

# Journal Voucher Guide

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## WHAT'S NEW

**03/25:** This document was created to serve as a guide for users who are responsible for originating and approving journal entries at WSU.

## RULE CODES

The terms “Rule Code” and “Rule Class” are used interchangeably. In some places, this field may also be referred to as “Journal Type” or “Type.”

Rules codes may include certain edits to be performed on transactions based upon their intended use. For example, a rule code may have edits that permit the use of only certain funds or accounts.

Banner delivered rule codes are four characters, while WSU specific rule codes are three characters.

\* Rule codes marked with an asterisk below are interfaced to SMART through custom jobs. The custom jobs and rule codes included for each are outlined below:

- **Custom SoK Interfund Interface (FZPIFVD):** GRIC, GRIR, GRCC, GRCG, IF0, IF1, IF2, IF3, IF4, IF5, IF6, IF7, IF8, IF9, IFB, IFC, IFE, IFP, IFR, IFV, IFX, PEX
- **Create INF06 Fund Differences (FZPFDFIF):** HGNL, HRGB, HERL, HDPA, HEEL, HNET, HDEF
- **Revenue Distribution Interface (FZPRDIS):** WA1, WA2, WA3, WB1, WB2, WB3, WR1, WCC, WCS Student refund checks (bank 90)
- **SOK Pymt Voucher Interface (FZPVCHS):** INNI, INEI

Rule codes that are Commonly used in WSU’s environment are described table below.

## BUDGET JOURNALS

Type	Description	Additional Information
<b>BD01</b>	Permanent Adopted Budget	Manual entries created to record the adopted budget and cash carryforward budget for RU funds. These entries may be hand entered, or they may be entered into Banner through the FUPLOAD process.
<b>BD2</b>	WSU Budget Adjustments	Manual entries created to record budget adjustments.
<b>BGU</b>	GU or Work-Study Budget Adjustments	
<b>BRU</b>	RU Budget Adjustments	
<b>BDP</b>	Budget Adjustments fed from Payroll	System generated based on a WSU custom process.
<b>BFE</b>	Budget Carry FWD Encumbrance	System generated journal entries related to year-end processing.
<b>J020</b>	Budget Carry Forward Journal	

## GENERAL JOURNALS

Rule Code	Description	Additional Information
IF1*	Central Services Charges	Journal entries for service clearing activities to charge various internal customers. Some of these journals are manually entered, while others are generated by custom processes built by WSU for each specific purpose.
IF2*	Telecom Charges	
IF4*	Post Office Charges	
IF5*	Media Resource Charges	
IF7*	IFV Auto Clearing	
IF8*	IFV Physical Plant	
IFC*	Corrections to SMART Intrafunds	Manual journal entries for corrections that should interface to SMART. This rule code requires the Document Reference field to be populated.
IFV*	Misc (Cover) Vouchers State Funds	Manual journal entries to record interfund charges for services or transfers that cross state funds. Journal requests submitted via Inter-organization Transfer Document are processed using rule code IFV.
IFX*	State Interfund (Steve L.)	Manual journal entries processed by accounting to record debt service funding transfers.
NCS	RU Cash Transfer	Manual journal entries processed by AR to record cash transfers within the same state fund and budget unit.
NKS	JVs Not for State Interface (FT01)	Manual journal entries that should not interface to SMART.

## RESEARCH JOURNALS

Rule Code	Description	Additional Information
BR2	Research RU Budget Adjustments	Manual journal entries that are either entered directly through FGAJVCM/FGAJVCD or generated through Grant Budget (FRABUDG) adjustments. BRG is used for general fund and tuition & fees funded cost share funds and internal awards. BR2 is used for all other research budget adjustments.
BRG	Research GU Budget Adjustments	
GRAR	Accrued Accounts Receivable	System generated journal entries related to the Deferred Grants Process (FRRGRNT).
GRRV	Grant - Accrued Revenue	
GRIC*	Grant - Indirect Cost Charge	
GRIR*	Grant - Indirect Cost Recovery	
GRCC*	Grant - Cost Share Charge	
GRCG*	Grant - Cost Share Grant	

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<b>GRDF</b>	Deferred Revenue	
<b>GRBL</b>	Billed Accounts receivable	System generated journal entries related to the Research Accounting Billing Process (FRRBILL).
<b>GRPM</b>	Grant Payment	System generated journal entries related to posting sponsor payments to the grants AR subledger.
<b>GRAP</b>	Grant Application of Payment	
<b>IFR*</b>	Interfunds - Research	Manual journal entries used to record transactions related to research activities including manual cost share transfers, in-kind grant expense and revenue, and closeout entries.

## PURCHASING JOURNALS

Rule Code	Description	Additional Information
<b>E020</b>	Encumbrance Adjustment	Manual journal entries processed by Purchasing to make manual adjustments to the encumbrance ledger.
<b>E032</b>	Encumbrance Liquidation	
<b>E035</b>	Encumbrance Partial Liquidation	
<b>R35</b>	Cancel Release PO Encumbrance	
<b>E090</b>	Year End Encumbrance Roll	System generated entries to carry forward encumbrance balances during the fiscal year-end close process.

## ACCOUNTS PAYABLE JOURNALS

Rule Code	Description	Additional Information
<b>PEX</b>	Copy of IFV for PCard Journals	System generated journal entries related to Chrome River P-card interfaces.
<b>UEX</b>	UMK Virtual Payment Clearing	Manual journal entries processed by AP to record payments to WSU's ghost card vendor.

## PAYROLL JOURNALS

Rule Code	Description	Additional Information
<b>CRP</b>	PR SMART Receipts (BANKKS)	Manual journal entries processed by payroll to clear balances in the payroll clearing fund related to off-cycle payroll.
<b>HDEF</b>	Payroll - Deferred Pay	System generated entries that post to the general ledger as a result of processing payroll.
<b>HDPA</b>	Payroll - Deferred Pay Accrual	
<b>HEEL</b>	Payroll - Employee Liability	

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<b>HERL</b>	Payroll - Employer Liability	
<b>HFB</b>	Gross Ben Exp with Fringe Pool Bgt	
<b>HGNL</b>	Payroll - Gross Exp. No Liquidation	
<b>HGRB</b>	Payroll - Gross Benefit Expense	
<b>HNET</b>	Payroll - Net Pay	
<b>IFP</b>	IFV - Payroll (will FTP to SMART)	Manual journal entries that impact payroll accounts only. IFP can be used to correct penny rounding differences left behind after payroll corrections are processed, or in limited circumstances when fringe benefits need to be charged to a different funding source than wages.
<b>NPR</b>	Clone of NKS for Payroll Group	Manual journal entries that should not interface to SMART related to payroll account codes.

