This will determine which Fund codes can be used to record the transaction as well as certain other page fields that may be populated. The Originator can complete the journal voucher or leave it in an incomplete status.

An incomplete journal voucher is placed in a suspended journal voucher document table where it can be reviewed by another user and/or retrieved for a later completion. An Incomplete journal voucher may also be deleted.

Completed journal vouchers that are approved and pass the cross-FOAPAL validation process are automatically posted throughout the day. A completed journal voucher may be suspended by the cross-FOAPAL validation process or by a member of a centralized university unit (like Grants and Contracts or University Accounting and Financial Reporting) approval queue and placed in the suspended journal voucher document table with an incomplete status. The Originator or a designate can retrieve the incomplete journal voucher and correct any errors before again completing it.

The Originator of the journal voucher is responsible for ensuring that the document was successfully posted by reviewing its status in journal voucher query pages that are discussed in this guide. If an error is made on a journal voucher and it is posted, another journal voucher must be created to reverse the error.

Journal Voucher Transactions That Require University Unit Approval

A transaction involving one of the following funds will require review and approval by a university unit before it will be routed to the posting process:

- **Grant Funds** – All transactions involving grant funds will be reviewed by that university's Grants and Contracts unit. The Originator should include:
    - Relevant information in the journal voucher's **Description** field located in the **Transaction Detail** section.
    - The following information in the **General Text Entry** page (*FOATEXT*): an explanation of the transaction and benefit to project, the date when service was provided or incurred, the date and document number of the original transaction, and the Originator's name, email, unit, and telephone number.
    - Requirements for "current" and "non-current" journal vouchers may be found on the following OBFS and Grants and Sponsored Projects web pages:
        - **OBFS**—Policy 16 Grants and Research Contracts – Sponsored Projects Cost Transfers https://www.obfs.uillinois.edu/bfpp/section-16-grants-research-contracts/cost-transfers
        - **UIUC**—Cost Transfers https://sponsoredprograms.illinois.edu/research-topics/cost-transfer
        - **UIC**—Managing an Award-Transfer costs when necessary & appropriate https://research.uic.edu/post-award/essentials-post-award-administration/managing-award
        - **UIS**—OBFS Policy 16 Grants and Research Contracts – Sponsored Projects Cost Transfers https://www.obfs.uillinois.edu/bfpp/section-16-grants-research-contracts/cost-transfers

- **Gift Funds** – Transactions involving the transfer of gift or endowment income funds using non-mandatory transfer Account codes (41xxxx) must be approved by University Accounting & Financial Reporting. Information to justify the transfer must be entered on the **General Text Entry** page (*FOATEXT*). Information may be found on the OBFS Policy & Procedures section 13 web page at: https://www.obfs.uillinois.edu/bfpp/section-13-accounting/process-fund-transfers/transfer-gift-endowment-income-funds.

- **Plant Funds** – Transactions involving the transfer of plant funds using non-mandatory transfer Account codes (41xxxx) must be approved by University Accounting & Financial Reporting. Information to justify the transfer must be entered in **General Text Entry** *(FOATEXT)*.

Course Objectives

When you have completed this course you will be able to:

- Create and complete journal vouchers using each of the following pages:
    - **Journal Voucher Entry** (*FGAJVCD*).
    - **Journal Voucher Mass Entry** (*FGAJVCM*).
    - **Journal Voucher Quick** (*FGAJVCQ*).
- Identify the differences among the three journal voucher pages.
- Determine if journal voucher completions are successfully posted.
- Delete incomplete journal voucher documents.
- Complete pending journal voucher documents.
- Correct rejected journal voucher documents.
- Copy journal voucher documents.
- Correct posted journal voucher transactions.
- Perform queries to review journal voucher documents.
- Find the Originators of journal voucher documents.

Lesson 1: Creation of a Journal Voucher

In this lesson, you will learn how to use the three journal voucher pages to perform financial transactions. The first step is to obtain any unit approval before starting the journal voucher. Then determine the type of journal voucher transaction that needs to be done. To which C-FOAPAL does the money need to go and from where should it be taken away? Debits (+) increase expense and asset transactions and credits (-) decrease such transactions. Conversely, revenue & liability transactions are increased by credits (-) and decreased by debits (+). Some transactions are double-sided (debits equal credits) and some are single-sided (only a debit or credit). See the Rule Code List in Appendix K for more details regarding how to record transactions.

Examples of journal voucher transactions:

Situation: A P-Card transaction was charged to an incorrect Account code.
Transaction: Debit the C-FOAPAL that should have been charged and credit the C-FOAPAL that was charged incorrectly.

Situation: Three units are splitting the fee charged by a guest speaker. The sponsoring unit will pay the entire fee and charge the other units later.
Transaction: The sponsoring unit debits the C-FOAPAL of each of the participating two units for 1/3 of the guest speaker's fee and credits its C-FOAPAL for 2/3 of the guest speaker's fee.

Situation: Travel expenses for an employee are charged to the state Fund of a unit. They will need to be transferred to another Fund when it is set up.
Transaction: The unit debits the C-FOAPAL to which the charges will be transferred and credits the state Fund C-FOAPAL.

Situation: A revenue-generating unit sells its service to a university unit.
Transaction: The revenue-generating unit debits the C-FOAPAL of its university customer and credits its revenue C-FOAPAL.

Situation: A revenue-generating unit decides that it is necessary to make an adjustment by increasing its revenue budget.
Transaction: The unit credits its revenue budget for the amount of increase. No debit is made. (See Appendix J for more information regarding budget adjustments. Units can use the journal voucher to make budget adjustments only for self-supporting funds.)

Situation: A unit has established a general encumbrance to track labor expenses for its student employees. It partially liquidates the encumbrance monthly.
Transaction: The unit partially liquidates the encumbrance via a debit to the C-FOAPAL used to establish the encumbrance. (Training is offered on general encumbrances. See OBFS Home > Training Center > Course Registration.)
http://www.obfs.uillinois.edu

Lesson Objectives

When you have completed this lesson you should be able to:

- Create and complete journal vouchers using each of the following pages:

  - **Journal Voucher Entry** (*FGAJVCD*).

  - **Journal Voucher Mass Entry** (*FGAJVCM*).

  - **Journal Voucher Quick** (*FGAJVCQ*).

- Identify the differences among the three journal voucher pages.

1.1: The Journal Voucher Process

Process Description

1. Obtain internal and, if necessary, external unit approval prior to initiating a journal voucher in Banner. Obtain the proper C-FOAPAL codes and determine what debit(s) and/or credit(s) are involved.

2. You will create a journal voucher by using **Journal Voucher Entry** (*FGAJVCD*)**, Journal Voucher Mass Entry** (*FGAJVCM*) or **Journal Voucher Quick** (*FGAJVCQ*). System edits are performed as you enter data in the journal voucher page's sections.

3. When the journal voucher is ready for posting, the Originator submits it with a **Complete** status. Once the journal voucher has this status, it can no longer be edited as it cannot be opened with any of the journal voucher pages.

4. Once the journal voucher is completed by the Originator and passes the edit check, grant fund transactions are routed to your university's Grants and Contracts office for review. Gift and Plant fund transactions involving the transfer of gift or endowment income funds using non-mandatory transfer Account codes (41xxxx) are routed to the University Accounting and Financial Reporting approval queue. The remaining documents go directly to the validation process.

    Note: Journal vouchers routed to an approval queue and not approved by members of a university unit's approval queue will be suspended and will assume an **Incomplete** status. They can be revised and re-submitted as **Complete** or they may be deleted. The Originator will receive a communication in Banner from an approval queue reviewer if the journal voucher is disapproved.

5. Approved journal vouchers will move to the cross-FOAPAL validation process. The posting process will post or suspend transactions. Suspended journal vouchers will be moved to the **List of Suspended Journal Vouchers** page (*FGIJVCD*) with a status of **Incomplete**. Valid transactions proceed to Banner posting. A posted journal voucher document cannot be changed. To correct or change a posted journal voucher transaction, another journal voucher is created to reverse the original journal voucher and to make the correct entry.

6. Posted journal vouchers can be seen using **Document Retrieval Inquiry** (*FGIDOCR*). Unposted journal vouchers can be seen using the **List of Suspended Journal Vouchers** (*FGIJVCD*) or the **Journal Voucher Summary** *(FGIJSUM)* pages. Use the **Document by User** page (*FOADOCU*) to see the status of all journal vouchers created by a specific user ID, both posted and unposted. The unit is responsible to check for the status of all created journal vouchers. The unit will correct, resubmit and delete journal vouchers as appropriate.

NOTE: Units with self-supporting funds may use the journal voucher page to enter budget revisions. However, most budget-related adjustments will be entered by the appropriate university budget offices. Appendix J, Budget Adjustments in Banner, explains how budget adjustments are to be entered for the applicable units.

1.2: The Journal Voucher Entry Page

Process Description

The **Journal Voucher Entry** page (***FGAJVCD***) may be used for any type of journal voucher transaction. It must be used for transactions involving fixed asset transfers and encumbrance adjustments or liquidations.

NOTE: See Appendix C for information on the fields on the Journal Voucher Entry page (FGAJVCD).

Journal Voucher Document Header Section

Leave the **Document Number** field blank to allow the system to automatically generate a document number by selecting the next available number.

The **Transaction Date** field defaults to the system date, but you may enter another date as long as the date is within an open financial period. The transaction date determines into which period the transaction will be posted. The **Document Total** field contains the sum of the absolute values of the accounting distribution records you will enter. For example, if you are entering a journal voucher with a debit entry of $500 and a credit entry of $500, the **Document Total** will be $1,000.

Figure 1.2.1 Journal Voucher Entry (FGAJVCD) Header Section

General Text Entry Page

The **General Text Entry** page (*FOATEXT*) is used to define additional information for a journal voucher. Once text has been created in *FOATEXT*, the **Document Text Exists** box in the **Journal Voucher Document Header** section displays a check mark.

You must complete the *FOATEXT* page for every journal voucher by including a detailed description of your transaction, your name, email address, unit, and 10-digit phone number. If you are correcting a previous transaction, it is useful to list the document number. If the journal voucher involves grant funds or the transfer of gift or endowment income funds using non-mandatory transfer Account codes, you will need to include information to justify the transaction. (See the **Journal Voucher Transactions That Require University Unit Approval** section.)

You may update text on this page after the journal voucher is posted using Search Window to directly accessing to the page and locating the journal voucher's *FOATEXT* by document number.

General Text Entry Page (FOATEXT)
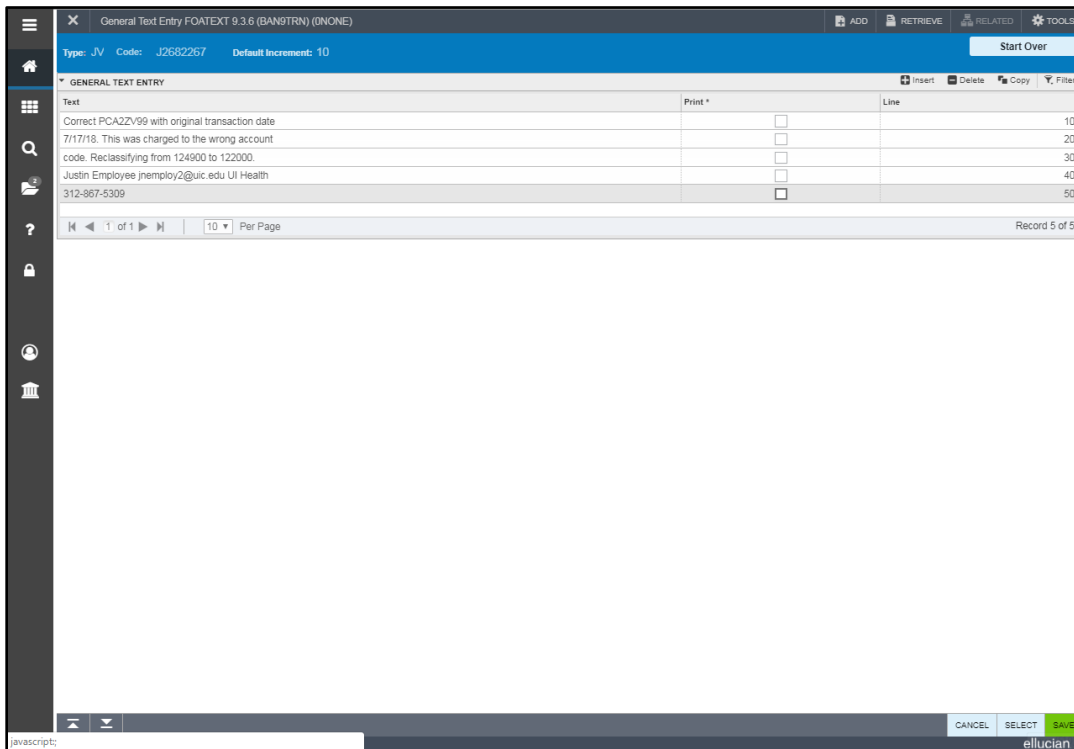
Figure 1.2.2 General Text Entry (FOATEXT)

Transaction Detail (Journal Voucher Detail) Window Section

For the **Sequence** field, let the system maintain the count of the transaction record by pressing TAB to move to the next field.

The **Journal Type** field refers to the rule code for this accounting entry. Typically, a three-character code, it identifies an accounting transaction rule class or rule code that determines much of what can be entered on the transaction.

Enter the C-FOAPAL string for the transaction, starting with the **Chart of Accounts** field. This field value defaults from your user profile, but may be overridden. Enter the percentage or dollar amount associated with the accounting distribution in the appropriate fields. Along with the C-FOAPAL values, you must complete the **Debit/Credit** field. This field indicates if the distribution is a debit or credit entry (+ Plus / - Minus). A description of the distribution is required in the **Description** field. Additional fields on this record may be required depending on the nature of the transaction. When you finish, select **Insert** from the **Functions** menu to move to the next accounting distribution record. After completion of all records, click **Next Section** to access the **Completion** section.

The system updates the **Status** indicator field after you save each transaction record. The system values are:

- E – error condition due to an edit failure.

