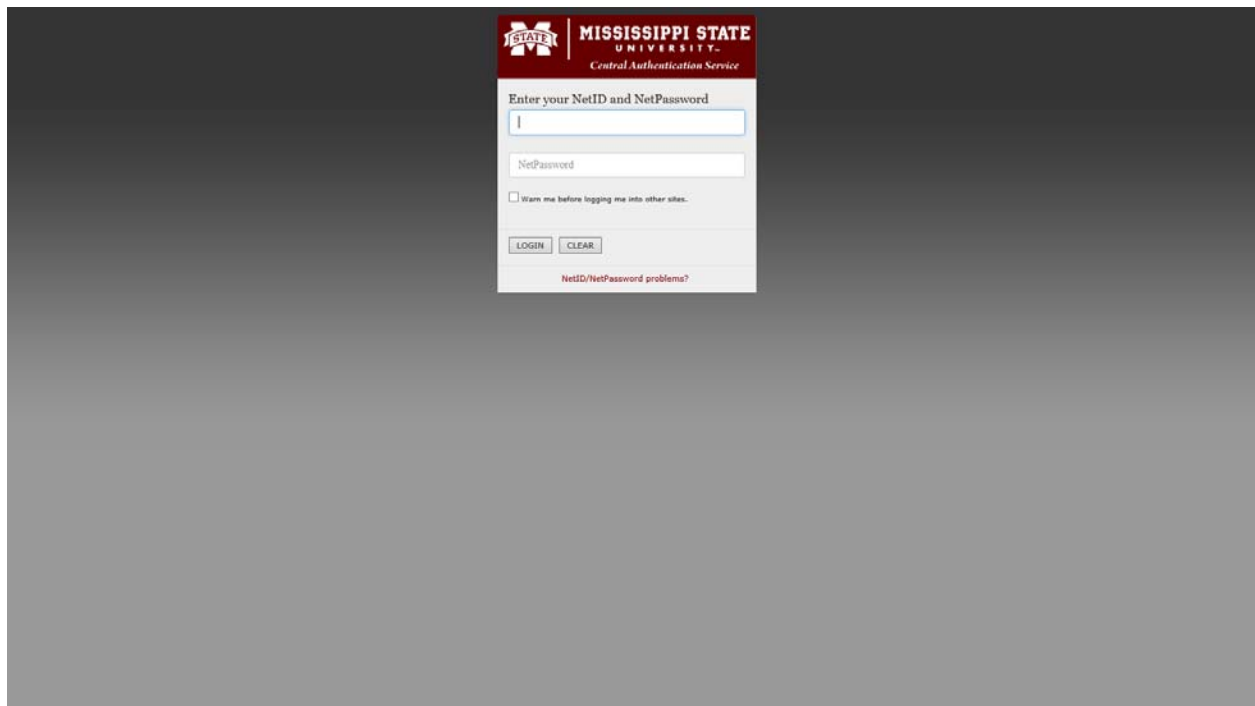


Online Journal Voucher Entry Tutorial

Online journal vouchers enable you to enter directly into the general ledger via the journal voucher entry form accessed through Banner. Originators must acquire update access to Banner form FGJVCD and have an online journal voucher approval queue in place before entries can be processed. (For more information see FAQ section on Controller/Treasurer website at www.controller.msstate.edu)

To get started, log into Banner using your netID and password.

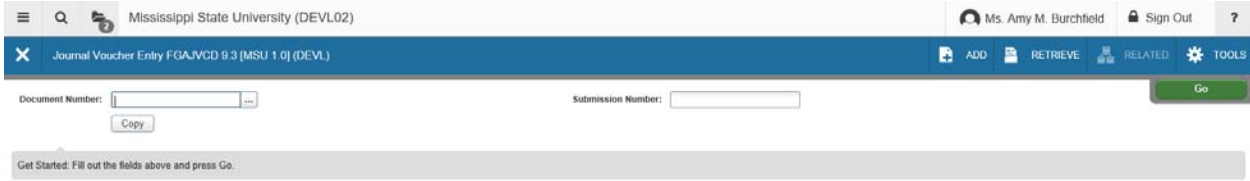


The Interdepartmental Journal Voucher form is the source form for entries made to the general ledger in Banner.

MISSISSIPPI STATE UNIVERSITY							
INTERDEPARTMENTAL JOURNAL VOUCHER							
FUND	ORG	ACCOUNT	PROGRAM	ACTIVITY	DEBIT AMOUNT	CREDIT AMOUNT	DESCRIPTION
100000	450200	406440	062000		25.00		Inv 1
100000	450200	406440	027000		25.00		Inv 2
100000	010209	357999	027000			50.00	Inv 1 & 2
					50.00	50.00	
Posting Date: 4/7/2017					(Internal Use Only)		
Prepared By: Kathy Brown					Posted By: _____		
Approved By: _____					Document No.: _____		
					Docuement Ref.: _____		

Using the online journal voucher process eliminates the need for this form. Your information can now be keyed directly into Banner.

You can do this by accessing Banner form FGJAVCD.



Mississippi State University (DEVL02) Ms. Amy M. Burchfield Sign Out ?