## ACCOUNTS RECEIVABLE JOURNALS

<b>Rule Code</b>	<b>Description</b>	<b>Additional Information</b>
<b>CR2</b>	SMART Receipts (BANKKS)	Manual journal entries processed by AR to record cash receipts in the State Treasury (per SMART).
<b>JCC</b>	Credit Card Fees	Manual journal entries processed by AR to record credit card fees.
<b>JV4</b>	Cash JV between Local and Topeka	Manual journal entries processed by AR to record wire transfers from our local bank and the State Treasury.
<b>NAR</b>	Clone of NKS for AR Group	Manual journal entries processed by AR to record customer invoices (GL only) on behalf of departments.
<b>WA1*</b>	Line A Charge/Payment	System generated journal entries related to charges and payments recorded in the AR subledger.
<b>WA2*</b>	Application of Payment - Line A	
<b>WA3*</b>	Appl of Pmt - Reversal Line A	
<b>WB1*</b>	Line B Charge/Payment	
<b>WB2*</b>	Application of Payments Line B	
<b>WB3*</b>	Appl of Pmt - Reversal Line B	
<b>WCS*</b>	WSU Cash	
<b>WCC*</b>	Web Credit Cd Rev for 1off Merchant	Manual journal entries processed by AR to record credit card cash receipts.
<b>WR1*</b>	Wire Receipts Bank 10 (BANKLC)	Manual journal entries processed by AR to record cash receipts in WSU's local bank account.

## CAPITAL ASSETS

Rule Code	Description	Additional Information
DEPR	Depreciation	System generated journal entries related to capital asset processing within the Banner Fixed Assets module.
DISN	Disposal without depreciation	
SCAP	Subsequent capitalization for asset	
WOFD	Writeoff with depreciation	

## SAFEKEEPING JOURNALS

Rule Code	Description	Additional Information
BDS	Budget Adjustments - Service Funds	Manual entries processed by AR to record budget adjustments for safekeeping (W) funds.
IFS	IFV Student Bank 12 Interfunds	Manual journal entries processed by AR related to Safekeeping (W) funds.

## BANNER NAVIGATION

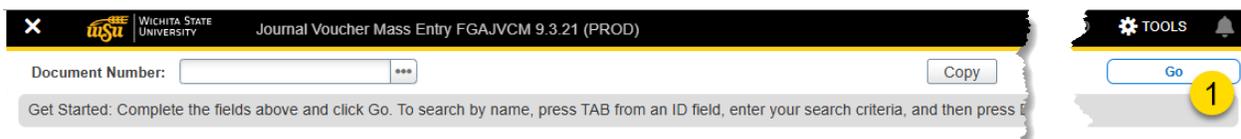
### TRANSACTION PROCESSING

Journal entries can be processed using either Banner Form Journal Voucher Mass Entry (FGAJVCM) or Journal Voucher Entry (FGAJVCD). The mass entry Form displays the entire entry on a single screen, whereas standard entry displays a detailed view for each line of the entry. The primary functional difference between the two forms is that certain fields are only available from FGAJVCD.

#### Creating a Journal Voucher

##### Create a New Document

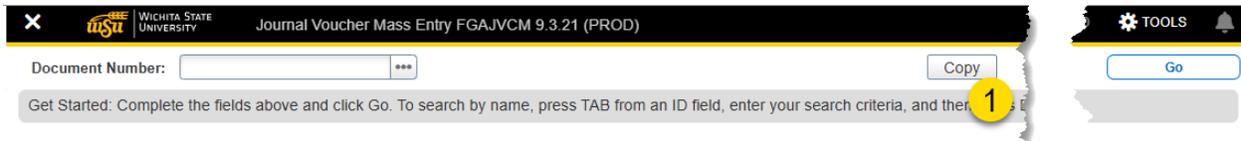
To create a new journal voucher using the default one-up Document Number, navigate to FGAJVCM, then click **Go**.



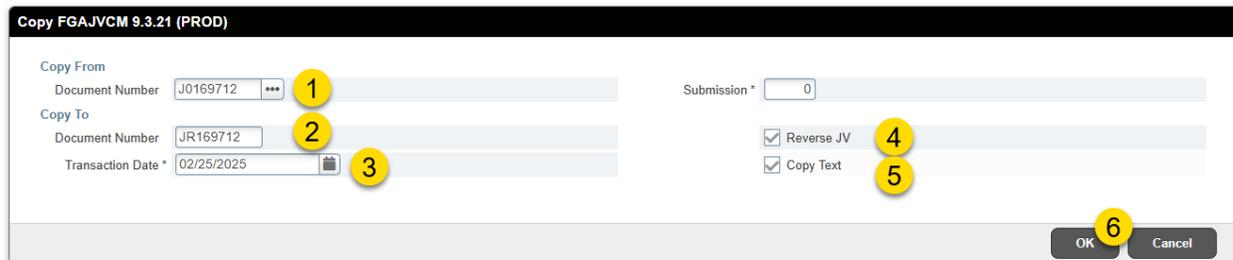
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### Copy an Existing Document

Alternatively, a journal voucher may be created by copying an existing journal voucher. To copy a journal voucher, click **Copy**.



This will bring up a dialogue box for Copy FGAJVCN. Follow the instructions below for copying an existing journal voucher to create a new journal voucher.



Field	Description
1 Copy From Document Number	Enter the Document Number of the existing journal that you wish to copy. A journal voucher does not have to be posted to be copied.
2 Copy To Document Number	This field is optional. If left blank, Banner will automatically assign the next one-up Document Number.  If the entry is a straight reversal of an existing posted journal voucher (i.e., no changes to the FOAPAL elements or amounts), it is appropriate to use the numbering convention JR[#####], with the last six characters corresponding to the last six characters of the original journal voucher.
3 Transaction Date	Typically, today's date, but may be any date within the current fiscal period.  For users with access to accrual period 14, enter 6/30/FY to post transactions to the accrual period of the previous fiscal year for financial reporting purposes.
4 Reverse JV	When this option is selected, the Debit/Credit indicators on the detail lines of the transaction will be reversed from the original journal voucher.
5 Copy Text	When this option is selected, the Document Text (FOATEXT) from the original journal voucher will be copied to the new journal voucher.
6 OK	Click <b>OK</b> to generate the new journal voucher.

## Journal Voucher Mass Entry (FGAJVCM)

The Journal Voucher Mass Entry form includes four sections: Journal Voucher Document Header, Default Values, Journal Voucher Detail, and Completion. After completing each section, navigate to the next section using the arrows at the bottom left-hand corner of the screen.

Next Section (Alt + page down)

Previous Section (Alt + page up)



### Journal Voucher Document Header

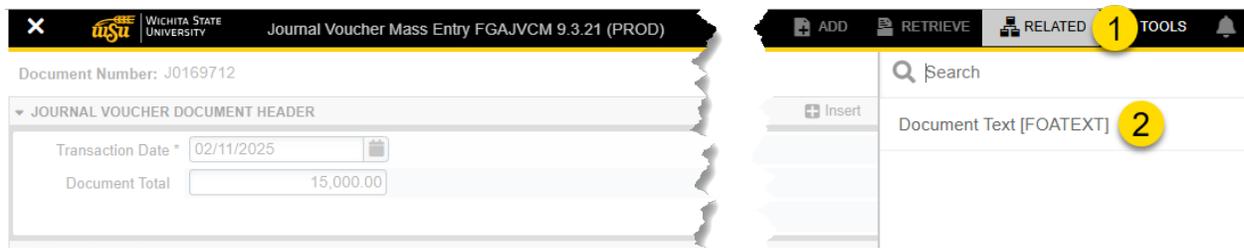
The document header requires data entry in the transaction date and the document total fields.



