

Creating Journals in Banner Using FGAJVCM

Texas Southern University (TSU) General Accounting Senior Accountant review and approve journal entries throughout the University. The purpose of this documentation is to outline the requirements and responsibilities for the appropriate preparation and documentation of journal entries.

The Journal Voucher Mass entry form is used to enter various accounting transactions such as cash receipts, budget entries, IDO entries and correcting/adjusting entries. The Rule Type used on these forms specify the transaction type and the proper accounting activity associated with the entry. The Journal Voucher Mass Entry Form (FGAJVCM) is structured as a spreadsheet, with unlimited entries per document. Additional Forms used in Banner for journals are Journal Voucher Entry (FGAJVCD) and Journal Voucher Quick (FGAJVCQ). This document is only related to FGAJVCM.

The journal is completed by using the following steps:

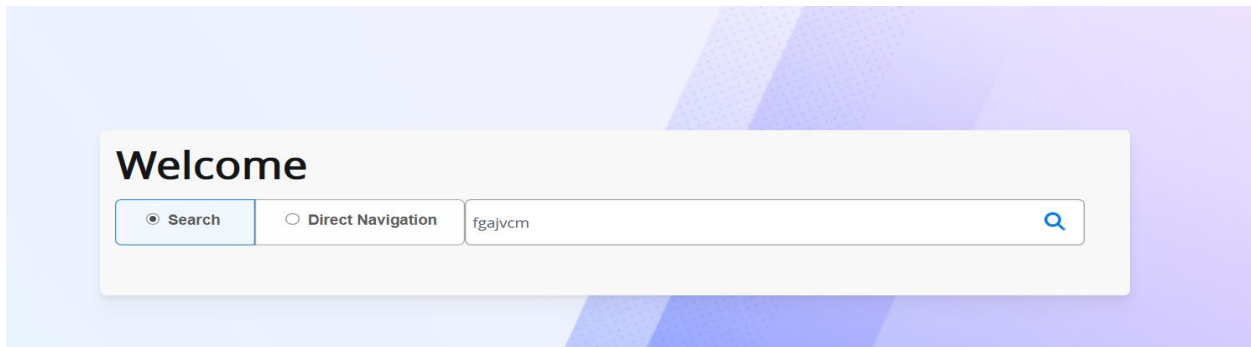
1. Access to Banner form FGAJVCM.
2. Access to Banner form FGIJSUM
3. Journal Entry Guidelines and Procedures
4. TSU Banner Fund List by Organization and Programs
5. Journal Voucher Excel/PDF Form
6. Guidelines for Interdepartmental (IDO) Form
7. Journal complete package forwarded to General Accounting for approval.
8. General Accounting will perform an additional review and may request supporting documents for any inaccuracies.
9. The initiator should check at least once a week to make sure journals have been approved and posted. This creates a better work flow process, eliminating rushing at month end, and ensures that entries will not be eliminated on the last day allowed for entries for that month.

Journal Package Includes:

1. Journal Voucher
2. Detail/Backup to support journal, which includes a detailed explanation.
3. Banner Form FGIJSUM
4. Journal entries must be signed by the preparer, approver, and person posting the entry.

Process for Entry:

Enter transaction code FGAJVCM.

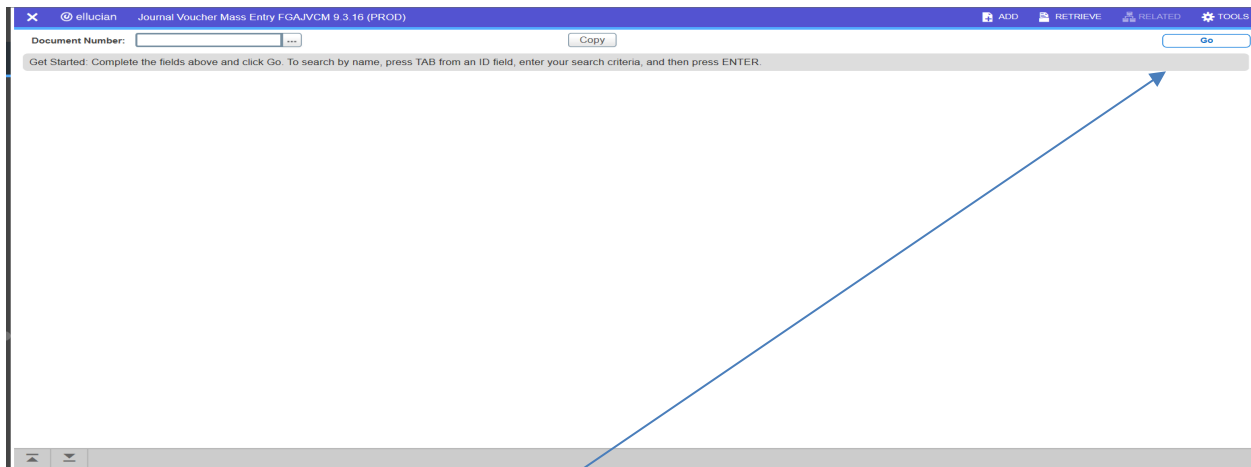


Press the enter key on your keyboard.

This will move you to the Approval Notification Screen.

Number of Documents	Document Type	Message
23	Requisition	Awaiting your review
14	Purchase Order	Awaiting your review
17	Invoice	Awaiting your review
35	Journal Document	Awaiting your review
8	Encumbrance	Awaiting your review
2	Fixed Assets Accounting Adjustments	Awaiting your review

Click the X on the left side of the screen to move to the next screen.



Click "Go" on the right-side of the screen.