- P – postable (has passed preliminary system validation).
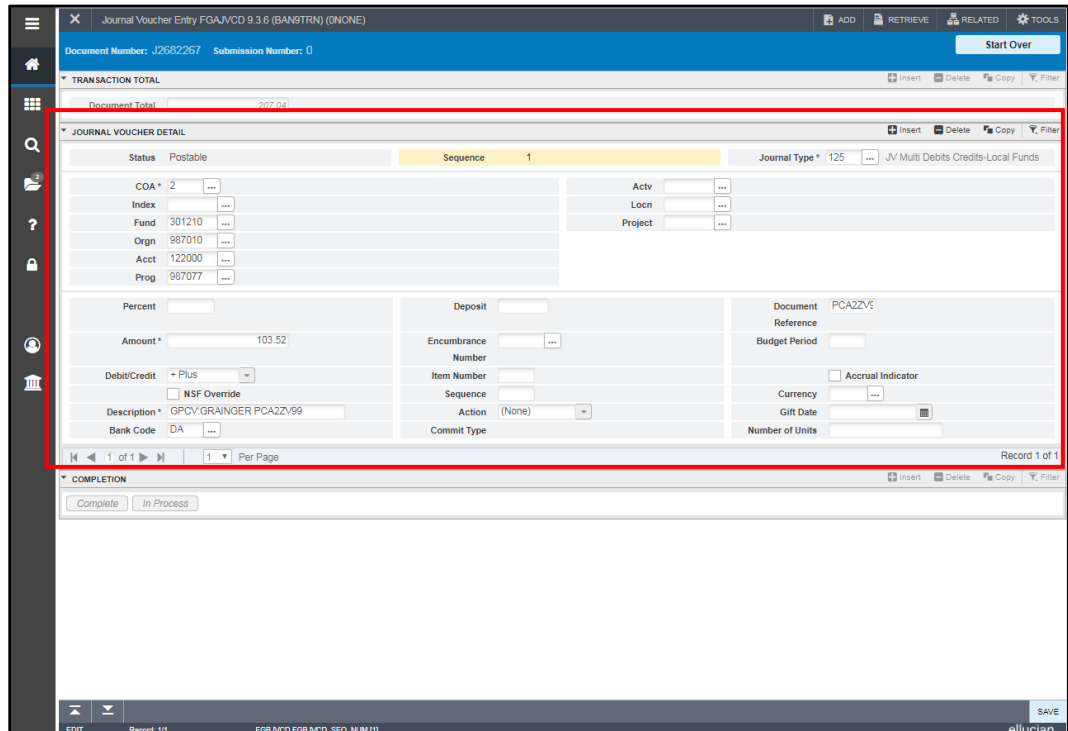
Figure 1.2.3 Journal Voucher Entry (FGAJVCD) Transaction Detail Section

HINT: It is very important to use the TAB key to go from field to field. Doing so activates many checks and edits in Banner that help make sure you are successful in your work.

Completion Section

The system attempts to balance the journal voucher document when you make a selection in the **Completion** section. The system checks that the values of the individual accounting distribution lines add up to the document total. The system verifies any balancing specifications for the rule classes (debits equal credits on two-sided entries).

If the document passes the edit check, it is forwarded to any required university unit approval queue. If additional university unit approval is not necessary, the document is forwarded to the posting process where it first will undergo cross-FOAPAL validation. You will be unable to edit the journal voucher once you mark it as **Complete**. If you have made an error in the document or otherwise have a reason to recall it, note:

- For a document forwarded to a university unit approval queue, call the unit immediately and ask that it be rejected. If rejected, the document will then have a status of **Incomplete** and can be corrected and subsequently re-submitted.

- Because the University of Illinois has an **implicit approval** policy for journal vouchers, if a university unit approval is not required, the document will post if it passes the cross-FOAPAL validation process checks. So if you have made an error, you will need to wait until the document posts and then correct the transaction with another journal voucher. See the steps for correcting a posted transaction on page 38.

When you click the **In Process** button, the journal voucher document is stored with an **Incomplete** status. The reasons you may do this are to do a future review of the document or to have someone else approve your work before you submit the journal voucher. You may complete documents with an **Incomplete** status at a later time. See the steps for completing or correcting an **Incomplete** journal voucher on page 35.
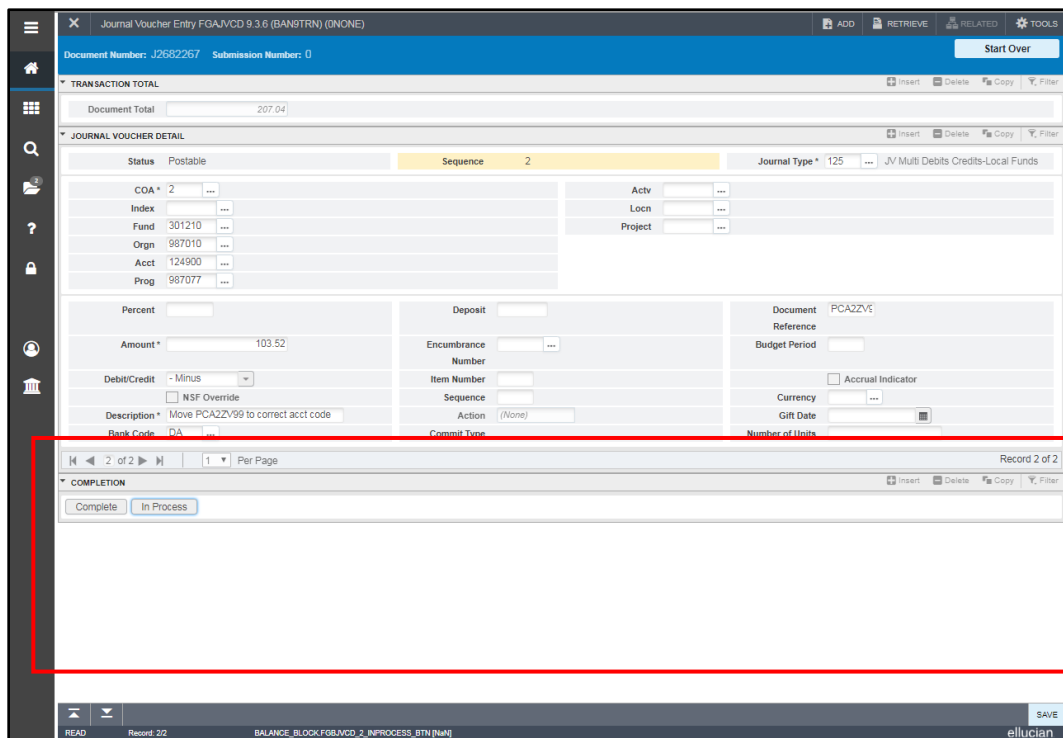
Figure 1.2.4 Journal Voucher Entry (FGAJVCD) Completion Section

Process Example

The steps in the following example show how to begin a journal voucher in *FGAJVCD*, search for the appropriate Account code, and leave the journal voucher **In Process**.

Page Name	Page Title	Menu Path
FGAJVCD	Journal Voucher Entry	Finance » General Ledger » General Accounting Transaction Forms » Journal Voucher Entry

Step-by-Step Procedures - Journal Voucher Entry

Process 1.2A: Completing Journal Voucher Header Section

Step	Action	Results/Decisions
1.	In the **Search** field, type *FGAJVCD* and press the ENTER key to open **Journal Voucher Entry**.	*FGAJVCD* opens.
2.	Click the **Go** button.	To create a new journal voucher. Cursor moves to **Document Header** section.
3.	Observe the **Transaction Date** field. Change the date as necessary.	Transaction date defaults to today's date.
4.	Press TAB to move to the **Document Total** field.	Cursor moves to the **Document Total** field.
5.	Type the absolute value of the journal voucher in the **Document Total** field.	
6.	From the **Related** menu, select **Document Text.**	**General Text Entry** (*FOATEXT*) opens.
7.	Type a complete description of the journal voucher using the DOWN ARROW to move to the next available text lines if needed.	Text is stored on the line(s).
8.	Type your name, email, unit, and 10-digit phone number.	Your name, email address, unit, and phone number will display for future reference.
9.	Click the **Save** button.	Stores the document text.
10.	Click the **Close** button.	Returns to the **Document Header** section of *FGAJVCD*.
11.	Review the **Document Text Exists** field.	System-maintained field indicates that document text exists.
12.	Observe **Document Number** field is populated.	Banner has assigned the next journal voucher number to the transaction.

Process 1.2B: Creating Journal Voucher Sequence #1

Step	Action	Results/Decisions
13.	Click the **Next Section** button.	**Transaction Detail** section displays with the document number and the document total shown at the top.
14.	Press TAB to move to the **Journal Type** field.	Sequence number is automatically displayed.
15.	Click the **Search** button for the **Journal Type** field.	**Rule Class List** (*FTVRUCL*) displays a list of rule codes.
16.	Select the appropriate code and click **OK**.	The selected Rule Class Title and its code display.
17.	Type the appropriate Chart code in the **COA** field.	The Chart of Accounts code appears in the **COA** field.
18.	Press TAB to move to the **Fund** field.	Cursor is moved to the **Fund** field.
19.	Type the appropriate Fund code in the **Fund** field.	Value displays in the **Fund** field.
20.	Press TAB to move to the **Orgn** field.	Cursor is moved to the **Organization** field.
21.	Type the appropriate Organization code in the **Orgn** field.	Value displays in the **Organization** field.
22.	Press TAB to move to the **Acct** field.	Cursor moves to the **Account** field.
23.	Click the **Search** button.	**Account Code Validation** (*FTVACCT*) displays with codes.
24.	Click the **Filter** button.	*FTVACCT*'s display clears.
25.	Type the appropriate Chart code in the **COA** field.	The code appears in the **COA** field to limit the search.
26.	Press TAB to reach the **Title** field.	Cursor moves to the **Title** field.
27.	Type a search term to limit the Account code search.	This refines the search to all Account codes that have the search term in their titles.
28.	Click the **Go** button.	The search results are displayed.
29.	Double-click in the **COA** field of the appropriate Account code.	*FGAJVCD* displays with the Account code in the **Account** field.
30.	Type the appropriate Program code in the **Prog** field.	Value displays in the **Program** field.
31.	Press TAB to move to the **Amount** field.	Cursor moves to the **Amount** field.
32.	Type the debit or credit amount in the **Amount** field.	The line item amount displays.
33.	Press TAB to move to the **Debit/Credit** field.	Cursor moves to the **Debit/Credit** field.
34.	Select + Plus or – Minus from the **Debit/Credit** field.	The **Debit/Credit** field is filled as a + Plus (debit) or – Minus (credit).
35.	Press TAB to move to the **Description** field.	Cursor moves to the **Description** field.
36.	Type a brief description of the transaction in the **Description** field.	The required description displays.

Process 1.2C: Creating Journal Voucher Transaction Sequence #2

Step	Action	Results/Decisions
37.	Click **Insert** from **Functions** buttons.	New record displays.
38.	Optional: Click **Copy** from **Functions** buttons.	Duplicates the fields from previous record.
39.	Press TAB to move to any pertinent fields, adding or changing those field values as needed.	
40.	Click the **Next Section** button.	**Completion** section displays.
41.	Click the **In Process** button to save and complete later.	The journal voucher is not submitted for posting.
42.	Click the **Close** button to return to the main menu.	

1.3: The Journal Voucher Mass Entry Page

Process Description

The **Journal Voucher Mass Entry** page (**FGAJVCM**) may be used to simplify the process of creating journal vouchers that have multiple debits and multiple credits. **FGAJVCM's** worksheet-type format provides a clearer view of the accounting distribution sequences, as it displays each sequence in a single line to make the page easier to read and to use.

The **FGAJVCM** page also allows the entry of default values to simplify data entry. Values that you enter into the fields of the **Default Values** section of the **Header** section automatically display in the **Journal Voucher Detail** section whenever a new record is initiated.

The **FGAJVCM** page cannot be used for journal voucher transactions involving fixed asset transfers because it lacks the **Document Reference** field which is required for such transactions. Also, **FGAJVCM** cannot be used for encumbrance adjustments and liquidations because it lacks encumbrance-related fields.

NOTE: See Appendix C for information on the fields on the Journal Voucher Mass Entry page (**FGAJVCM**).

Figure 1.3.1 General Text Entry (FOATEXT)

Figure 1.3.2 Journal Voucher Mass Entry (FGAJVCM)
Header and Transaction Detail Sections
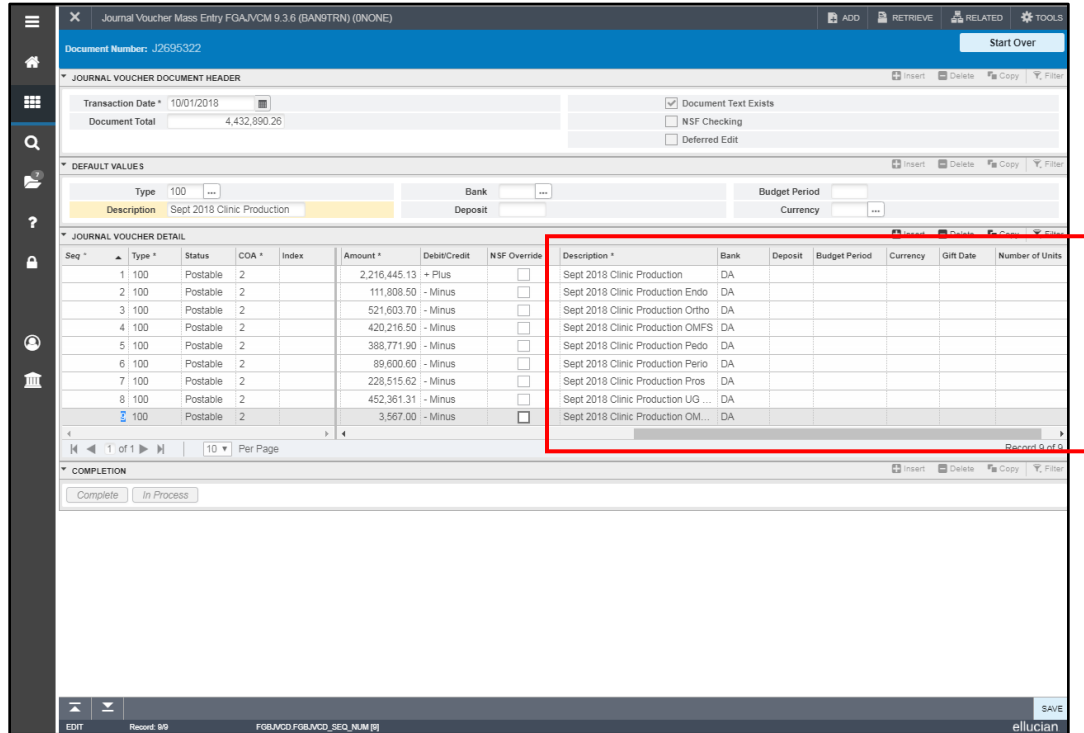
Figure 1.3.3 Journal Voucher Mass Entry Page (FGAJVCM)
Header and Transaction Detail Sections

Process Example

The steps in the following example show how to create a journal voucher in *FGAJVCM*, create default values, and send the journal voucher for posting.