Field	Description
1 Transaction Date	Typically, today's date, but may be any date within the current fiscal period.  For users with access to accrual period 14, enter 6/30/FY to post transactions to the accrual period of the previous fiscal year for financial reporting purposes.
2 Document Total	Enter the absolute value of the total amount of the journal lines. A value must be entered before navigating past the document header, but it can be updated after completing the journal voucher detail section.
3 Document Text Exists	This field is not data enterable but appears selected when Document Text has been added to a journal voucher and saved.

To add additional information about the reason for the journal entry, use Document Text (FOATEXT). Document Text should *always* be included to provide context for corrections and cost transfers.

To access the document text field, click **Related**, then **Document Text [FOATEXT]**.



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After navigating to FOATEXT, follow the instructions below for updating and committing changes before returning to FGAJVCM.



Field	Description
1 Text	Type whatever document text is helpful to provide additional context for the journal entry. You can enter as many lines as you need, but each individual line is limited to 50 characters.
2 Insert/Delete/Copy	These buttons may be used to insert or delete additional lines
3 Print	If you select the <b>Print</b> radio button on a line of text, the document text will be automatically displayed on inquiry in Banner Self Service. If the Print radio button is not selected, the end user will need to choose Display Document/Line Item Text <b>All</b> within Self Service to view the document text.
4 Save	Click <b>Save</b> to commit the changes to FOATEXT.
5 Close	Click <b>Close [X]</b> to return to FGAJVCM.

### Default Values

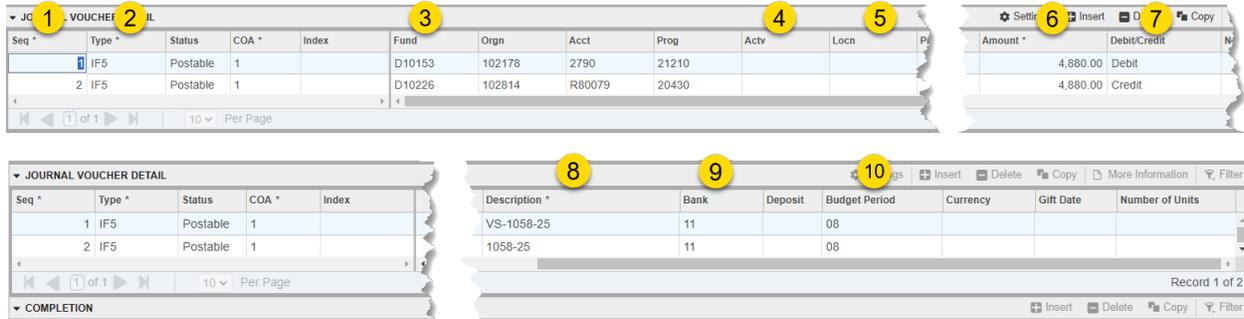
Values you enter in this section automatically display in the Journal Voucher Detail section when a new record is initiated. These values can be updated on individual detail lines as necessary.



Field	Description
1 Type	Select the appropriate rule code for the type of journal you are processing. Refer to <a href="#">Rule Codes</a> for additional information.
2 Description	Include a default description for a journal when appropriate. For correcting entries, the best practice is to use the same description as the original journal and utilize Document Text to provide additional context as to the reason for the correction. This makes the journal more easily traceable within the general ledger.
3 Budget Period	Budget period is required for budget journal entries.

### Journal Voucher Detail

This section contains FOAPAL information, and other information associated with the journal voucher. Values you entered in the Defaults section display here automatically but can be updated on individual detail lines as necessary.



Field	Description
1 Seq	Banner will automatically assign the next sequence number to each line as you add additional lines to the journal voucher. Lines can be added using the <b>Insert [+]</b> (F6) function, <b>Copy</b> (F4) function, or simply by using the down arrow on your keyboard. Lines that are no longer needed can be deleted using the <b>Delete [-]</b> (Shift + F6) function.
2 Type	Select the appropriate rule code for the type of journal you are processing. Refer to <a href="#">Rule Codes</a> for additional information.
3 Fund	A fund code is required for every transaction and can be hand-keyed or selected from Fund Code Validation (FTVFUND).
Orgn	For RU funds, the organization code will default based on the Fund. For GU funds, the organization code can be hand-keyed or selected from Organization Code Validation (FTVORGN).
Acct	The account code can be hand-keyed or selected from Account Code Validation (FTVACCT).
Prog	The program code will default based on either the fund (for RU funds) or the organization code (GU funds).
4 Actv	Activity is an optional field and is only utilized in limited circumstances. If applicable, the activity code can be hand-keyed or selected from Activity Code Validation (FTVACTV).
5 Locn	Location is an optional field and is only utilized in limited circumstances. If applicable, the activity code can be hand-keyed or selected from Location Code Validation (FTVLOCN).
6 Amount	Enter the absolute value of the transaction

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**7 Debit/Credit** For budget journals, select + Plus to increase the budget or – Minus to decrease the budget, as appropriate.

For other journals, select Debit or Credit as appropriate to increase or decrease the account balance based on the account type, as outlined in the table below:

Account Type	Debit	Credit
Expense	+	-
Revenue	-	+
Asset	+	-
Liability	-	+
Equity	-	+

**8 Description** Enter a description for the detail line. For correcting entries, the best practice is to use the same description as the original journal and utilize Document Text to provide additional context as to the reason for the correction. This makes the journal more easily traceable within the general ledger.

**9 Bank** The bank field will automatically populate based on the fund code selected.

**10 Budget Period** Budget period is required for budget journal entries.

### Completion

Within the Completion section, select **In Process** to save the data without submitting the journal voucher for required approvals. This option should be selected before the journal voucher is ready to be finalized to save the entry in draft status.

Select **Complete** when the journal voucher is finished and ready to be submitted for required approvals.

## Journal Voucher Entry (FGAJVCD)

The Journal Voucher Entry form includes three sections: Journal Voucher Document Header, Journal Voucher Detail, and Completion. After completing each section, navigate to the next section using the arrows at the bottom left-hand corner of the screen.

Next Section (Alt + page down)

Previous Section (Alt + page up)



### Journal Voucher Document Header

The document header requires data entry in the transaction date and the document total fields.