Journal Voucher Entry FGJAVCD 9:3 [MSU 1 0] (DEVL) ADD RETRIEVE 检索 RELATED TOOLS

Document Number: Submission Number: Go

Copy

Get Started: Fill out the fields above and press Go.

To begin your journal voucher, assign a number using the prefix given to you by the Records department. We will be using prefix "RR" for our example. It is a best practice to utilize the first two digits after your prefix to designate the fiscal year. The last four digits should be assigned in numerical order. Typically, the first journal voucher document number would be RR170001 using this convention. However, for this demonstration, we will be using document number RR178888. Type the document number in. You will leave submission number blank. Then click "Go."

Mississippi State University (DEVL02) Ms. Kathy Dawn Brown Sign Out ?

Journal Voucher Quick FGAJVCQ 9.3 [MSU 1.0] (DEVL) ADD RETRIEVE RELATED TOOLS

Document Number: RR178888 Copy Go

Get Started: Fill out the fields above and press Go.

Each field described below is a required field for processing your journal voucher.

Transaction Date: Transaction Date will automatically populate with the current date. However, Banner will permit you to backdate to a date that is within an open current month.

Document Total: The document total represents a hash total of all debits and credits you plan to post in this particular journal voucher. In this case, the document total will be \$100.

Mississippi State University (DEVL02) Ms. Kathy Dawn Brown Sign Out ?

Journal Voucher Entry FGAJVCD 9.3 [MSU 1.0] (DEVL) ADD RETRIEVE RELATED TOOLS

Document Number: RR178888 Submission Number: 0 Start Over

JOURNAL VOUCHER DOCUMENT HEADER Insert Delete Copy Filter

Transaction Date * 03/31/2017

Document Total 100.00

Distribution Total

Document Status Incomplete

NSF Checking

Defer Edit

Create Source Banner

Document Text Exists

SAVE

After transaction date and document total are populated, click the down arrow at the bottom left of the screen or hold down Alt and page down together to move to the next page of the form. You will then need to populate the fields on the next page. Hit "Enter" to automatically populate your sequence number.

Journal Type: The journal type is the rule code assigned to your department by the Records staff. It should begin with "FT" and generally correspond to the document prefix you are using. (e.g. doc prefix OR would be used with document type FTOR). There are some exceptions to this rule. We will be using journal type FT09 for our example.

Fund: Fund related to this line of your entry

Org: Org related to this line of your entry

Account: Account related to this line of your entry

Program: Program related to this line of your entry

Activity: Activity related to this line of your entry (not a required field for all entries)

The screenshot displays the 'Journal Voucher Entry' interface. At the top, the user is identified as Ms. Kathy Dawn Brown. The page title is 'Journal Voucher Entry FGAJVC 9.3 [MSU 1.0] (DEVL)'. Below the title bar, the document number is RR178888 and the submission number is 0. A 'Start Over' button is visible. The main form is divided into two sections: 'TRANSACTION TOTAL' and 'JOURNAL VOUCHER DETAIL'. The 'TRANSACTION TOTAL' section shows a 'Document Total' of 100.00. The 'JOURNAL VOUCHER DETAIL' section includes fields for 'Status' (Postable), 'Sequence' (1), and 'Journal Type' (FT09). Below these are two columns of fields: the left column contains COA* (1), Index, Fund (100000), Orgn (450200), Acct (406440), and Prog (062000); the right column contains Actv, Locn, and Project. Each field has a dropdown arrow for selection.

Amount: Amount related to this line of your entry

Debit/Credit indicator: Choose either debit or credit (whichever is required for this line of your entry)

Description: Short narrative describing the reason for your entry

Percent	<input type="text"/>	Deposit	<input type="text"/>	Document Reference	<input type="text"/>
Amount *	<input type="text" value="25.00"/>	Encumbrance Number	<input type="text"/>	Budget Period	<input type="text"/>
Debit/Credit	<input type="text" value="Debit"/>	Item Number	<input type="text"/>	<input type="checkbox"/> Accrual Indicator	
<input type="checkbox"/> NSF Override		Sequence	<input type="text"/>	Currency	<input type="text"/>
Description *	<input type="text" value="INV 1"/>	Action	<input type="text" value="(None)"/>	Gift Date	<input type="text"/>
Bank Code	<input type="text"/>	Commit Type		Number of Units	<input type="text"/>

| Per Page Record 1 of 3

COMPLETION

SAVE

After you have input all of the information for this particular line item in your entry, you will want to arrow down (using the arrow on our keyboard) and hit F4 to copy that record (only hit F4 if there is another line you have not yet entered). This will enable you to use the information already keyed for the previous record and only change the necessary fields to match the next line item in your entry.

After all records have been entered, click on the "Related" option at the top right corner of the screen. A drop down menu will appear. You should choose "Print Journal Voucher."

Directions for printing your journal voucher:

- Type your printer name in the printer field
- <alt/page down>
- Tab over and enter your document number
- <alt/page down>
- Click "Save" in the bottom right corner of your screen

Click the “X” in top left corner to return to your journal voucher.

In order to complete your journal voucher, scroll down and click “Complete” in the bottom left corner of your screen.

You should see a message at the top right of your screen indicating that your document has been completed and forwarded to the approval process.