Page Name	Page Title	Menu Path
FGAJVCM	Journal Voucher Mass Entry	Finance » General Ledger » General Accounting Transaction Forms » Journal Voucher Mass Entry

Step-by-Step Procedures - Journal Voucher Mass Entry

Process 1.3A: Completing Journal Voucher Header Section

Step	Action	Results/Decisions
1.	In the Search field, type *FGAJVCM* and press the ENTER key to open **Journal Voucher Mass Entry**.	*FGAJVCM* opens.
2.	Click the **Go** button.	To create a new journal voucher. Cursor moves to **Document Header** section.
3.	Observe the **Transaction Date** field. Change the date as necessary.	Transaction date defaults to today's date.
4.	Press TAB to move to the **Document Total** field.	Cursor moves to the **Document Total** field.
5.	Type the absolute total of the journal voucher in the **Document Total** field.	
6.	From **Related** menu, select **Document Text.**	**General Text Entry** (*FOATEXT*) opens.
7.	Type a complete description of the journal voucher using the DOWN ARROW to move to the next available text lines if needed.	Text is stored on the line(s).
8.	Type your name, email address, unit, and 10-digit phone number.	Your name, email address, unit, and phone number will display for future reference.
9.	Click the **Save** button.	Stores the document text.
10.	Click the **Close** button.	Returns to the **Document Header** section of *FGAJVCM*.
11.	Review the **Document Text Exists** field.	System-maintained field indicates that document text exists.
12.	Observe that the **Document Number** field is populated.	Banner has assigned the next journal voucher number to the transaction.

Process 1.3B: Creating Default Values

If a value is the same for a field in all or most distribution sequences, it can be entered into the field (if available) in the **Default Values** section of the **Document Header** section. As each new record is created, the value will populate that field. For example, if you enter a description of the journal voucher transaction in the **Description** field of the **Default Values** section, it will populate every record's **Description** field. As with any default value, it may be overridden in any record.

Step	Action	Results/Decisions
1.	Press TAB to move to the field where you want to enter a default value.	The cursor moves to that field.
2.	Type a default value in that field.	This value will appear by default in the same field of each new sequence.
3.	Repeat steps 1-2 for all fields for which you want to use a default value.	Default values can be overridden if needed.

Process 1.3C: Creating Journal Voucher Sequence #1

Step	Action	Results/Decisions
1.	Click the **Next Section** button.	The cursor moves to the **Seq** (Sequence) field.
2.	Press TAB to move to the **Type** field.	Cursor moves to the **Type** field.
3.	Type or search for an appropriate rule code.	Value displays in the **Type** field.
4.	Press TAB to move to the **COA** field.	Cursor is moved to the **COA** field.
5.	Type the appropriate Chart code in the **COA** field.	The Chart of Accounts code appears in the **COA** field.
6.	Press TAB to move to the **Fund** field.	Cursor is moved to the **Fund** field.
7.	Type the appropriate Fund code in the **Fund** field.	Value displays in the **Fund** field.
8.	Press TAB to move to the **Orgn** field.	Cursor is moved to the **Orgn** field.
9.	Type the appropriate Organization code in the **Orgn** field.	Value displays in the **Orgn** field.
10.	Press TAB to move to the **Acct** field.	Cursor moves to the **Acct** field.
11.	Type the appropriate Account code in the **Acct** field.	Value displays in the **Acct** field.
12.	Type the appropriate Program code in the **Prog** field	Value displays in the **Prog** field.
13.	Press TAB to move to the **Amount** field.	Cursor moves to the **Amount** field.
14.	Type the debit or credit amount in the **Amount** field.	The line item amount displays.
15.	Press TAB to move to the **Debit/Credit** field.	Cursor moves to the **Debit/Credit** field.
16.	Select + Plus or – Minus from the **Debit/Credit** field.	The **Debit/Credit** field is filled as a + Plus (debit) or – Minus (credit).
17.	Type a brief description of the journal voucher in the **Description** field.	The window adjusts to display the **Description** field.

Process 1.3D: Creating Additional Journal Voucher Transaction Sequences

Step	Action	Results/Decisions
1.	Click **Insert** from **Functions** buttons	New record displays.
2.	Click **Copy** from **Functions** buttons.	Copies the fields from previous record.
3.	Press TAB to move to any pertinent fields, changing the field values as needed.	
4.	To create additional records, repeat steps 1-3.	
5.	Click the **Next Section** button.	**Completion** section displays.
6.	Click the **Complete** button to save and submit for posting.	The journal voucher is submitted for posting.
7.	Click the **Close** button to return to the main menu.	

1.4: The Journal Voucher Quick Page

Process Description

The **Journal Voucher Quick** page (*FGAJVCQ*) displays C-FOAPAL segment field values in a different format from the other two journal voucher pages. The title assigned to each Journal Type (rule code) and each C-FOAPAL segment code used will be displayed in the adjacent field area. The appearance of such titles ensures greater accuracy and may prevent the creation of misclassified C-FOAPALs.

The *FGAJVCQ* page cannot be used for journal voucher transactions involving fixed asset transfers because it lacks the **Document Reference** field which is required for such transactions. Also, *FGAJVCQ* cannot be used for encumbrance adjustments and liquidations because it lacks encumbrance-related fields.

NOTE: See Appendix C for information on the fields in **Journal Voucher Quick (*FGAJVCQ*)**.
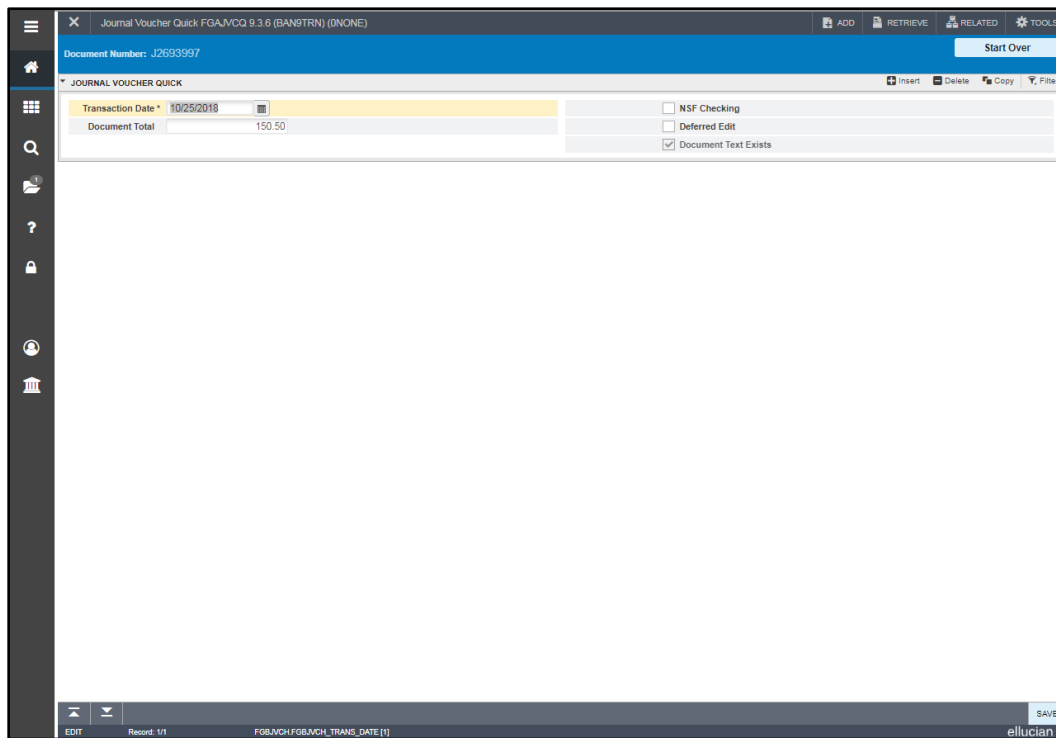
Figure 1.4.1 Journal Voucher Quick (FGAJVCQ) Header Section

Figure 1.4.2 General Text Entry (FOATEXT)

Figure 1.4.3 Journal Voucher Quick (FGAJVCQ) Transaction Detail Section - Debit

Figure 1.4.4 Journal Voucher Quick (FGAJVCQ) Transaction Detail Section - Credit

Process Example

The steps in the following example show how to create a journal voucher in *FGAJVCQ* and send the journal voucher for posting.

Page Name	Page Title	Menu Path
FGAJVCQ	Journal Voucher Quick	Finance » General Ledger » General Accounting Transaction Forms » Journal Voucher Quick

Step-by-Step Procedures - Journal Voucher Quick Page

Process 1.4A: Creating Journal Voucher Header Section

Step	Action	Results/Decisions
1.	In the **Search** field type *FGAJVCQ* and press the ENTER key to open **Journal Voucher Quick**.	*FGAJVCQ* opens.
2.	Click the **Go** button.	Creates a new journal voucher. Cursor moves to **Document Header** section.
3.	Observe the **Transaction Date** field. Change the date as necessary.	Transaction date defaults to today's date.
4.	Press TAB to move to the **Document Total** field.	Cursor moves to the **Document Total** field.

Step	Action	Results/Decisions
5.	Type the absolute value of the journal voucher in the **Document Total** field.	
6.	From the **Related** menu, select **Document Text**.	**General Text Entry** (*FOATEXT*) opens.
7.	Type a complete description of the journal voucher using the DOWN ARROW to move to the next available text lines if needed.	Text is stored on the line(s).
8.	Type your name, email address, unit and 10-digit phone number.	Your name, email address, unit and phone number will display for future reference.
9.	Click the **Save** button.	Stores the document texxt.
10.	Click the **Close** button.	Returns to the **Document Header** section of *FGAJVCD*.
11.	Review the **Document Text Exists** field.	System-maintained field indicates that document text exists.
12.	Observe **Document Number** field is populated.	Banner has assigned the next journal voucher number to the transaction.

Process 1.4B: Creating Journal Voucher Transaction Sequence #1

Step	Action	Results/Decisions
1.	Click the Next Section button.	**Transaction Total** section displays with the document number and the document total shown at the top.
2.	Press TAB to move to the **Journal Type** field.	Cursor moves to **Journal Type** field.
3.	Type the appropriate rule code in the **Journal Type** field.	The Fund rule code title will display after you TAB to the next field.
4.	Press TAB to move to the **Chart** field.	Cursor moves to the **Chart** field.
5.	Type the appropriate Chart code in the **Chart** field.	The **Chart of Accounts** code and title will display.
6.	Press TAB to move to the **Fund** field.	Cursor moves to the **Fund** field.
7.	Type the appropriate Fund code in the **Fund** field.	The Fund code title will display after you TAB to the next field.
8.	Press TAB to move to the **Organization** field.	Cursor moves to the **Organization** field.
9.	Type the appropriate Organization code in the **Organization** field.	Value displays in the **Organization** field. The Organization code title will display.
10.	Press TAB to move to the **Account** field.	Cursor moves to the **Account** field.
11.	Type the appropriate **Account** code.	The Account code title displays.
12.	Type the appropriate Program code in the **Program** field.	The Program code title will display after you TAB to the next field.
13.	Press TAB to move to the **Amount** field.	Cursor moves to the **Amount** field.

Step	Action	Results/Decisions
14.	Type the debit or credit amount in the **Amount** field.	The line item amount displays.
15.	Press TAB to move to the **Debit/Credit** field.	Cursor moves to the **Debit/Credit** field.
16.	Select + Plus or – Minus from the **Debit/Credit** field	The **Debit/Credit** field is filled as a + Plus (debit) or – Minus (credit).
17.	Press TAB to move to the **Description** field.	Cursor moves to the **Description** field.
18.	Type a description of the transaction in the **Description** field.	The description is required.

Process 1.4C: Creating Journal Voucher Transaction Sequence #2

Step	Action	Results/Decisions
1.	Click **Insert** from **Functions** buttons.	New record displays.
2.	Optional: Click **Copy** from **Functions** buttons.	Copies the fields from previous record.
3.	Press TAB to move to any pertinent fields, adding or changing those field values as needed.	Cursor moves to the **Type** field.
4.	Click the **Next Section** button.	The **Completion** section displays.
5.	Click the **Complete** button.	The journal voucher is submitted for posting.
6.	Click the **Close** button to return to the main menu.	

1.5: Differences Among the Three Journal Voucher Pages

Process Description

You learned to use the three different journal voucher pages to perform similar tasks. The choice of which to use can be a matter of personal preference or may depend on the functions available within the journal voucher page.

The following table shows the differences:

Use	Journal Voucher Entry Page (*FGAJVCD*)	Journal Voucher Mass Entry Page (*FGAJVCM*)	Journal Voucher Quick Page (*FGAJVCQ*)
Adjusting Entries	Yes	Yes	Yes
Accrual Entries	Yes	Yes	Yes
Correcting Entries	Yes	Yes	Yes
Budget Entries	Yes	Yes	Yes
Description of C-FOAPAL segments	No	No	Yes

Use	Journal Voucher Entry Page (*FGAJVCD*)	Journal Voucher Mass Entry Page (*FGAJVCM*)	Journal Voucher Quick Page (*FGAJVCQ*)
Document Reference	Yes	No	No
Encumbrances	Yes	No	No

Figure 1.5.1 Comparisons of Journal Voucher Pages

Lesson Summary

Now that you have completed this lesson, you should be able to:

- Create and complete journal vouchers using each of the following pages:

  - **Journal Voucher Entry** (*FGAJVCD*).

  - **Journal Voucher Mass Entry** (*FGAJVCM*).

  - **Journal Voucher Quick** (*FGAJVCQ*).

- Identify the differences among the three journal voucher pages.

Lesson Review

1. For each journal voucher page below, identify the instance when it is **best** used.

   • **Journal Voucher Entry (FGAJVCD)**

   • **Journal Voucher Mass Entry (FGAJVCM)**

   • **Journal Voucher Quick (FGAJVCQ)**

2. Identify any restriction(s) for each journal voucher page.

   • **Journal Voucher Entry** (*FGAJVCD*)

   • **Journal Voucher Mass Entry** (*FGAJVCM*)

   • **Journal Voucher Quick** (*FGAJVCQ*)

3. Can you open a journal voucher document with *FGAJVCD*, *FGAJVCM* or *FGAJVCQ* once you have given it a **Complete** status?