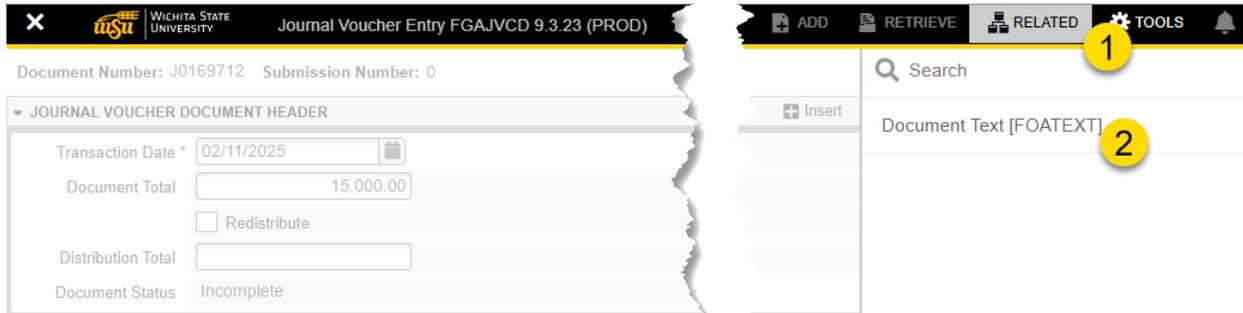
The screenshot shows the 'JOURNAL VOUCHER DOCUMENT HEADER' section. Callout 1 points to the 'Transaction Date' field (02/11/2025). Callout 2 points to the 'Document Total' field (15,000.00). Callout 3 points to the 'Document Text Exists' checkbox, which is checked.

Field	Description
1 Transaction Date	Typically, today's date, but may be any date within the current fiscal period.  For users with access to accrual period 14, enter 6/30/FY to post transactions to the accrual period of the previous fiscal year for financial reporting purposes.
2 Document Total	Enter the absolute value of the total amount of the journal lines. A value must be entered before navigating past the document header, but it can be updated after completing the journal voucher detail section.
3 Document Text Exists	This field is not data enterable but appears selected when Document Text has been added to a journal voucher and saved.

To add additional information about the reason for the journal entry, use Document Text (FOATEXT). Document Text should *always* be included to provide context for corrections and cost transfers.

To access the document text field, click **Related**, then **Document Text [FOATEXT]**.

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After navigating to FOATEXT, follow the instructions below for updating and committing changes before returning to FGAJVCD.

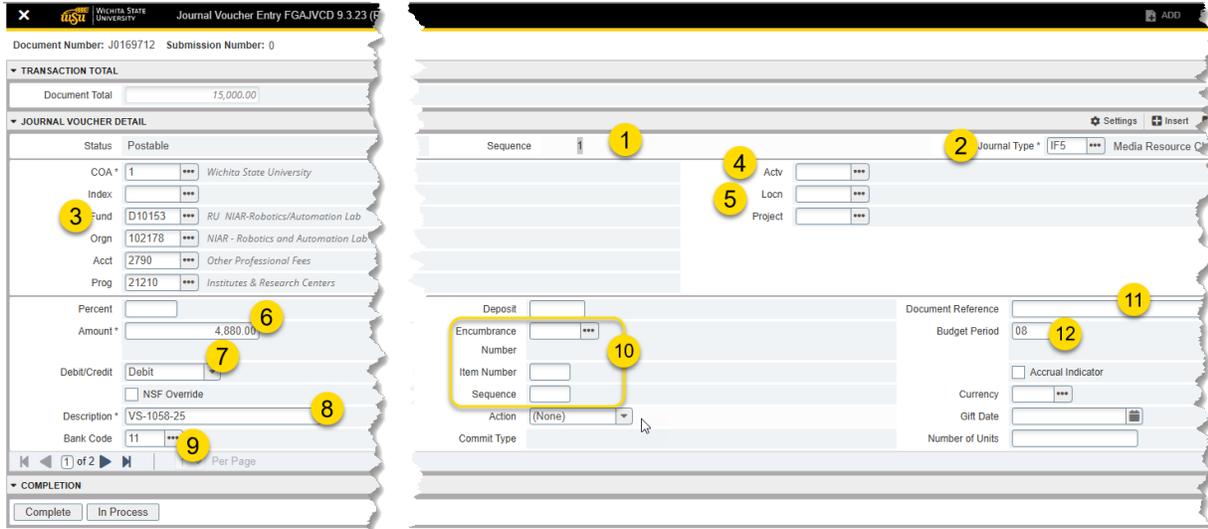


	Field	Description
1	Text	Type whatever document text is helpful to provide additional context for the journal entry. You can enter as many lines as you need, but each individual line is limited to 50 characters.
2	Print	If you select the <b>Print</b> radio button on a line of text, the document text will be automatically displayed on inquiry in Banner Self Service. If the Print radio button is not selected, the end user will need to choose Display Document/Line Item Text <b>All</b> within Self Service to view the document text.
3	Save	Click <b>Save</b> to commit the changes to FOATEXT.
4	Close	Click <b>Close [X]</b> to return to FGAJVCM.

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### Journal Voucher Detail

This section contains FOAPAL information, and other information associated with the journal voucher.



Field	Description
1 Seq	Banner will automatically assign the next sequence number to each line as you add additional lines to the journal voucher. Lines can be added using the <b>Insert [+]</b> (F6) function, <b>Copy</b> (F4) function, or simply by using the down arrow on your keyboard. Lines that are no longer needed can be deleted using the <b>Delete [-]</b> (Shift + F6) function.
2 Type	Select the appropriate rule code for the type of journal you are processing. Refer to <a href="#">Rule Codes</a> for additional information.
3 Fund	A fund code is required for every transaction and can be hand-keyed or selected from Fund Code Validation (FTVFUND).
Orgn	For RU funds, the organization code will default based on the Fund. For GU funds, the organization code can be hand-keyed or selected from Organization Code Validation (FTVORGN).
Acct	The account code can be hand-keyed or selected from Account Code Validation (FTVACCT).
Prog	The program code will default based on either the fund (for RU funds) or the organization code (GU funds).
4 Actv	Activity is an optional field and is only utilized in limited circumstances. If applicable, the activity code can be hand-keyed or selected from Activity Code Validation (FTVACTV).
5 Locn	Location is an optional field and is only utilized in limited circumstances. If applicable, the activity code can be hand-keyed or selected from Location Code Validation (FTVLOCN).
6 Amount	Enter the absolute value of the transaction
7 Debit/Credit	For budget journals, select <b>+ Plus</b> to increase the budget or <b>- Minus</b> to decrease the budget, as appropriate.

For other journals, select **Debit** or **Credit** as appropriate to increase or decrease the account balance based on the account type, as outlined in the table below:

Account Type	Debit	Credit
Expense	+	-
Revenue	-	+
Asset	+	-
Liability	-	+
Equity	-	+

8	Description	Enter a description for the detail line. For correcting entries, the best practice is to use the same description as the original journal and utilize Document Text to provide additional context as to the reason for the correction. This makes the journal more easily traceable within the general ledger.
9	Bank Code	The bank field will automatically populate based on the fund code selected.
10	Encumbrance Number	This field can be used to reference the Encumbrance number of the original document that is being corrected. When using field complete the Encumbrance Number, Item Number, and Sequence from the original document.  <b>Note:</b> Each individual item and sequence line from the original document do not need to be referenced, lines can be combined.
11	Document Reference	This field is required for correcting entries using rule code IFC, but should also be populated for any other journal that is directly related to another Banner Document.  This field should reflect the value in the Document field of the original document that is being corrected. In some cases, it may be useful to include additional information beyond the document number. For additional information, see <a href="#">Document Reference Values</a> .
12	Budget Period	Budget period is required for budget journal entries.