Begin entering data. The “Transaction Date” will default to the current date. Note: If the month has changed to February, but the journal should be in January and the financial transactions/books are not closed for January, you may change the date to the end of the prior month (01/31/20__). If the financial transactions/books are closed for January, the journal must be entered in February.



The bottom arrows will move you through each section for completion.

1. Enter the Document Total: This is the “Hash Total”. This will be the total of all lines entered in the journal. Enter total dollar (absolute) value of all debits and credits. Enter/Tab through (Example: \$ 100D + \$100 C = \$200 Document Total)
2. Enter the (Rule) Type: JE16 if funds are different. JE15 if funds are the same.
3. Enter the Description: Enter description here only if the description will be the same for each line. If not, you will enter the description on each line in the “Detail” section.
4. Enter the Bank: It will be 01 for most journals, unless otherwise specified by the requestor.
5. Use the bottom down arrow to move to the next section.

Document Number: J0109170 Start Over

JOURNAL VOUCHER DOCUMENT HEADINGS Insert Delete Copy Filter

Transaction Date: 02/22/2021 Document Text Exists

Document Total: 200.00 NSF Checking

Deferred Edit

DEFAULT VALUES Insert Delete Copy Filter

Type: JE16 Bank: 01

Description: Test 1 Deposit:

Budget Period:

Currency:

When you move to the next section the journal number will be automatically populated.

Please record the journal number on the journal voucher.

JOURNAL VOUCHER DETAIL Settings Insert Delete Copy Filter

Seq *	Type *	Status	COA *	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Percent	Amount *	Debit/Credit
	JE16		C											

Record 1 of 1

COMPLETION Insert Delete Copy Filter

Tab over to Fund and begin entering the FOPAL (Fund, Organization, Account & Program) and amount. Information previously entered will populate in the detail section. The “Seq” will automatically populate when you tab over to “Fund”.

JOURNAL VOUCHER DETAIL Settings Insert Delete Copy Filter

Seq *	Type *	Status	COA *	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Percent	Amount *	Debit/Credit
1	JE16		C		31001		7210	60					100.00	None

Record 1 of 1

COMPLETION Insert Delete Copy Filter

JOURNAL VOUCHER DETAIL Settings Insert Delete Copy Filter

Seq *	Type *	Status	COA *	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Percent	Amount *	Debit/Credit	NSF Override *	Description *	Bank	Deposit	Bud
1	JE16		C		31001		7210	60					100.00	Debit	<input type="checkbox"/>	Test 1	01		

Record 1 of 1

COMPLETION Insert Delete Copy Filter

Once entered, you will have to choose Debit/Credit to continue. Then tab over to “Bank” and key in “01” in this field, if it does not populate. You will need to add the description as you move through each line if not posted in the first section.

JOURNAL VOUCHER DETAIL Settings Insert Delete Copy Filter

Seq *	Type *	Status	COA *	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Percent	Amount *	Debit/Credit	NSF Override *	Description *	Bank	Deposit	Bud
1	JE16		C		31001		7210	60					100.00	Debit	<input type="checkbox"/>	Test 1	01		

Record 1 of 1

COMPLETION Insert Delete Copy Filter

Click “Insert” and move to the next line and enter detail for the next line.

Seq #	Type *	Status	COA *	Index	Fund	Orgn	Acct	Prog	Actv	Leon	Proj	Percent	Amount *	Debit/Credit	NSF Override *	Description *	Bank
1	JE16	Postable	C		1610	31001	7210	60					100.00	Debit	<input type="checkbox"/>	Test 1	01
2	JE16	Postable	C		1684	31001	7210	60					100.00	Credit	<input type="checkbox"/>	Test 1	01

If no issue, both lines will state “Postable”. If you receive an NSF, you will need to resolve the issue (a budget transfer or a different FOPAL).

Record 1 of 2

Complete In Process

Click the down arrow to the next section. The “Completion” section has two choices.

1. Complete: If all the information has been entered correctly chose complete.
2. In Process: If you have not completed the journal and want to save the journal and complete later.

Once you have completed the journal by choosing “Complete”:

Document Number: [] Copy

Document J0109170 completed and forwarded to the approval process.

This screen tells you that the journal is completed and forwarded to the approval process.

Your entry should match your journal voucher.

Go to Form FGIJSUM, print screen and check for any errors before requesting approval.

The journal voucher, FGIJSUM print screen and all detail should be included before you request approval.



	A	C	D	E	G	H	I	J	K	L	M	N	O	P	Q		
1	BANNER GENERAL JOURNAL VOUCHER																
2																	
3																	
4															Page 1 of		
5	T.C.	T.C.	JV	Entry Date	JV NUMBER			JV Date	Acct. Pd.	Prepared by: Gleda Wright				Date:			
6	B.O.	B.O.	Y	2/22/2021	J0109170			2/22/2021	Bdgt. FY 21	Reviewed by:				Date:			
7																	
8	Seq	Seq	Rule													Debit Amount	Credit Amount
9	No.	No.	Code	Fund	Orgn.	Acct.	Prog	Act.	Description								
10	1			1610	31001	7210	60		Test 1						100.00		
11																	
12	2			1684	31001	7210	60		Test 1							100.00	
13																	
14	3																
15																	
16	4																
17																	
18	5																
19																	
20	6																
21																	
22	7																
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24	8																
25																	
26	9																
27																	
28	10																
29																	
30	11																
31																	
32	12																
33																	
34																	
35	EXPLANATION:				Test 1				TOTAL				100.00	100.00			
36																	
37															200.00		
38																	

Note 1:

General Accounting, the offices with delegated review authority, and/or the Office of Internal Audit and Management Advisory Services will contact departments to provide documentation or additional information regarding any questionable journal entries or supporting documentation.