   Yes_____ **No**_____

   Explain your response:

Lesson 2: Verification, Correction, and Posting of Journal Vouchers

Units are responsible for determining the status of their journal vouchers. The status can be checked at any time using Banner query pages.

A journal voucher that is completed by the Originator may be subsequently rejected and its status then becomes **Incomplete**. Following are reasons that may cause rejection:

- The journal voucher may not be approved by members of your university's Grants and Contracts Office or the University Accounting and Financial Reporting approval queues. If this occurs, you should receive a communication from the approval queue reviewer if the journal voucher was not approved. If additional information is requested by the reviewer, you will need to retrieve the journal voucher and provide that information. Then you can submit the journal voucher as **Complete** again.
- A journal voucher may not pass Banner's cross-FOAPAL validation process. After a **Complete** status journal voucher attains an **Approved** status, Banner applies a set of business rules against it to detect and prevent frequently-encountered errors. Some of the business rule checks that might mark a journal voucher for rejection are:
    - The journal voucher contains an Account code, such as a labor or revenue Account code, that Banner deems improper because of the journal type (rule code) used or for another reason.
    - The journal voucher attempts to post to a closed period. The transaction date of the journal voucher determines to which period the journal voucher will attempt to post. If the selected period is closed, the journal voucher will not post.
    - The C-FOAPAL of a state, ICR or self-supporting fund contains a "generic" program code (one beginning with "19").

    The cross-FOAPAL validation process will not prevent the posting of an **Approved** status journal voucher that is in accord with Banner business rules though it may have been created in error by the Originator. Thus, this process will not prevent all misclassified C-FOAPALs.

Lesson Objectives

When you have completed this lesson you will be able to:

- Determine if journal voucher completions are successfully posted.

- Delete incomplete journal voucher documents.

- Complete pending journal voucher documents.

- Correct rejected journal voucher documents.

- Copy journal voucher documents.

- Correct posted journal voucher transactions.

2.1: Verifying the Status of a Journal Voucher

Process Description

You may view the status of journal vouchers that are created by you or by another Originator by viewing the **Document by User** page (*FOADOCU*). By default, your Banner user ID is entered. To see documents created by another user, enter his/her Banner user ID. You must enter the Chart and the fiscal year as search criteria. Also, you may search for documents by type and activity date. By adding the status filters, you can refine searches further to show all **Completed**, **Approved**, **Posted** or **Incomplete** status journal vouchers.

This page is helpful in identifying transactions that an Originator **Completed** that did not post successfully. Such journal vouchers will be seen in *FOADOCU* with a status of **Incomplete**.

NOTE: See Appendix D for information on the fields in the **Document by User** page (*FOADOCU*), including definitions of all the fields used in the following example.

Document by User Page (FOADOCU)

Figure 2.1.1: Document by User Page

Process Example

This query will show the list of documents that you created in Banner. Also, you may view a list of documents created by another user if you have his/her ID.

Page Name	Page Title	Menu Path
FOADOCU	Document by User	Finance » Finance Operations » Finance Approval » Document By User

Step-by-Step Procedures - Document by User Page

Step	Action	Results/Decisions
1.	In the **Search** field type *FOADOCU* and press the ENTER key to open **Document by User**.	*FOADOCU* opens. Your Banner ID automatically displays in **Original User ID** field.
2.	Press TAB to move to the **COA** field.	Cursor moves to the **COA** field.
3.	Type the Chart code in the **COA** field.	Value displays in the **COA** field.
4.	Type the current fiscal year in the **Fiscal Year** field.	This may already be displayed.
5.	Press TAB to move to the **Document Type** field and type *JV*.	Refines the search to only journal vouchers.
6.	Click the **Go** button.	The journal voucher information displays.
7.	Observe the document number of every journal voucher that you prepared.	
8.	Click the **Close** button.	Return to the main menu.

2.2: Deleting an Incomplete Status Journal Voucher

Process Description

If you determine that an **Incomplete** status journal voucher is no longer needed, you may delete it. You will need the journal voucher number. The journal voucher may only be deleted from the **Header** section of the page.

In general, you may use the journal voucher page of your choice to perform the deletion. However, if the journal voucher document is an encumbrance adjustment or liquidation, you must use the **Journal Voucher Entry** page (*FGAJVCD*) to delete it.

Process Example

The steps in the following example show how to delete a journal voucher that is in **Incomplete** status.

Step-by-Step Procedures - Deleting an Incomplete Journal Voucher

Step	Action	Results/Decisions
1.	In the **Search** field, type *FGAJVCD* and press the ENTER key to open **Journal Voucher Entry**.	*FGAJVCD* opens. **NOTE**: You may use the journal voucher page of your choice.
2.	Type the journal voucher number of an **Incomplete** journal voucher in the **Document Number** field.	
3.	Click the **Go** button.	The header section is populated with data.

Step	Action	Results/Decisions
4.	Click the **Delete** button.	A message displays in the **Notification Center** to the right of the **Tools** menu to ask for confirmation of this action.
5.	Click the **Delete** button again.	Two messages in the **Notification Center** will display: 1) All header and detail records will be deleted and 2) Deletion of the journal voucher is completed.
6.	Click the **Close** button to return to main menu.	
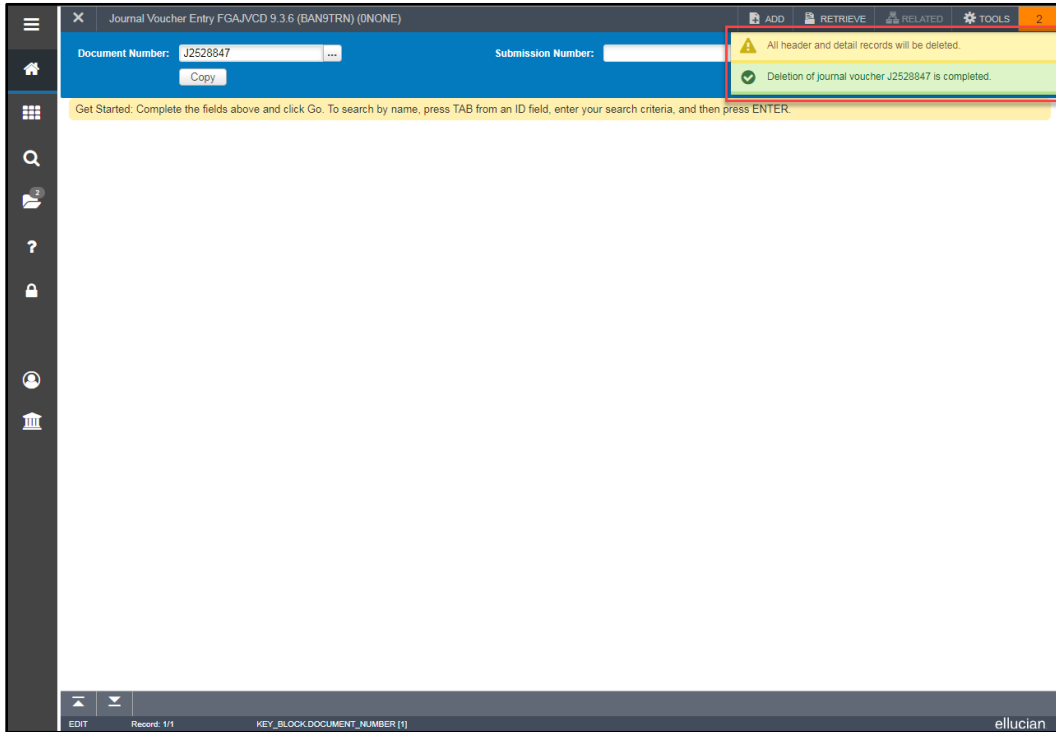
Figure 2.2.1 Confirmation Message when Deleting an Incomplete Status Journal Voucher

2.3: Completing/Correcting an Incomplete Journal Voucher

Process Description

To complete or correct a journal voucher with an **Incomplete** status, you may open the journal voucher document in an appropriate journal voucher page. If the **Incomplete** journal voucher is an encumbrance adjustment or liquidation or involves a fixed asset transfer, you will need to open it with the **Journal Voucher Entry** page (*FGAJVCD*). The existing data will populate the page. You may then make any revisions and then forward it for posting.

NOTE: You cannot retrieve a journal voucher once you **Complete** it. You will be able to edit a completed journal voucher only if it is rejected during the approval or posting processes as it would have a new status of **Incomplete**.

Process Example

The steps in the following example show how to complete a journal voucher that is in **Incomplete** status.

Step-by-Step Procedures - Completing/Correcting a Journal Voucher

Step	Action	Results/Decisions
1.	In the **Search** field, type *FGAJVCD* and press the ENTER key to open **Journal Voucher Entry**.	*FGAJVCD* opens. **Note**: You may use the journal voucher page of your choice.
2.	Type the journal voucher number of the incomplete journal voucher in the **Document Number** field.	
3.	Click the **Next Section** button two times.	Displays record one of the journal voucher.
4.	Press TAB to move to any pertinent fields, changing those field values as needed.	
5.	Use **Down Arrow** Key.	The next record displays.
6.	Press TAB to move to any pertinent fields, changing those field values as needed.	
7.	Repeat steps 5 and 6 to review and revise all records as necessary.	
8.	Click the **Next Section** button.	
9.	Click the **Complete** button.	The journal voucher is submitted for posting.
10.	Click the **Close** button to return to main menu.	

2.4: Copying a Journal Voucher

Process Description

If you make the same entry every month, or you need to reverse a journal voucher posted in error, you can copy an existing journal voucher instead of starting a new journal voucher. You can copy journal voucher records, copy the document text, and reverse a posted journal voucher, using any of the journal voucher pages:

- **Journal Voucher Entry** (*FGAJVCD*)

- **Journal Voucher Mass Entry** (*FGAJVCM*)

- **Journal Voucher Quick** (*FGAJVCQ*)

However, if the journal voucher is an encumbrance adjustment, liquidation, or if it involves a fixed asset transfer, you can only use the **Journal Voucher Entry** (*FGAJVCD*) to copy the journal voucher.

Process Example

The steps in the following example show how to copy and reverse a journal voucher.

Page Name	Page Title	Menu Path
FGAJVCD	Journal Voucher Entry	Finance » General Ledger » General Accounting Transaction Forms » Journal Voucher Entry
FGAJVCM	Journal Voucher Mass Entry	Finance » General Ledger» General Accounting Transaction Forms » Journal Voucher Mass Entry
FGAJVCQ	Journal Voucher Quick	Finance » General Ledger » General Accounting Transaction Forms » Journal Voucher Quick

Step-by-Step Procedures – Copying a Journal Voucher

Step	Action	Results/Decisions
1.	In the **Search** field, type *FGAJVCD, FGAJVCM,* or *FGAJVCQ* and press the ENTER key to open **Journal Voucher Entry, Journal Voucher Mass Entry** or **Journal Voucher Quick**.	*FGAJVCD, FGAJVCM,* or *JGAJVCQ* opens.
2.	Click the **Copy** button or select **Copy Journal** from the **Tools** menu.	The **Copy** box opens.
3.	Enter the document number to copy in the **Copy From Document Number** field.	
4.	Observe the **Transaction Date** field. Change the date as necessary.	Transaction date defaults to today's date.
5.	Select the **Reverse JV** check box to reverse a journal voucher, or leave unselected if not changing the original debit credit signs.	This changes the original debits to credits and original credits to debits in the new journal vouchers.
6.	Select the **Copy Text** check box to copy the original document text to the new journal voucher, or leave unselected if not copying the document text.	
7.	Click the **OK** button.	Cursor moves to **Document Header** section.
8.	Observe **Document Number** field is populated.	Banner has assigned the next journal voucher number to the transaction.
9.	Press TAB to move to the **Document Total** field.	Cursor moves to the **Document Total** field.
10.	Observe the **Document Total** field. Accept the document total.	This is the absolute total of the journal voucher. It displays in the **Document Total** field.
11.	From the **Related** menu, select **Document Text.**	**General Text Entry** (*FOATEXT*) opens.
12.	Enter explanation, original document number, and user's name, email address, unit, and 10-digit phone number.	

Step	Action	Results/Decisions
13.	Click the **Save** button.	Stores the document text.
14.	Click the **Close** button.	Returns to the **Document Header** section.
15.	Review the **Document Text Exists** field.	System maintained field indicates that document text exists.
16.	Click the **Next Section** button.	**Transaction Detail** section displays with the document number and the document total shown at the top.
17.	Review all records for accuracy.	
18.	Click the **Next Section** button.	**Completion** section displays.
19.	Click the **Complete** button.	The journal voucher is submitted for posting.
20.	Click the **Close** button to return to the main menu.	
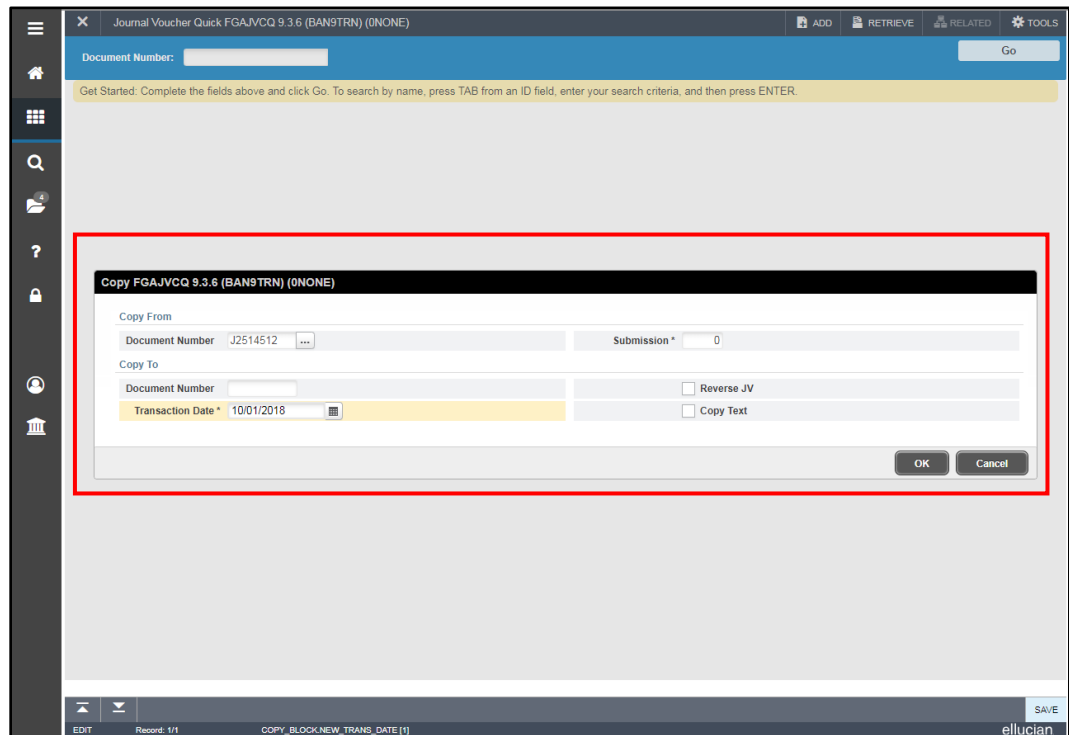
Figure 2.4.1 Copy Box

2.5: Correcting a Posted Journal Voucher Transaction

Process Description

There may be times when you find out that a posted journal voucher transaction will need to be reversed due to an incorrect C-FOAPAL or for some other reason. Once it is posted, there is no way to "unpost" a journal voucher. To correct a posted journal voucher transaction, a new journal voucher must be created to correct the error in the original journal voucher. You may use any of the journal voucher pages to create the correcting entry: **Journal Voucher Entry** (*FGAJVCD*), **Journal Voucher Mass Entry** (*FGAJVCM*) or **Journal Voucher Quick** (*FGAJVCQ*). If the journal voucher is an encumbrance adjustment or liquidation or involves a fixed asset transfer, **Journal Voucher Entry** (*FGAJVCD*) must be used.