### Completion

Within the Completion section, select **In Process** to save the data without submitting the journal voucher for required approvals. This option should be selected before the journal voucher is ready to be finalized to save the entry in draft status.

Select **Complete** when the journal voucher is finished and ready to be submitted for required approvals.

## Reviewing a Journal Voucher Prior to Completion

### Access Transaction Summary Info [FGIJSUM]

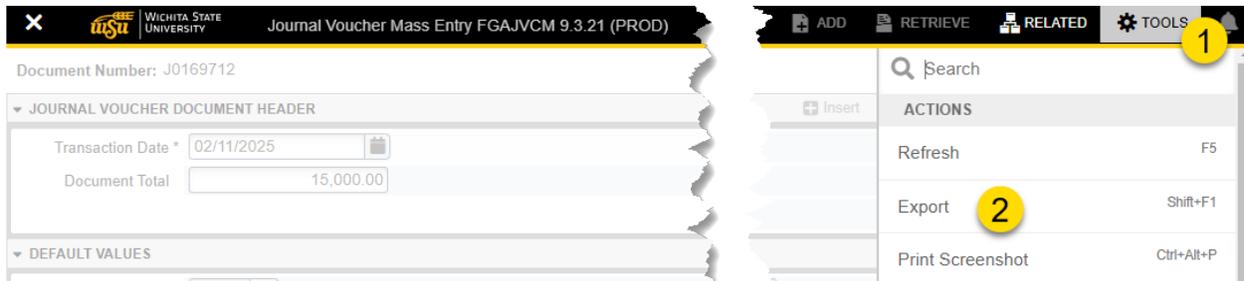
To review a summary of the detail lines, including a total of the absolute value of each line, navigate to FGIJSUM. From the Journal Voucher Detail section, click **Related**, then **Access Transaction Summary Info [FGIJSUM]**. This screen is helpful for ensuring the Document Total in the header section agrees to the sum of the amounts in the detail section.



The screenshot shows the 'Journal Voucher Mass Entry FGAJVM 9.3.21 (PROD)' interface. The document number is J0169712. The transaction date is 02/11/2025 and the document total is 15,000.00. The 'TOOLS' menu is open, showing options like 'Search', 'Print Journal Voucher [GJAPCTL]', and 'Access Transaction Summary Info [FGIJSUM]'. A yellow circle with the number '1' highlights the 'TOOLS' menu, and a yellow circle with the number '2' highlights the 'Access Transaction Summary Info [FGIJSUM]' option.

### Export Journal Voucher Detail

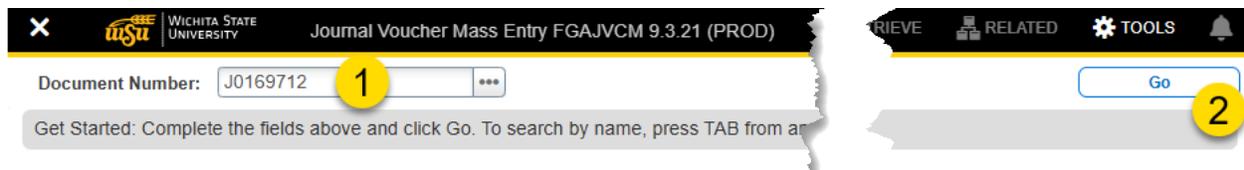
For further inspection in Microsoft Excel, the detail section can be exported. From the Journal Voucher Detail section, click **Tools**, then **Export** (Shift+F1).



The screenshot shows the same 'Journal Voucher Mass Entry FGAJVM 9.3.21 (PROD)' interface. The 'TOOLS' menu is open, showing options like 'Search', 'Refresh', 'Export', and 'Print Screenshot'. A yellow circle with the number '1' highlights the 'TOOLS' menu, and a yellow circle with the number '2' highlights the 'Export' option.

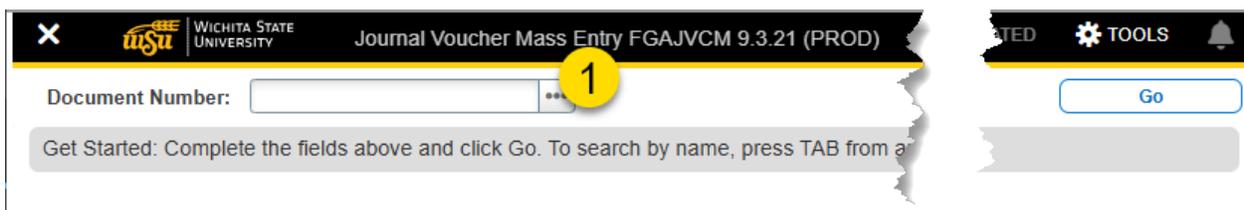
## Returning to an In-Process Journal Voucher

To return to an In-Process Journal, navigate to FGAJVM or FGAJVMCD. Regardless of which form the journal was originally created from, it can be edited or completed from either form. If you know the journal number, enter it in the Document Number field and click **Go**.



The screenshot shows the 'Journal Voucher Mass Entry FGAJVM 9.3.21 (PROD)' interface. The document number field contains 'J0169712'. A yellow circle with the number '1' highlights the document number field, and a yellow circle with the number '2' highlights the 'Go' button.

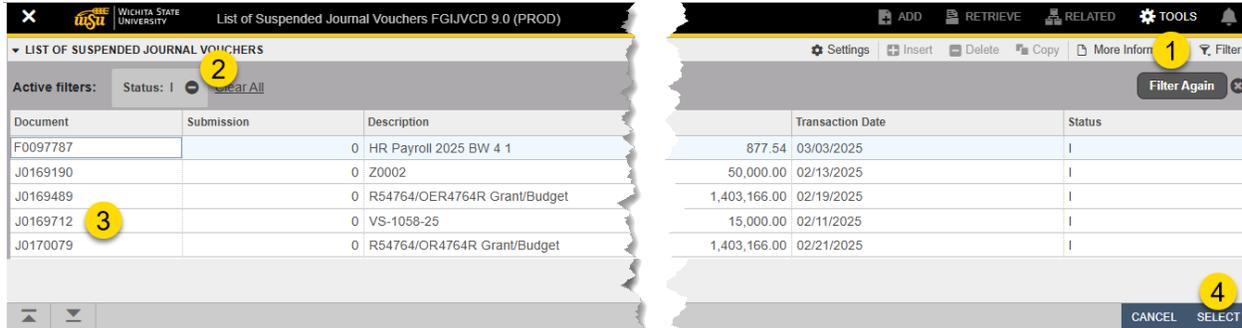
Otherwise, click the **ellipses [...]** next to the Document Number field to select the journal from the List of Suspended Journal Vouchers (FGIJVMCD).



