

Online Journal Voucher Entry Tutorial

Purpose of This Tutorial

This tutorial provides step-by-step instructions for departmental users who have been granted access to **enter journal vouchers directly into the Banner general ledger** using the Online Journal Voucher Entry form (FGAJVCD). It explains how to create, review, print, and submit an online journal voucher for approval.

Departments **without online journal voucher access** must continue to use the Interdepartmental Journal Voucher form and follow the routing instructions linked below.

Before You Begin

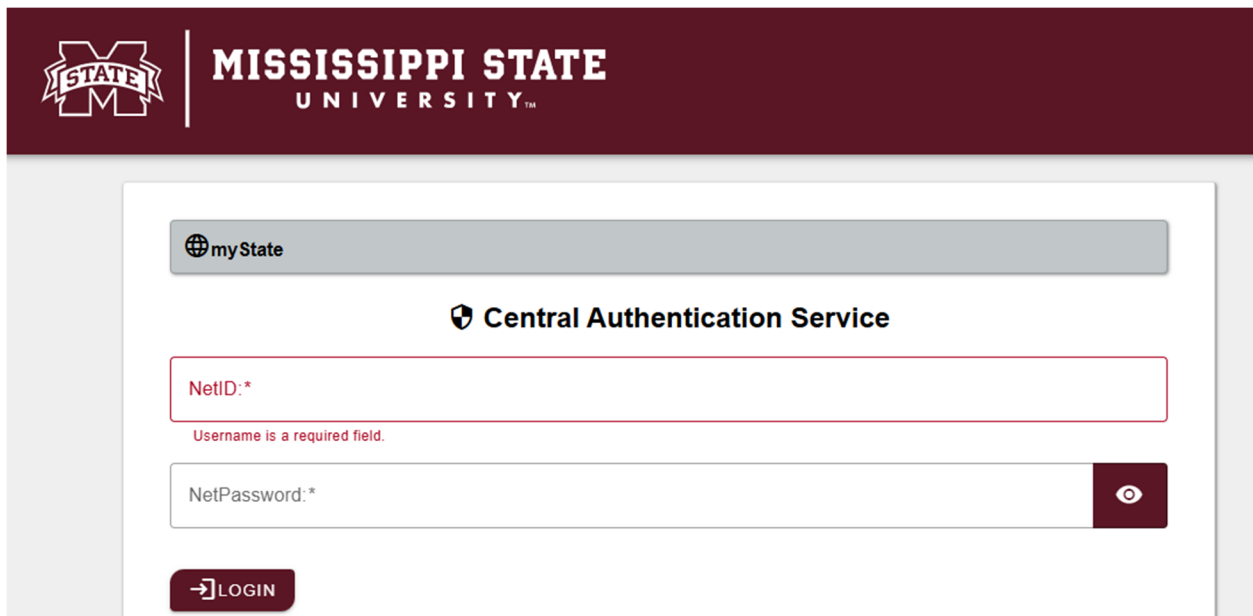
To enter online journal vouchers, you must meet **all** the following requirements:

- Have edit/update access to Banner form **FGAJVCD**
- Have an assigned **document prefix and journal type**
- Have completed **Journal Voucher training**

If you are unsure whether you meet these requirements, please refer to the FAQ section on our [website](#) or contact **Reporting, Planning, and Analysis (RPA)** for assistance.

Online journal vouchers enable you to enter directly into the general ledger via the journal voucher entry form accessed through Banner.

To get started, log into Banner using your NetID and NetPassword.



The screenshot shows the login interface for the Central Authentication Service at Mississippi State University. At the top left is the Mississippi State University logo. To its right, the text "MISSISSIPPI STATE UNIVERSITY" is displayed in a serif font. Below the logo and text is a dark red horizontal bar. Underneath this bar is a light gray search bar containing a globe icon and the text "myState". Below the search bar is the heading "Central Authentication Service" with a shield icon to its left. The main login area contains two input fields: "NetID:*" and "NetPassword:*". The "NetID:*" field has a red border and a red error message below it that reads "Username is a required field." The "NetPassword:*" field has a dark red button with a white eye icon to its right, used for toggling password visibility. At the bottom left of the login area is a dark red button with a white right-pointing arrow and the text "LOGIN".

To begin your journal voucher, assign a document number using the prefix given to you by Reporting, Planning and Analysis (RPA). We will be using prefix “RR” for our example. It is 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 RR260001 using this convention. However, for this demonstration, we will be using document number RR268888. Type the document number in. You will leave submission number blank. Then click “Go,” alternatively you can strike “alt page down” on your keyboard.

MISSISSIPPI STATE UNIVERSITY Journal Voucher Entry FGAJVCD 9.3.23 [MSU 1.0] (Prod-MSU)

Document Number: RR268888 Submission Number:

Copy Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

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 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 Journal Voucher Entry FGAJVCD 9.3.23 [MSU 1.0] (Prod-MSU)

Document Number: RR268888 Submission Number: 0 Start Over

JOURNAL VOUCHER DOCUMENT HEADER

Transaction Date *	04/28/2026	<input checked="" type="checkbox"/> NSF Checking
Document Total	100.00	<input type="checkbox"/> Defer Edit
<input type="checkbox"/> Redistribute		Create Source
Distribution Total		<input type="checkbox"/> Document Text Exists
Document Status		

After transaction date and document total are populated, 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 RPA 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. For lines with restricted funds, use FT04, all other funds within the document, please use your departmental rule code/journal type.

Fund: Funding source

Org: Departmental organization

Account: Account code. A list of available revenue and expense codes can be found [Training Resources | Reporting Planning and Analysis](#)

Program: Program related to this line of your entry

Activity: Activity (not a required field for all entries)

The screenshot shows the 'Journal Voucher Entry' window for document RR268888. The 'TRANSACTION TOTAL' section shows a document total of 100.00. The 'JOURNAL VOUCHER DETAIL' section shows the following information:

Status	Sequence *	Journal Type *	Interfund Transfer (Records & Rep)
COA * 1 *** Mississippi State University	1	FT09 ***	
Index ***		Actv ***	
Fund 100000 *** MSU Education and General Fund		Locn ***	
Orgn 450200 *** Office of the Controller/Treasurer		Project ***	
Acct 406440 *** Food For Persons			
Prog 062000 *** Fiscal Operations			

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

The screenshot shows the completion options for the journal voucher entry. The 'Description' field contains 'Invoice 1'. The 'Amount' is 25.00. The 'Debit/Credit' indicator is set to 'Debit'. The 'Completion' section has two buttons: 'Complete' and 'In Process'. The 'SAVE' button is visible in the bottom right corner.

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. Alternatively, you can strike F10 to execute.

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

Review your printed journal voucher for accuracy, if there are no errors you will then complete the document. Completing your document routes the journal voucher to the appropriate approval queue.

In order to complete your journal voucher, alt page 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.