Following are the steps for correcting a posted journal voucher transaction:

1) Locate and record the document number of the journal voucher to be corrected.

2) Process a journal voucher that corrects the incorrect transaction. On the document text page (*FOATEXT*), note the reason for the new journal voucher and record the number of the journal voucher document that is being corrected.

3) Open the document text page (*FOATEXT*) of the incorrect journal voucher and enter the details of the new correcting journal voucher document (the date, reason for correction, correcting journal voucher document number, name, email address, unit, 10-digit phone number, and any other relevant details).

Process Example

The steps in the following example show how to add document text to a posted journal voucher.

Page Name	Page Title	Menu Path
FOATEXT	General Text Entry	Finance » Purchasing and Procurement » Purchase Order Processing » General Text Entry

Step-by-Step Procedures - Editing the General Text Entry Page

Step	Action	Results/Decisions
1.	In the **Search** field type *FOATEXT* and press the ENTER key to open **General Text Entry**.	*FOATEXT* opens.
2.	Type *JV* in the **Type** field.	JV is the document type code.
3.	Press TAB to move to the **Code** field.	
4.	Type the document number in the **Code** field.	
5.	Click the **Go** button.	The document's text displays.
6.	Press the DOWN ARROW to move to the next blank line.	

Step	Action	Results/Decisions
7.	Type any needed additional text in the **Text** field including the date and journal voucher number of the document that corrected this transaction, reason for correction, your name, email address, unit, and 10-digit phone number.	
8.	Click the **Save** button.	Stores the text document
9.	Click the **Close** button to return to the main menu.	

Lesson Summary

Now that you have completed this lesson, you should be able to:

- Determine if journal voucher completions are successfully posted.

- Delete incomplete journal voucher documents.

- Complete pending journal voucher documents.

- Correct rejected journal voucher documents.

- Copy journal voucher documents.

- Correct posted journal voucher transactions.

Lesson Review

1. What are the three steps for correcting a posted journal voucher transaction?

2. Can you use any Banner journal voucher page to complete or correct an **Incomplete** status journal voucher?

    Yes_____ **No**_____

    Explain your response:

3. Briefly describe the cross-FOAPAL validation process.

Lesson 3: Journal Voucher Transaction Queries

Queries in Banner provide a real time status of transactions and their details. These pages can be used to answer questions about current operating conditions to analyze problem situations.

Each of the pages in this lesson shows various journal voucher transaction details. Each individual page shows data in its own way so that one page may show data differently than another page.

Note that the query pages will not display journal voucher documents by Banner user ID as occurs with the **Document by User** page (*FOADOCU*).

Lesson Objectives

When you have completed this lesson you will be able to:

- Perform queries to review journal voucher documents.

- Find the Originators of journal voucher documents.

3.1: Document Retrieval Inquiry Page

Process Description

The **Document Retrieval Inquiry** page (*FGIDOCR*) displays posted journal voucher transactions in detail so that you may view them. To view the posted document, enter the document number or search for it.

You may view other details about the journal voucher via **Related** menu items. For example, if you are unsure of who completed the transaction, you may find this information in the document text if it was entered by the Originator. For a posted journal voucher viewed in *FGIDOCR*, any document text is accessible by selecting the **Related**, **Document Text** (*FOATEXT*) menu item. There may be no document text for journal vouchers generated by feeder systems, e.g., UIC Telecom, UIS Campus Services and UIUC Computer Science. To find a contact person for a feeder system, note the alpha-characters of the document number and reference the **JV Feeder Document Prefixes Report** on the **OBFS – Banner Alerts & Resources** page. This report is found in the **Finance Toolkit** section on the **Banner Alerts & Resources** page, or directly at: https://www.obfs.uillinois.edu/common/pages/DisplayFile.aspx?itemId=96195.

You may not edit a journal voucher from *FGIDOCR*. Also, once a journal voucher is posted, you cannot use the journal voucher entry pages (*FGAJVCD*, *FGAJVCM* and *FGAJVCQ*) to view or edit it.

NOTE: See Appendix E for information on the fields on the **Document Retrieval Inquiry** page (*FGIDOCR*), including definitions of all the fields used in the following example.
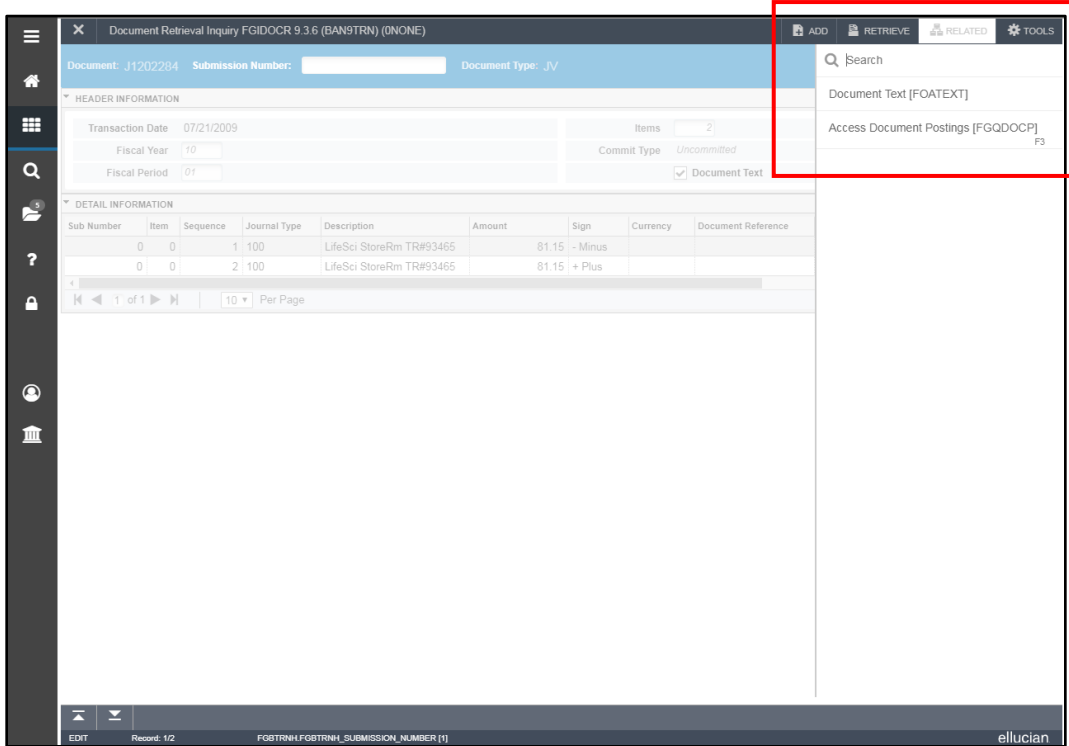
*Figure 3.1.1 Document Retrieval Inquiry (FGIDOCR) and **Related** Menu Items*

Process Example

The steps in the following example show how to use **Document Retrieval Inquiry** (**FGIDOCR**) to view a posted journal voucher.

Page Name	Page Title	Menu Path
FGIDOCR	Document Retrieval Inquiry	Finance » General Ledger» General Accounting Query Menu » Document Retrieval Inquiry

Step-by-Step Procedures – Confirming a Posted Journal Voucher

Step	Action	Results/Decisions
1.	In the **Search** field, type **FGIDOCR** and press the ENTER key to open **Document Retrieval Inquiry**.	**FGIDOCR** opens.
2.	Click the **Search** button to search for document number.	**List of Transaction History Documents** (**FCQDOCN**) opens.
3.	Type *J%* in **Document Code** field.	To display a list of all document numbers beginning with a J.
4.	Press TAB to move to the **Description** field.	Cursor moves to the **Description** field.

Step	Action	Results/Decisions
5.	Type one of the words from the previously designated description bordered by wildcards *(%)* in **Description** field.	Value displays in **Description** field.
6.	Click the **Go** button.	The search results display.
7.	Scroll through the list to locate the desired journal voucher.	Notice that only the posted journal vouchers display.
8.	Double-click the desired journal voucher.	*FGIDOCR* opens with number filled in.
9.	Click the **Go** button.	The transaction details display.
10.	From the **Related** menu, select **Document Text** (*FOATEXT*).	**General Text Entry** (*FOATEXT*) opens.
11.	Observe the document text.	You should a see a description of why the journal voucher was prepared and the Originator's information.
12.	Click the **Close** button.	Returns to *FGIDOCR*.
13.	Click the **Start Over** button if you want to perform another search.	Returns to the first section to begin the process again.
14.	Click the **Close** button to return to the main menu.	

3.2: Journal Voucher Summary Page

Process Description

The **Journal Voucher Summary** page (*FGIJSUM*) provides an online summary of journal voucher transactions that are not yet posted. You can view each journal voucher document by individual accounting distribution through this page. The page provides the following information to the user: C-FOAPAL string, amount, and the transaction sign debit/credit or +/- of the sequence item.

Perhaps the most useful indicator is the **Transaction Status Indicator**. It shows the user the status of the journal voucher document. The possible values are:

- E – There is an error in the accounting distribution.

P – The accounting distribution is postable.

NOTE: See Appendix F for information on the fields in the **Journal Voucher Summary** (*FGIJSUM*), including definitions of all the fields used in the following example.
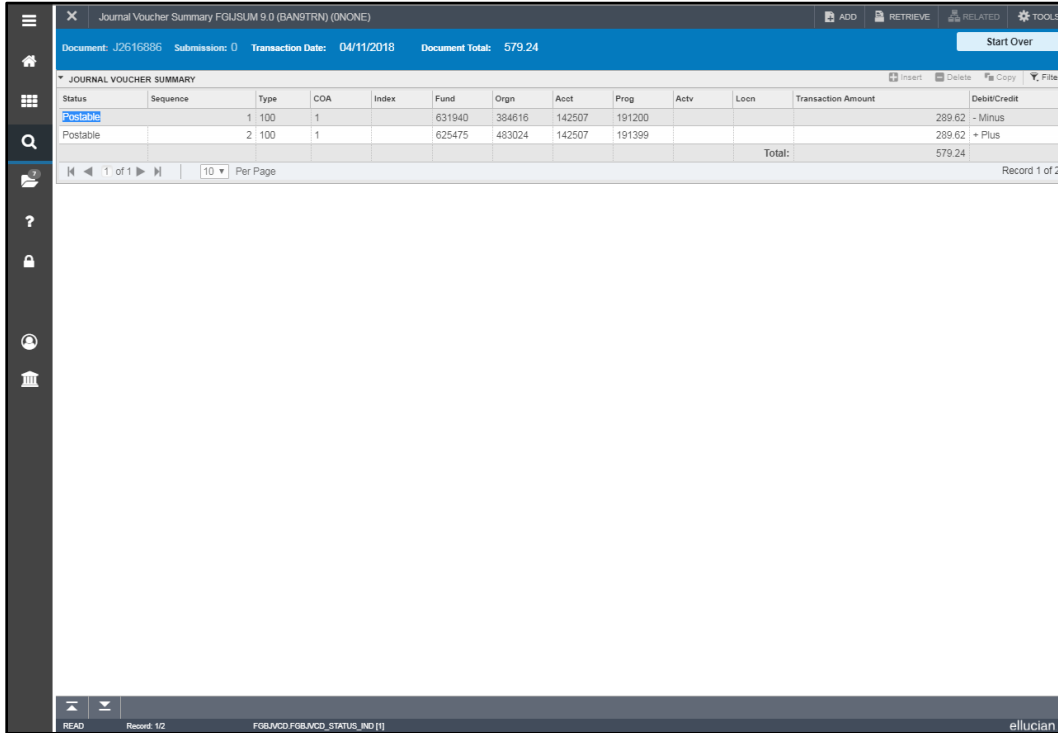
Figure 3.2.1 Journal Voucher Summary (FGIJSUM)

Process Example

The steps in the following example show how to use the **Journal Voucher Summary** page (*FGIJSUM*) to view the results of unposted journal vouchers.

Page Name	Page Title	Menu Path
FGIJSUM	Journal Voucher Summary	Finance » General Ledger » General Accounting Query Forms Menu » Journal Voucher Summary

Step-by-Step Procedures - Journal Voucher Summary Page

Step	Action	Results/Decisions
1.	In the **Search** field, type *FGIJSUM* and press the ENTER key to open **Journal Voucher Summary**.	*FGIJSUM* opens.
2.	Click the **Search** button for a list of suspended journal vouchers.	Displays the **List of Suspended Journal Vouchers** page (*FGIJVCD*).
3.	Click the **Filter** button.	The page fields clear so that you may enter query criteria.
4.	Type a partial document number, amount, or date bordered by wildcards (%). To search by date, use the format *%MM/DD/YYYY*.	You cannot search using the **Description** field**.**
5.	Click the **Go** button.	Results display.

Step	Action	Results/Decisions
6.	Double-click a **Document Number** field to select the journal voucher.	
7.	Click the **Go** button.	**Document**, **Transaction Date**, and **Document Total** and the accounting distribution(s) fill in.
8.	Review the results.	Note the **Status** (**Error** or **Postable**) for each distribution.
9.	Click the **Close** button to return to the main menu.	