The screenshot shows the 'Journal Voucher Mass Entry FGAJVM 9.3.21 (PROD)' interface. The document number field is empty. A yellow circle with the number '1' highlights the ellipsis menu next to the document number field.

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Next, click the **Filter** icon at the top right-hand corner of the screen and filter for [I]ncomplete journals. Select the line for the journal you want to return to, then click **Select**.

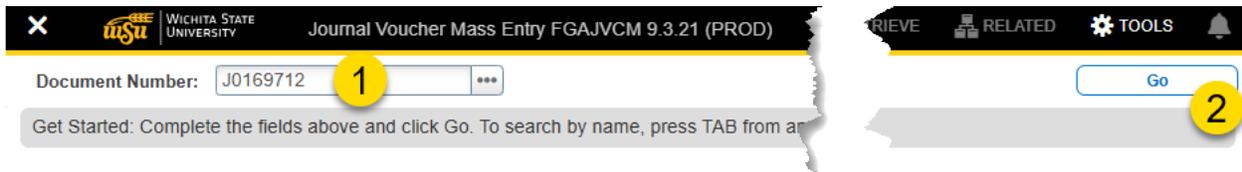


The screenshot shows the 'List of Suspended Journal Vouchers FGIJVC D 9.0 (PROD)' interface. The table lists several vouchers with their document numbers, submission dates, descriptions, transaction amounts, and dates. A yellow circle '2' highlights the 'Filter' icon in the top right corner. Another yellow circle '3' highlights the document number 'J0169712' in the table. A yellow circle '4' highlights the 'SELECT' button at the bottom right.

Document	Submission	Description	Transaction Date	Status
F0097787		0 HR Payroll 2025 BW 4 1	877.54 03/03/2025	I
J0169190		0 Z0002	50,000.00 02/13/2025	I
J0169489		0 R54764/OER4764R Grant/Budget	1,403,166.00 02/19/2025	I
J0169712		0 VS-1058-25	15,000.00 02/11/2025	I
J0170079		0 R54764/OR4764R Grant/Budget	1,403,166.00 02/21/2025	I

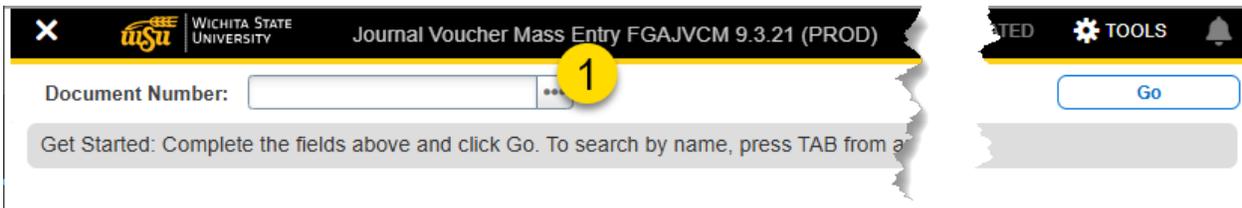
## Deleting a Journal Voucher

To delete a journal that is no longer needed, navigate to FGAJVC M or FGAJVC D. If you know the journal number, enter it in the Document Number field and click **Go**.



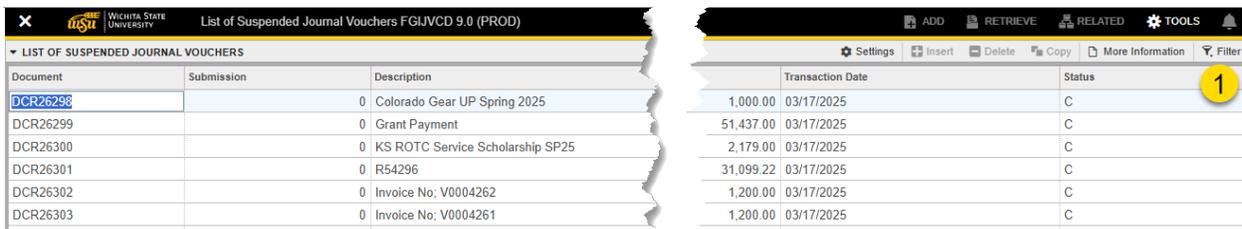
The screenshot shows the 'Journal Voucher Mass Entry FGAJVC M 9.3.21 (PROD)' interface. The 'Document Number' field contains 'J0169712'. A yellow circle '1' highlights the field, and another yellow circle '2' highlights the 'Go' button.

Otherwise, click the **ellipses [...]** next to the Document Number field to select the journal from the List of Suspended Journal Vouchers (FGIJVC D).



The screenshot shows the 'Journal Voucher Mass Entry FGAJVC M 9.3.21 (PROD)' interface. The 'Document Number' field is empty, and a yellow circle '1' highlights the ellipsis icon next to it.

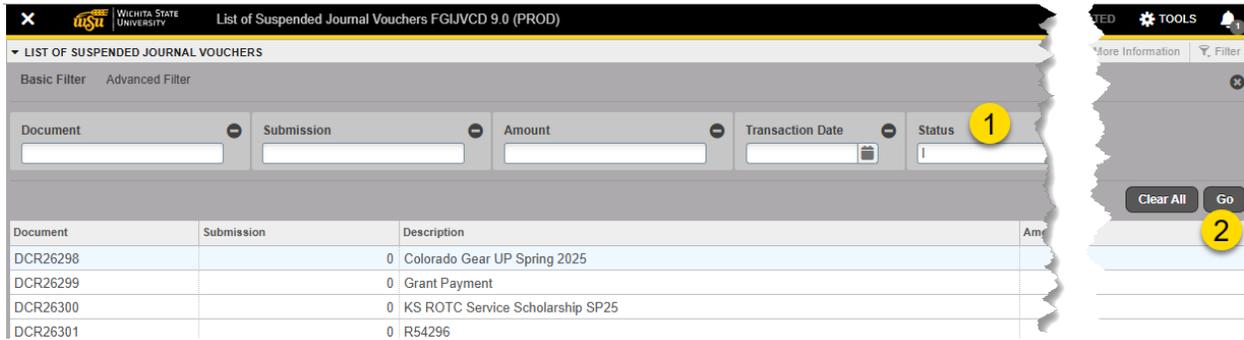
Next, click the **Filter** icon at the top right-hand corner of the screen and filter for [I]ncomplete journals.



The screenshot shows the 'List of Suspended Journal Vouchers FGIJVC D 9.0 (PROD)' interface. The table lists several vouchers with their document numbers, submission dates, descriptions, transaction amounts, and dates. A yellow circle '1' highlights the 'Filter' icon in the top right corner.