3.3: List of Suspended Journal Vouchers Page

Process Description

All unposted journal vouchers are listed in the **List of Suspended Journal Vouchers** (*FGIJVCD*). This page shows only summary information about unposted journal vouchers. The accounting distribution details cannot be viewed.

NOTE: See Appendix G for information on the fields in the **List of Suspended Journal Vouchers** (*FGIJVCD*), including definitions of all the fields used in the following example.

Figure 3.3.1 List of Suspended Journal Vouchers (FGIJVCD)

Process Example

The steps in the following example show how to use the **List of Suspended Journal Vouchers** page (*FGIJVCD*) to view a list of unposted or suspended journal vouchers.

Page Name	Page Title	Menu Path
FGIJVCD	List of Suspended Journal Vouchers	Finance » General Ledger » General Accounting Transaction Forms Menu » List of Suspended Journal Vouchers

Step-by-Step Procedures - List of Suspended Journal Vouchers Page

Step	Action	Results/Decisions
1.	In the **Search** field, type *FGIJVCD* and press the ENTER key to open **List of Suspended Journal Vouchers**.	*FGIJVCD* opens.
2.	Click the **Filter** button.	The page fields clear so that you may enter query criteria.
3.	Type a partial document number, amount, or date bordered by wildcards (%). To search by date, use the format %MM/DD/YYYY.	You cannot search using the **Description** field.
4.	Click the **Go** button.	Unposted JVs display for all users.
5.	Review the results.	
6.	Click the **Close** button to return to main menu.	

3.4: Approval History Page (FOIAPHT)

Process Description

The **Approval History** page (*FOIAPHT*) can be used to find the Originator of a posted journal voucher. Because the University uses implicit approval with journal vouchers, the Originator of a journal voucher will also show as an Approver. If the journal voucher was approved by a member of the university unit's approval queue, the Approver's name will show on the page.

NOTE: See Appendix H for information on the fields in the **Approval History** page (*FOIAPHT*), including definitions of all the fields used in the following example.
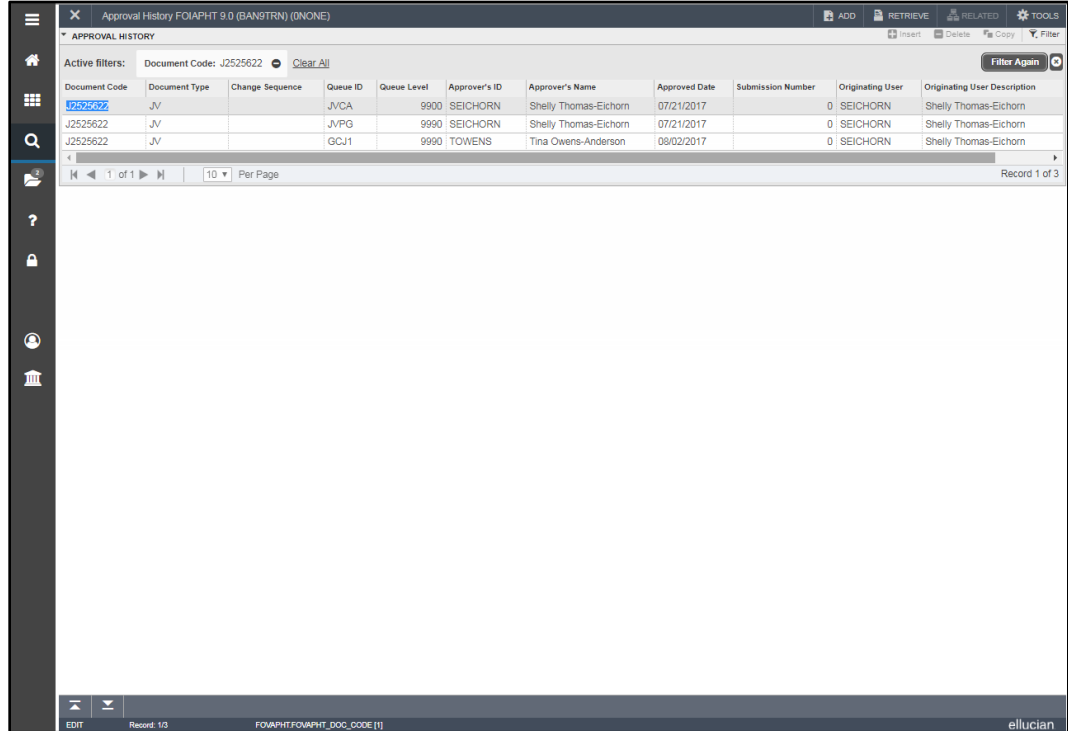
*Figure 3.4.1 Approval History (**FOIAPHT**)*
Showing a Grants and Contracts Office Approval

Process Example

The steps in the following example show how to use the **Approval History** page (***FOIAPHT***) to find out who completed a posted journal voucher.

Page Name	Page Title	Menu Path
FOIAPHT	**Approval History**	Finance » Finance Operations » Finance Approval » **Approval History**

Step-by-Step Procedures – Approval History Page

Step	Action	Results/Decisions
1.	In the **Search** field, type ***FOIAPHT*** and press the ENTER key to open **Approval History**.	***FOIAPHT*** opens.
2.	Type the journal voucher number in the **Document Code** field.	
3.	Click the **Go** button.	Results display.
4.	Review the information.	The **Originating User** is the person who completed the journal voucher.
5.	Click the **Close** button to return to the main menu.	

Lesson Summary

Now that you have completed this lesson, you should be able to:

- Perform queries to review journal voucher documents.
- Find the Originators of journal voucher documents.

Lesson Review

1. Check (√) the pages (s) that list(s) **only** journal vouchers that have not been posted yet?

   a. **Document by User** (*FOADOCU*)

   b. **List of Suspended Journal Vouchers** (*FGIJVCD*)

   c. **Journal Vouchers Summary** (*FGIJSUM*)

   d. **Document Retrieval Inquiry** (*FGIDOCR*)

2. Check (√) the page(s) that show(s) documents created only by the Banner user ID shown?

   a. **Document by User** (*FOADOCU*)

   b. **List of Suspended Journal Vouchers** (*FGIJVCD*)

   c. **Journal Vouchers Summary** (*FGIJSUM*)

   d. **Document Retrieval Inquiry** (*FGIDOCR*)

3. Check (√) the page(s) that show(s) each accounting distribution(s) of an individual journal voucher?

   a. **Document by User (FOADOCU)**

   b. **List of Suspended Journal Vouchers** (*FGIJVCD*)

   c. **Journal Vouchers Summary** (*FGIJSUM*)

   d. **Document Retrieval Inquiry** (*FGIDOCR*)

4. What fields in the **Approval History** (*FOIAPHT*) identify the person who completed a journal voucher?

Course Summary

Now that you have completed this course, you should be able to:

- Create and complete journal vouchers using each of the following pages:

  - **Journal Voucher Entry** (*FGAJVCD*).

  - **Journal Voucher Mass Entry** (*FGAJVCM*).

  - **Journal Voucher Quick** (*FGAJVCQ*).

- Identify the differences among the three journal voucher pages.

- Determine if journal voucher completions are successfully posted.

- Delete incomplete journal voucher documents.

- Complete pending journal voucher documents.

- Correct rejected journal voucher documents.

- Copy journal voucher documents.

- Correct posted journal voucher transactions.

- Perform queries to review journal voucher documents.

- Find the Originators of journal voucher documents.

Glossary

Term	Definition
Absolute Value	The absolute value of a journal voucher (or the document total) is determined by adding every debit and credit value.
Approval Queue	Approval queues allow automatic routing of certain Journal Voucher transactions from the Originator to a University unit to review and approve the journal voucher before sending it to the validation and posting processes. Disapproved journal voucher transactions are suspended.
C-FOAPAL (or FOAPAL)	Chart, Fund, Organization, Account, Program, Activity and Location are the seven segments that represent the Chart of Accounts (COA) structure.
Credit	An entry on the right hand side of a balance sheet constituting an addition to the revenue, net worth or liability Account or a deduction from an expense or asset Account.
Cross-FOAPAL Validation	The process of applying a set of business rules against a transaction to prevent frequently-encountered errors. This process will not prevent the posting of a transaction that is in accord with Banner business rules though it may have been created in error by the Originator. Thus, cross-FOAPAL validation will not prevent all misclassified C-FOAPALS.
Debit	An entry on the left hand side of a balance sheet constituting an addition to an expense or asset Account or a deduction from a revenue, net worth or liability Account.
Encumbrance	Encumbrances are used to reserve funds. General encumbrances created by users may be adjusted or liquidated with journal vouchers.
Implicit Approval	The assumption of Banner that the Originator approves a transaction that is completed. Banner applies implicit approval to all journal vouchers.
Journal Type	Refers to the rule class or the transaction code for this accounting entry. Rule classes are established for the processing of journal vouchers for transfers of expenditures, revenues, cash receipts and cash disbursements. The terminology rule class and rule codes are used interchangeably in Banner.
Journal Voucher	Journal vouchers are used to record original entries or adjustments and corrections to previously recorded transactions. To determine the type of journal transaction the user enters the journal type as defined in the rule class table.
Misclassified C-FOAPAL (or Ghost C-FOAPAL)	A C-FOAPAL created that uses any combination of improper C-FOP segment codes, e.g., a Fund code from one department with an Organization and Program code from another department.
OBFS	Office of Business and Financial Services.
Originator	The person who sends the journal voucher for to the posting process.
Rule Class (or Rule Code)	Rule classes are established for the processing of journal vouchers for transfers of expenditures/revenues, cash receipts and cash disbursements. The terminology rule class and rule codes are used interchangeably in Banner.
Suspense	The state that any journal voucher marked Incomplete by the Originator or is disapproved is held in Banner. The Originator may revise the journal voucher correctly and send it for completion again or delete it from the system.

Answer Key

Below are the answers to the **Lesson Review** questions.

Lesson 1: Creation of Journal Vouchers

1) For each journal voucher page below, identify the instance when it is **best** used.

Journal Voucher Entry (*FGAJVCD*)

For fixed asset transfers and encumbrance-related transactions as this is the only JV page that can be used for them.

Journal Voucher Mass Entry (*FGAJVCM*)

When it is helpful to prepare one-to-many transactions in an easily viewable format.

Journal Voucher Quick (*FGAJVCQ*)

When it is important to see the titles of journal types (rule codes) and C-FOAPAL segment codes.

2) Identify any restriction(s) for each journal voucher page.

Journal Voucher Entry (*FGAJVCD*)

Cannot display titles of journal types (rule codes) and C-FOAPAL segment codes.

Journal Voucher Mass Entry (*FGAJVCM*)

Cannot display titles of journal types (rule codes) and C-FOAPAL segment codes. Cannot be used for fixed asset transfers or encumbrance-related transactions.

Journal Voucher Quick (*FGAJVCQ*)

Cannot be used for fixed asset transfers or encumbrance-related transactions.

3) Can you open a journal voucher document with *FGAJVCD*, *FGAJVCM* or *FGAJVCQ* once you have given it a **Complete** status?

Yes____   No____

Explain your response:

No – Complete status JVs cannot be edited as they cannot be opened with any of the journal voucher pages. If you have made an error in the document or otherwise have a reason to recall it, note:

- For a document forwarded to a university unit's approval queue, call the unit immediately and ask that it be rejected. The document will then have a status of Incomplete and can be corrected and subsequently re-submitted.

- If a university unit's approval is not required, you will need to wait until the document posts and then correct the transaction with another journal voucher.

Lesson 2: Verification, Correction and Posting of Journal Vouchers

1) What are the three steps for correcting a posted journal voucher transaction?

    a. Locate the document number of the journal voucher to be corrected.

    b. Process a journal voucher that corrects the incorrect transaction. On the document text page (*FOATEXT*), note the reason for the new journal voucher and record the number of the journal voucher document that is being corrected.

    c. Open the document text page (*FOATEXT*) of the incorrect journal voucher and note the details of the new correcting journal voucher document (the date, reason for correction, correcting journal voucher document number, name, unit, 10-digit phone number and any other relevant details).

2) Can you use any Banner journal voucher page to complete or correct an **Incomplete** status journal voucher?

Yes____ No____

Explain your response:

If the **Incomplete** journal voucher contains encumbrance-related fields or the **Document Reference** field, you will need to open it with **Journal Voucher Entry** (*FGAJVCD*).

3) Briefly describe the cross-FOAPAL validation process.

The process of applying a set of business rules against a transaction to prevent frequently-encountered errors. This process will not prevent the posting of a transaction that is in accord with Banner business rules though it may have been created in error by the Originator. Thus, cross-FOAPAL validation will not prevent all misclassified C-FOAPALS.

Lesson 3: Journal Voucher Transaction Queries

1) Check (√) the page(s) that list(s) **only** journal vouchers that have not been posted yet?

   a. **Document by User** (*FOADOCU*)

   b. **List of Suspended Journal Vouchers** (*FGIJVCD*) √

   c. **Journal Vouchers Summary** (*FGIJSUM*) √

   d. **Document Retrieval Inquiry** (*FGIDOCR*)

2) Check (√) the page that shows documents created only by the Banner user ID shown?

   a. **Document by User** (*FOADOCU*) √

   b. **List of Suspended Journal Vouchers** (*FGIJVCD*)

   c. **Journal Vouchers Summary** (*FGIJSUM*)

   d. **Document Retrieval Inquiry** (*FGIDOCR*)

3) Check (√) the page(s) that show(s) each accounting distribution(s) of an individual journal voucher?

   a. **Document by User** (*FOADOCU*)

   b. **List of Suspended Journal Vouchers** (*FGIJVCD*)

   c. **Journal Vouchers Summary** (*FGIJSUM*) √

   d. **Document Retrieval Inquiry** (*FGIDOCR*) √

4) What fields in the **Approval History** (*FOIAPHT*) identify the person who completed a journal voucher?

   Originating User and **Name**

Appendix A: OBFS Resources

OBFS Training Center

The OBFS Training Center aims to meet units' needs for training, knowledge, and understanding of the OBFS systems, policies, and processes. From its website, you may access information on types and availability of courses, register for classes, access online training, and download training materials. Visit the OBFS Training Center at http://www.obfs.uillinois.edu and click the **Training Center** link. Then check out these helpful links:

- Click the **Course Registration** link to register for an OBFS training course.
- Check the **Curriculum Guide** to help identify OBFS courses and prerequisites you should take.

OBFS News Center

If you wish to receive announcements from the OBFS functional unit sponsoring the content of this course, subscribe to the Accounting and Financial Reporting announcements at the OBFS News Center as outlined below:

1. Go to the OBFS home page at http://www.obfs.uillinois.edu.
2. Click **Sign up for email updates!** (See the link on the lower right side of the page.)
3. Select the following topic: **Finance**

Accounting & Financial Reporting Courses

Materials for the following courses are available from the OBFS Training Center website when you go to http://www.obfs.uillinois.edu and click the **Training Center** link. Then click the **Job Aids & Training Materials** link to see information regarding these courses:

- Journal Voucher Processing
- Retrieving General Ledger Reports
- General Encumbrances
- Understanding University Financial Statements & the Reconciliation Process
- Introduction to Self-Supporting Funds
- Reporting for Managers
- Managing Self-Supporting Funds
- Property Accounting – Introduction to Property Accounting
- Property Accounting – FABweb Additions and Updates
- Property Accounting – FABweb Transfers and Disposals
- Property Accounting – Equipment Loans and Other Transfers
- Property Accounting – Physical Inventory of Equipment
- Property Accounting – FABweb Batch Upload
- Account Code Search
- Fiscal Control and Internal Auditing Act (FCIAA) Certification
- Misclassified FOAPAL Reports in EDDIE
- Multiple-Year Labor Encumbering in Banner

Appendix B: Support and Resources Summary

University Accounting & Financial Reporting Web Page:
http://www.obfs.uillinois.edu/accounting-financial-reporting

Banner Alerts and Resources – Finance Toolkit Section:
https://www.obfs.uillinois.edu/banner-alerts/

For technical problems, contact the AITS Service Desk at 217-333-3102 or 312-996-4806, or send a message to servicedeskaits@uillinois.edu.

If you have questions about the content after taking the course, please contact:

Jason Bane, Senior Business and Financial Coordinator
University Accounting & Financial Reporting, 217-206-7848
jabane@uillinois.edu

Appendix C: Field Definitions for the Journal Voucher Pages

This appendix lists the fields and their definitions for **Journal Voucher Entry** (*FGAJVCD*), **Journal Voucher Mass Entry** (*FGAJVCM*) and the **Journal Voucher Quick** *(FGAJVCQ)*. These pages are used to prepare journal vouchers. They are demonstrated in 1.2, 1.3, and 1.4.

Page Name	Page Title	Menu Path
FGAJVCD	Journal Voucher Entry	Finance » General Ledger » General Accounting Transaction Forms
FGAJVCM	Journal Voucher Mass Entry	
FGAJVCQ	Journal Voucher Quick	

Field Name	Input Data	Usage
Acct or Account	Validated	A code representing revenue, expenditures, assets, liabilities, equity and transfers. (Required)
Actv or Activity	Validated	An optional C-FOAPAL segment for use in tracking non-budget control financial activities. The activity is usually short in duration.
Action	Text Entry	An indicator used to show the effect of the journal voucher: Partial or Total (Liquidation), Adjustment.
Amount	Text Entry	The dollar amount of the transaction associated with this particular accounting distribution. (Required)
Bank or Bank Code	Defaulted	A code that designates the Banner bank to be updated for all cash transactions. (Accept default; may be overridden.) Users are not to change this code.
Commit Type	Display	An indicator to show the commitment for encumbrance. (Defaults)
COA	Validated	A one-digit code that refers to one of the three distinct universities of the University of Illinois System or System Offices used to facilitate financial reporting. (Required)
D/C or Debit/Credit	Text Entry	This debit (+ Plus) or credit (- Credit) indicator is used for all general ledger transactions. (Required)
Defer Edit or Deferred Edit	Text Entry	Indicator used to defer editing of the transaction until posting. Do not select this check box.
Description	Text Entry	A brief description of the purpose of the journal voucher.
Distribution Total	Text Entry	Use if a new document total is to be distributed by percentages
Document Number	Text Entry	The unique number identifying the journal voucher document. (Required)
Document Reference	Text Entry	A user-defined eight-character alphanumeric field to provide additional identification for the transaction. A P-Tag number is entered whenever equipment Account Type 16 is used for a fixed asset transfer.

Field Name	Input Data	Usage
Document Status	Display	System-maintained field to indicate the status of the journal voucher: (I) Incomplete, (C) Complete.
Document Text Exists	Display	Indicator to show if text regarding the document exists in *FOATEXT*.
Document Total	Text Entry	The absolute value of the journal voucher being recorded. (Required)
Encumbrance Number	Text Entry	The encumbrance number referenced if the journal voucher affects an existing encumbrance.
Fund	Validated	A Fund maintains a Fund balance and cumulative record of the sources and uses of monies. (Required)
Index	Validated	A unique code that represents user-defined segments of a C-FOAPAL. (Optional)
Item Number	Text Entry	This number relates to encumbrances affecting purchase orders. All other encumbrances will use a standard item number in this field.
Journal Type or Type	Validated	The code identifying an accounting transaction rule class. (Required)
Locn or Location	Validated	An optional segment of the C-FOAPAL string primarily used with, but not limited to, the Fixed Asset module to designate physical places or sites such as building and room number.
NSF Checking	Text Entry	If (Y) Yes, available balance checking will be done at entry time for this particular journal voucher. Not used at the current time.
NSF Override	Text Entry	This indicator is used to override the availability of funds checking process if the user has the authority. Not used at the current time.
Orgn or Organization	Validated	A segment of the C-FOAPAL accounting string used to identify a functional reporting unit (such as a school, college or department) with discrete financial activities. (Required)
Percent	Text Entry	The percentage of the total document amount to be assigned to this accounting distribution. If a percentage is entered, the system calculates the amount; otherwise, an amount must be entered. (Optional)
Proj or Project	Validated	Identifies the Project code that appears on a transaction. Not used at the U of Illinois System.
Prog or Program	Validated	A segment of the C-FOAPAL accounting string that determines the use of monies at the expenditure level. Program designates NACUBO functional classifications, e.g., instruction, research, public service, institutional support and sub-classifications.
Seq or Sequence	Text Entry	A system generated sequence number relating to transactions within a document. (Required)
Status	Text Entry	Indicator to show status of document after the transaction is committed, e.g., E - Error and P - Postable. (System generated)
Submission or Submission Number	Text Entry	A code generated by the Banner system.

Field Name	Input Data	Usage
Transaction Date	Text Entry	The date the transaction is being processed. Defaults to current date. (Required)
Type or Journal Type	Validated	The code identifying an accounting transaction rule class. (Required)

Appendix D: Field Definitions for the Document by User Page (FOADOCU)

This appendix lists the fields and their definitions for **Document By User (*FOADOCU*)**. This page is used to view the statuses of all journal vouchers that you or another Banner user created. It is demonstrated in 2.1.

Page Name	Page Title	Menu Path
FOADOCU	Document By User	Finance » Finance Operations » Finance Approval » Document By User

Field Name	Field Type	Definition
Activity Date	Display	The transaction date of the document.
Activity Date From	Text Entry	The "from date" of a date range to query.
Activity Date To	Text Entry	The "to date" of a date range to query.
Change Sequence	Display	The change sequence number.
COA	Text Entry or List Of Values	Chart of Accounts code.
Deny Document	Display	Not applicable for journal vouchers.
Description	Display	A brief description of the purpose of the journal voucher.
Document	Text Entry	The document number to query.
Document Amount	Display	The total amount of the document.
Document Code	Display	The number of the document.
Document Type	Text Entry	A code to indicate the type of document. JV is for journal voucher.
Document Type	Display	The type of the document.
Fiscal Year	Text Entry Or List Of Values	Two-digit code for the fiscal year.
Original User ID	Text Entry	Banner user ID.
Status	List of Values	Select a document status for query purposes or leave blank for all.
Status	Display	The status indicator of the document.
Submission	Display	The submission number.

Appendix E: Field Definitions for the Document Retrieval Inquiry Page (FGIDOCR)

This appendix lists the fields and their definitions for **Document Retrieval Inquiry (*FGIDOCR*)**. This page is used to view the accounting distribution details of posted journal vouchers. It is demonstrated in 3.1.

Page Name	Page Title	Menu Path
FGIDOCR	Document Retrieval Inquiry	Finance » General Ledger » General Accounting Query Forms » Document Retrieval Inquiry

Field Name	Field Type	Definition
Accrual	Display	This field indicates that the journal voucher is an accrual entry. If set to Y, the system automatically generates transactions for both current and prior fiscal years.
Acct	Validated	A code representing revenue, expenditures, assets, liabilities, equity and transfers. (Required)
Actv	Validated	An optional C-FOAPAL segment for use in tracking non-budget-control financial activities. The activity is usually short in duration. (Optional)
Amount	Display	The amount of the accounting distribution.
Bank	Display	A code that designates the Banner bank to be updated for all cash transactions.
COA	Validated	A one-digit code that refers to one of the three distinct universities of the University of Illinois System or System Offices used to facilitate financial reporting. (Required)
Commit Type	Display	One letter code describing the type of commitment in the transaction.
Currency	Display	The type of currency used in this transaction. The University uses United States only at this time.
Description	Display	The description of the accounting distribution.
Document	Text Entry	The unique number identifying the journal voucher document.
Document Reference	Display	A user-defined eight-character alphanumeric field to provide additional information for the transaction.
Fund	Validated	A Fund maintains a Fund balance and cumulative record of the sources and uses of monies. (Required)
FY	Display	This is the fiscal year in which the document was posted.
Index	Validated	A unique code that represents user-defined segments of a C-FOAPAL. (Optional)
Item	Display	The item number assigned to this accounting distribution.

Field Name	Field Type	Definition
Items	Display	The number of accounting distribution lines in the document.
Journal	Display	The rule code used for this accounting distribution.
Locn	Validated	An optional segment of the C-FOAPAL string primarily used with, but not limited to, the Fixed Asset module to designate physical places or sites such as building and room number. (Optional)
NSF Override	Display	Displays the status of the availability of funds checking process. Not used by the U of I System.
Orgn	Validated	A segment of the C-FOAPAL accounting string used to identify a functional reporting unit (such as a school, college or department) with discrete financial activities. (Required)
Period	Display	A fiscal year is broken up into reporting periods. This field shows which period was in effect when the document was posted.
Prog	Validated	A segment of the C-FOAPAL accounting string that determines the use of monies at the expenditure level. Program designates the NACUBO functional classifications, such as instruction, research, public service, institutional support and sub-classifications. (Required)
Sequence	Display	The record number assigned to this accounting distribution.
Sign	Display	Indicates whether the distribution amount is a debit or a credit.
Submission Number	Text Entry	The submission number associated with the document.
Text Exists	Display	One letter code indicating whether or not document text is attached to the document.
Transaction Date	Display	The date of the transaction that determines into which fiscal period the transaction is posted.
Type	Display	Displays the type of document.

Appendix F: Field Definitions for the Journal Voucher Summary Page (FGIJSUM)

This appendix lists the fields and their definitions for **Journal Voucher Summary** (**FGIJSUM**). This page is used to view the accounting distribution details of an unposted journal voucher and to determine if it is postable or suspended. It is demonstrated in 3.2.

Page Name	Page Title	Menu Path
FGIJSUM	Journal Voucher Summary	Finance » General Ledger » General Accounting Query Forms » Journal Voucher Summary

Field Name	Field Type	Definition
Acct	Validated	A code representing revenue, expenditures, assets, liabilities, equity and transfers. (Required)
Actv	Validated	An optional C-FOAPAL segment for use in tracking non-budget control financial activities. (Optional)
COA	Validated	A one-digit code that refers to one of the three distinct universities of the University of Illinois System or System Offices used to facilitate financial reporting. (Required)
Debit/Credit	Display	The debit/credit indicator of the journal voucher accounting distribution line.
Document	List of Values	The document number of the journal voucher.
Document Total	Display	The total amount of the journal voucher.
Fund	Validated	A Fund maintains a Fund balance and cumulative record of the sources and uses of monies. (Required)
Index	Validated	A unique code that represents user-defined segments of a C-FOAPAL. (Optional)
Locn	Validated	An optional segment of the C-FOAPAL string primarily used with, but not limited to, the Fixed Asset module to designate physical places or sites such as building and room number. (Optional)
Orgn	Validated	A segment of the C-FOAPAL accounting string used to identify a functional reporting unit (such as a school, college or department) with discrete financial activities (Required)
Prog	Validated	A segment of the C-FOAPAL accounting string that determines the use of monies at the expenditure level. Program designates NACUBO functional classifications, e.g., instruction, research, public service, institutional support and sub-classifications. (Required)
Sequence	Display	A system generated sequence number relating to transactions within a document. (Required)
Status	Display	The status indicator of the journal voucher; P – Postable, E – Error, or N – NSF Error.

Field Name	Field Type	Definition
Submission	Display	The submission number of the journal voucher.
Total	Display	The total of the displayed accounting distribution lines.
Transaction Amount	Display	The amount of the journal voucher accounting distribution line.
Transaction Date	Display	The transaction date of the journal voucher.
Type	Display	The rule code of the journal voucher accounting distribution line.

Appendix G: Field Definitions for the List of Suspended Journal Vouchers Page (FGIJVCD)

This appendix lists the fields and their definitions for the **List of Suspended Journal Vouchers (*FGIJVCD*)**. This page is used to view only the statuses of journal vouchers that are unposted. It is demonstrated in 3.3.

Page Name	Page Title	Menu Path
FGIJVCD	List of Suspended Journal Vouchers	Finance » General Ledger » General Accounting Transaction Forms » List of Suspended Journal Vouchers

Field Name	Field Type	Definition
Amount	Display	The absolute value of the journal voucher.
Description	Display	A brief description of the purpose of the journal voucher.
Document	Display	The number assigned to the journal voucher.
Status	Display	The status of the journal voucher.
Submission	Display	Submission number on the journal voucher.
Transaction Date	Display	The date of the transaction that determines the fiscal period into which the journal voucher transaction is posted.

Appendix H: Field Definitions for the Approval History Page (FOIAPHT)

This appendix lists the fields and their definitions for **Approval History (*FOIAPHT)**. This page is used to view the Originator and all Approvers of a posted journal voucher. It is demonstrated in 3.4.

Page Name	Page Title	Menu Path
FOIAPHT	**Approval History**	Finance » Finance Operations » Finance Approval » **Approval History**

Field Name	Field Type	Definition
Approved Date	Display	Date when document was approved.
Approver's ID	Display	ID of person who approved the document.
Approver's Name	Display	Person who approved the document.
Change Sequence	Default	Sequence number assigned to document if document is serving to adjust another document amount.
Document Code	Text Entry	The unique number identifying the document.
Document Type	Text Entry	Type of document, such as invoice or purchase order.
Originating User	Display	ID of person responsible for document.
Originating User Description	Display	Name of person responsible for document.
Queue ID	Display	ID of approval queue.
Queue Level	Display	Level of approval queue existing in hierarchy of queues.
Submission Number	Default	Submission number associated with journal vouchers and invoices.