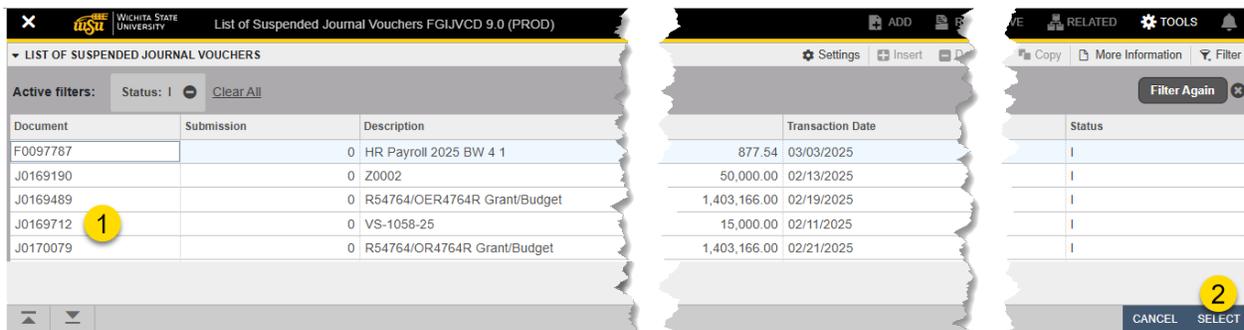
Document	Submission	Description	Transaction Date	Status
DCR26298		0 Colorado Gear UP Spring 2025	1,000.00 03/17/2025	C
DCR26299		0 Grant Payment	51,437.00 03/17/2025	C
DCR26300		0 KS ROTC Service Scholarship SP25	2,179.00 03/17/2025	C
DCR26301		0 R54296	31,099.22 03/17/2025	C
DCR26302		0 Invoice No; V0004262	1,200.00 03/17/2025	C
DCR26303		0 Invoice No; V0004261	1,200.00 03/17/2025	C

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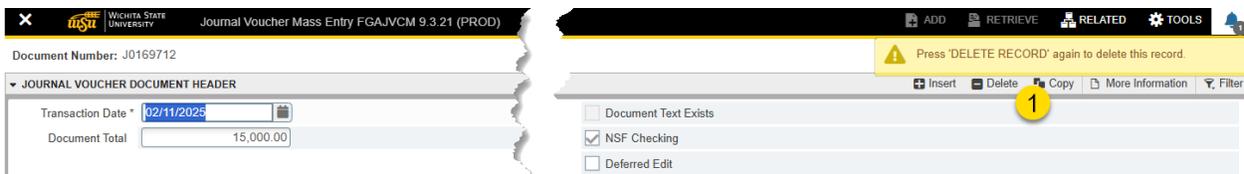


Select the line for the journal you want to delete, then click **Select**.

**Note:** To delete a journal that has been completed, it will first need to be rejected from the approval queue.



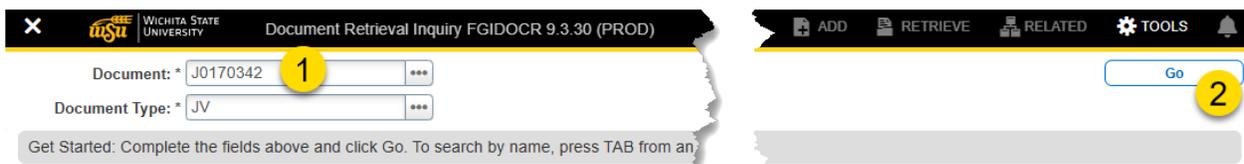
From the Journal Voucher Document Header, click the **Delete [-]** icon. A warning message will appear at the top right-hand corner of the screen: Press 'DELETE RECORD' again to delete this record. If you wish to proceed, click the **Delete [-]** icon again.



## JOURNAL INQUIRY

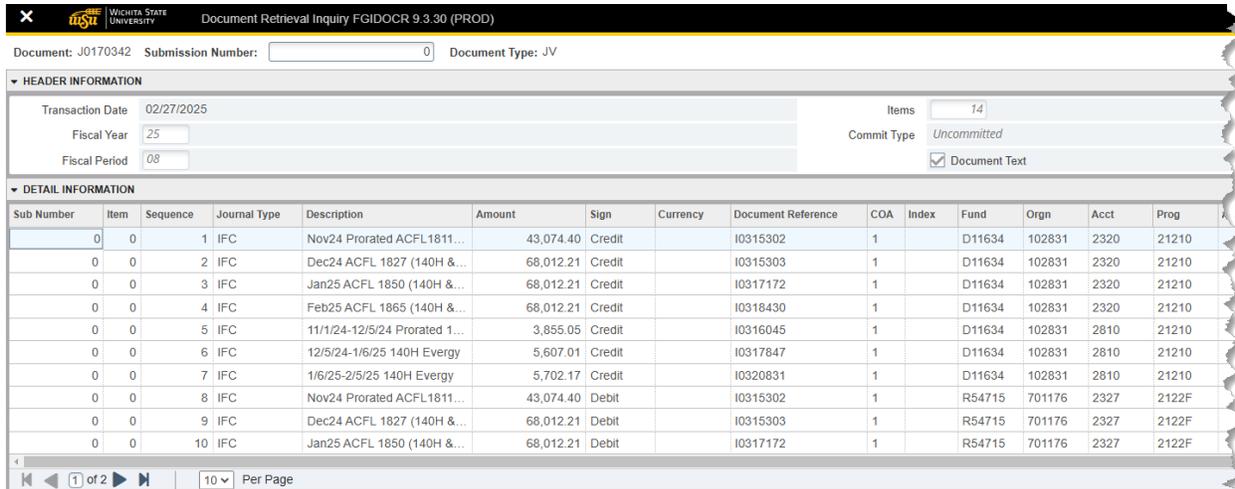
### Document Retrieval Inquiry (FGIDOCR)

To inquire on a posted journal within Banner, navigate to Document Retrieval Inquiry FGIDOCR. Enter the document number in the Document field, then click **Go**.



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This will display the document header and detail information for the journal voucher, as shown below:



Document: J0170342 Submission Number:  Document Type: JV

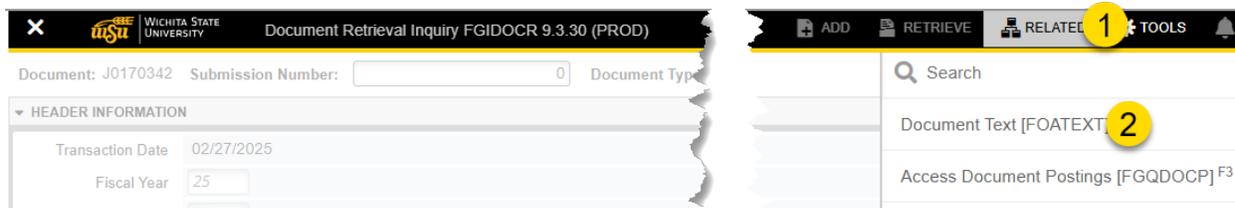
**HEADER INFORMATION**

Transaction Date: 02/27/2025 Items: 14  
 Fiscal Year: 25 Commit Type: Uncommitted  
 Fiscal Period: 08  Document Text