Appendix I: Automated Interface (Feeder) Transactions

Departments with large volumes of financial transactions may choose to use an automated interface or "feeder" process to enter the transactions into Banner. Feeder transactions are more efficient; entering these transactions manually would be extremely labor-intensive and would be subject to potential data entry errors. In addition, processing external feeders on a regular, scheduled basis allows for more timely financial information in Banner.

In most cases, feeder transactions originate from data stored in departmental systems. Departments that wish to submit financial transactions into Banner via an automated feed must apply to become an interface partner. (See application on next page.) Once a new feeder application is submitted by the department, it is evaluated, and, if appropriate, a SYSTEM_ID is issued to the department. The SYSTEM_ID identifies the department and is used extensively within the interface process to manage and control the operation of the interface. In addition, a document prefix is reserved for each SYSTEM_ID. This provides the ability to track the responsibility for specific Banner documents to the originating department and is similar to the current practice of assigning voucher prefixes.

External feeder transactions are processed into Banner via the **Finance Upload to GURFEED Process (*FUPLOAD*)** at 6pm on weekdays (Monday-Friday). Before the data is posted to the General Ledger, various edit checks are performed, along with a cross-FOAPAL validation process. The department is responsible for verifying that the upload was successful, for correcting any errors, and for resubmitting the feeder upload if necessary. Departments can verify the results of the feeder interface processing by viewing a Document Direct Report called the **GL Transactions Log File (*FIFZPLOAD*)**. The department can also review the posted documents using the **Document Retrieval Inquiry** page (***FGIDOCR***) in Banner and can review documents that had errors and were not posted by using the **List of Suspended Journal Vouchers (*FGIJVCD*)**.

The Banner Departmental Interface User Guide explains the technical requirements, the transaction layouts, and the steps to be completed to establish an interface. Contact Allison Sivers at 217-244-9606 or agaddis@uillinois.edu or OBFS Feeder Support at obfsfeedersupport@uillinois.edu to obtain a copy of this guide.

Application for New Feeder to Current Production Interface

Requesting Unit	
Name:	
College:	
Address:	
City/State/Zip:	
Phone:	
Requesting User:	
Name:	
Phone:	
Email address:	
Technical Contact:	
Name:	
Phone:	
Net ID:	
Email address:	
Indicate type of feeder requested:	**GL Journal Voucher (JV) (See next page)** **Vendor Invoice** **Fixed Asset Update** **Fixed Asset Transfer** **Budget Transaction** **Accounts Receivable Charges & Credits**
Originating System	
Name:	
Primary purpose:	
Vendor/developer:	
Platform:	
NetID:	
Expected Transactions	
# of Transactions	
Per: **(Indicate period)**	**Hour** **Day** **Week** **Month**
Operational contact	
Name:	
NetID:	
Email address:	
Administrative contact	
Name:	
NetID:	
Email address:	

Additional Information Required for Journal Voucher (JV) Feeder

What is the purpose of the transactions to be submitted with this feeder (indirect cost recovery, chargeback, stores & services, etc.)?
_____

What Rule Code(s) will be used on these transactions?
_____

What Fund Types will be affected by these transactions (state, grant, ICR, etc.)?_____

Please submit a sample transaction which shows the debit and credit FOAPAL strings.

_____

Send completed feeder requests via e-mail to Allison Sivers at agaddis@uillinois.edu.

Appendix J: Budget Adjustments in Banner

Centralized Budget Maintenance

The University of Illinois System budget offices have centralized operations so that most budget-related adjustments will be entered by the appropriate university budget offices. Units are encouraged to consult with their university budget office for specific policy and procedures. (https://www.obfs.uillinois.edu/budgeting/)

Budget Adjustment Requests

Most units will request budget adjustments from their university budget office by completing a Budget Adjustment Request. This request will be much like the prototype shown here. Training for using the adjustment request form will be coordinated through the university budget offices. (https://www.obfs.uillinois.edu/budgeting/budget-adjustment-requests/)
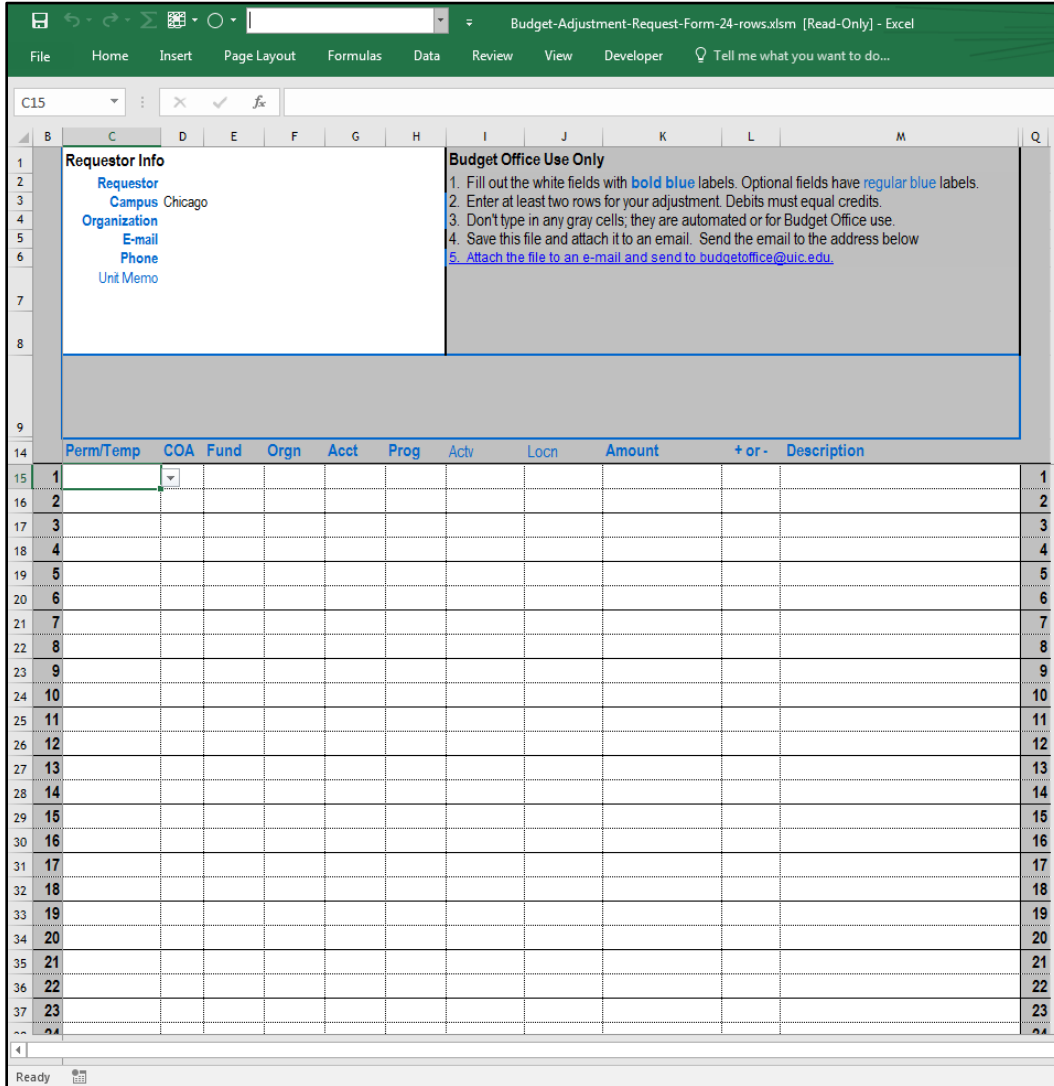
Figure J.1: Prototype Budget Adjustment Request Form

Budget Revisions for Self-Supporting Funds

Budget revisions are increases or decreases of a budget amount, entered as "one-sided" transactions. Units will enter their own budget revisions for self-supporting funds. Most units have some self-supporting activities, such as:

Stores and services

Auxiliary enterprises

Unit activities

State and ICR funds are not self-supporting funds.

Budget revisions are entered using Banner's **Journal Voucher Entry** (*FGAJVCD*), *Journal Voucher Mass Entry* (*FGAJVCM*) or **Journal Voucher Quick** pages. *(FGAJVCQ)*.

Remember these requirements and recommendations for entering budget revisions:

You *must* use a + Plus or – Credit indicator in the **Debit/Credit** field. (Refer to the Chart "+ and – Indicators for Budget Revisions.")

You *must* use one of the following two rule codes for the Journal Type field:

261 for permanent budget revisions (recurring) - Changes using rule code 261 update the self-supporting fund budgets in the current fiscal year operating ledgers and also update the self-supporting fund budget amounts that will appear in the Budget Development module for the annual budget planning cycle.

260 for temporary budget revisions (nonrecurring) - Changes using rule code 260 only update the self-supporting fund budgets in the current fiscal year operating ledgers. Rule code 260 does not update the self-supporting budget amounts that will appear in the Budget Development module for the annual budget planning cycle.

You cannot enter zero-amount entries.

You should adjust your revenue and expense budgets identically. (This may not be possible at all times.)

The following tables are for your reference while entering budget revisions:

Month-to-Budget Period Mapping

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Budget Period	07	08	09	10	11	12	01	02	03	04	05	06

Calendar Year to Fiscal Year Map

Start Date	01-JUL-2009	01-JUL-2010	01-JUL-2011
End Date	30-JUN-2010	30-JUN-2011	30-JUN-2012
Fiscal Year	10	11	12

Debit/Credit Indicators for Budget Revisions

Wanted Revision	Signage	Action
Increase a revenue budget:	-	Credit
Increase an expense budget:	+	Debit
Decrease a revenue budget:	+	Debit
Decrease an expense budget:	-	Credit

Appendix K: Rule Code List

Code	Rule Class Title	Sign	Special Uses
100	JV – Local Funds	+/-	JV to record transactions to local funds (fund > 189999) that can cross COA and funds. Total debits must equal total credits. Not to be combined with 125/175.
101	JV – Local Funds with Encumbrances	+/-	JV to record transactions to local funds (fund > 189999) that can cross COA and funds. It liquidates an encumbrance and must be against the operating ledger. Total debits must equal total credits. The original encumbrance number, sequence and line are required. Not to be combined with 125/175.
104	JV - Intra-fund Type Non- Mandatory Transfers	+/-	JV to record transfers between local funds with debits equal to credits. Requires Account codes within range of 417001 to 417006.
125	JV – Multiple debits and credits	+/-	JV to record transactions to non-state; non-grant; non-Fed Ag funds (allowed on fund codes > 189999<400000>609999) that can cross COA and funds. Total debits must equal total credits. Only to be combined with rule code 175.
170	State OPAL with Clearing	+/-	JV to record transactions to state funds (fund <=189999) that can cross COA and funds. Total debits must equal total credits. Requires operating ledger Account codes. Uses state clearing receivable and state clearing payable to balance the funds.
171	State Funds with Encumbrance	+-/	JV to record transactions to state funds (fund <=189999) that can cross COA and funds. It liquidates an encumbrance and must be against the operating ledger. Total debits must equal total credits. The encumbrance number, sequence and line are required.
175	State OPAL – Multiple debits and credits		JV to record transactions to state funds (fund <=189999) that can cross COA and funds. Total debits must equal total credits. Requires operating ledger Account codes. Uses state clearing receivable and state clearing payable to balance the funds. Only to be combined with rule code 125
260	Temporary Budget Revision	+/-	JV to record a temporary budget revision for self -supporting funds.
261	Perm Self-Supporting Bud Revision	+/-	JV to record a permanent budget revision for self-supporting funds.

Code	Rule Class Title	Sign	Special Uses
501	Encumbrance – Original	+/-	JV to record an original encumbrance on page FGAENCB. Cannot use rule code 501 on FGAJVCD. Revenue Account codes are not allowed.
502	Encumbrance – Adjusted	+/-	JV to indicate an adjustment to the encumbrance.
503	Encumbrance – Liquidation	+/-	JV to record total liquidation and closing of an encumbrance. The original C- FOAPAL must be used. Amount can be zero and a plus (+) should be used to increase the amount of the liquidation resulting in a decrease of the encumbrance balance. A journal voucher with a minus (-) reopens and increases the encumbrance by reducing the amount of the liquidation. Revenue Account codes are not allowed.
504	Encumbrance – Partial Liquidation	+/-	JV to record partial liquidation of an encumbrance. The original C-FOAPAL does not have to be used because Banner overrides the C-FOAPAL that was entered on the page. A plus (+) increases the amount of the liquidation resulting in a decrease of the encumbrance balance. A minus (-) reduces the amount of the liquidation resulting in an increase of the encumbrance balance. Revenue Account codes are not allowed.
505	Encumbrance – Liq Allow Changes	+/-	JV to record total liquidation and closing of an encumbrance. The original C- FOAPAL does not have to be used. Amount can be zero and a plus (+) should be used to increase the amount of the liquidation resulting in a decrease of the encumbrance balance. A journal voucher with a minus (-) reopens and increases the encumbrance by reducing the amount of the liquidation. Revenue Account codes are not allowed.

Appendix L: Fixed Asset Transfers

Description

Whenever an equipment Account with an Account type of 16 is included in a transfer between funding sources:

- A separate journal voucher transaction (both debit and credit) is needed for every individual asset acquired with the original charge(s)

- The journal voucher amount credited needs to correspond with the amount originally charged as a funding source of that asset in Fixed Assets

- The permanent tag number (PTag) of the asset needs to be included with the journal voucher. A permanent tag is the physical tag number of an asset. The PTag number is typed in the **Document Reference** field on the journal voucher page. The **Document Reference** field only exists on the **Journal Voucher Entry** page (*FGAJVCD*). Therefore, only *FGAJVCD* may be used to create journal vouchers for fixed asset transfers.

- The document number that posted the original charge is to be typed in the **Description** field on the **Journal Voucher Entry** page (*FGAJVCD*).

The equipment Account will automatically create a document tag (DTag) for Property Accounting to process, so no separate notification to the central Property Accounting office is needed. A document tag is a unique identifier of a temporary asset record not yet entered into the Fixed Asset Master Table. Banner creates DTags when a journal voucher transaction uses an asset expenditure Account code in the accounting distribution (C-FOAPAL) of the transaction.

If a unit is unsure of when this process is required, Property Accounting encourages communication with the central office prior to posting journal vouchers using equipment Accounts (Account Type 16).