**DETAIL INFORMATION**

Sub Number	Item	Sequence	Journal Type	Description	Amount	Sign	Currency	Document Reference	COA	Index	Fund	Orgn	Acct	Prog
0	0	1	IFC	Nov24 Prorated ACFL1811...	43,074.40	Credit		I0315302	1		D11634	102831	2320	21210
0	0	2	IFC	Dec24 ACFL 1827 (140H &...	68,012.21	Credit		I0315303	1		D11634	102831	2320	21210
0	0	3	IFC	Jan25 ACFL 1850 (140H &...	68,012.21	Credit		I0317172	1		D11634	102831	2320	21210
0	0	4	IFC	Feb25 ACFL 1865 (140H &...	68,012.21	Credit		I0318430	1		D11634	102831	2320	21210
0	0	5	IFC	11/1/24-12/5/24 Prorated 1...	3,855.05	Credit		I0316045	1		D11634	102831	2810	21210
0	0	6	IFC	12/5/24-1/6/25 140H Evergy	5,607.01	Credit		I0317847	1		D11634	102831	2810	21210
0	0	7	IFC	1/6/25-2/5/25 140H Evergy	5,702.17	Credit		I0320831	1		D11634	102831	2810	21210
0	0	8	IFC	Nov24 Prorated ACFL1811...	43,074.40	Debit		I0315302	1		R54715	701176	2327	2122F
0	0	9	IFC	Dec24 ACFL 1827 (140H &...	68,012.21	Debit		I0315303	1		R54715	701176	2327	2122F
0	0	10	IFC	Jan25 ACFL 1850 (140H &...	68,012.21	Debit		I0317172	1		R54715	701176	2327	2122F

To view the document text, click **Related** then **Document Text [FOATEXT]**.



Document: J0170342 Submission Number:  Document Type: JV

**HEADER INFORMATION**

Transaction Date: 02/27/2025  
 Fiscal Year: 25

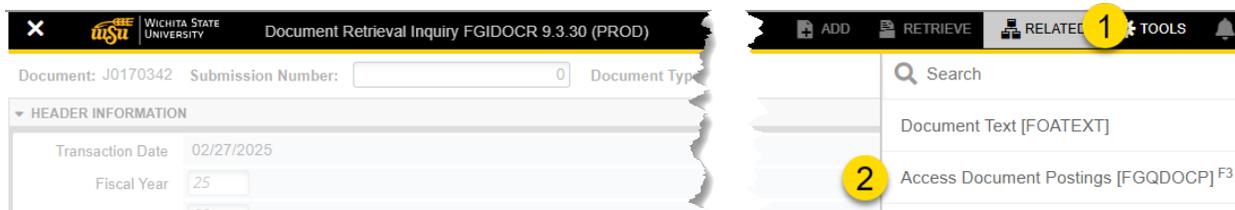
ADD RETRIEVE **RELATED 1** TOOLS

Search

Document Text [FOATEXT] **2**

Access Document Postings [FGQDOCP] F3

To view all ledger postings related to the selected transaction line, click **Related** then **Access Document Postings [FGQDOCP]**.



Document: J0170342 Submission Number:  Document Type: JV

**HEADER INFORMATION**

Transaction Date: 02/27/2025  
 Fiscal Year: 25

ADD RETRIEVE **RELATED 1** TOOLS

Search

Document Text [FOATEXT]

**2** Access Document Postings [FGQDOCP] F3

This will display all ledger activity related to the selected transaction line, including control accounts.



Document Number: J0170342 Document Type: JV Item Number: 1

**DOCUMENT POSTINGS**

Process Code	Ledger	Type	Field
G030	General	Uncommitted	DR
O030	General	Uncommitted	CR
O030	Operating	Uncommitted	YTD

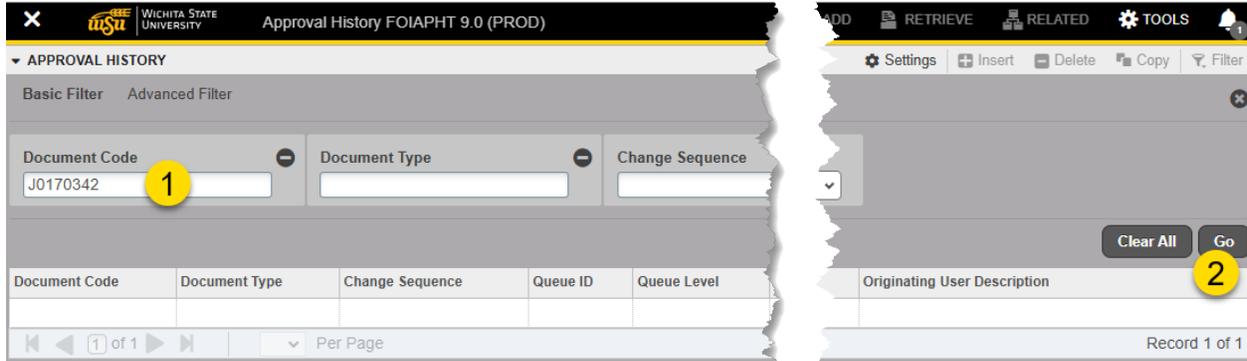
Line: 1 Rule Class: IFC Transaction Date: 02/27/2025 Fiscal Year: 25 Posting Period: 08

Debit/Credit	COA	Index	Fund	Orgn	Acct
43,074.40 Debit	1		D11634	102831	A10200
43,074.40 Credit	1		D11634	102831	XEXP00
-43,074.40 - Minus	1		D11634	102831	2320

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## Approval History (FOIAPHT)

To view completed or pending approvals for a journal voucher, navigate to Approval History (FOIAPHT). Enter the document number in the Document Code field, then click **Go**.



Approval History FOIAPHT 9.0 (PROD)

APPROVAL HISTORY

Basic Filter    Advanced Filter

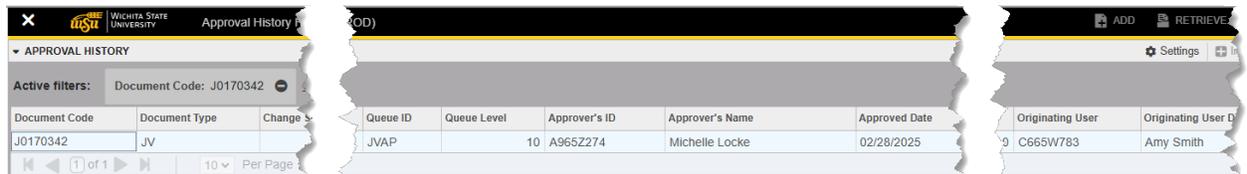
Document Code: J0170342 (1)    Document Type:    Change Sequence:

Document Code	Document Type	Change Sequence	Queue ID	Queue Level

Originating User Description: (2)

Record 1 of 1

This will display the originator and the recorded approvals, as shown below:

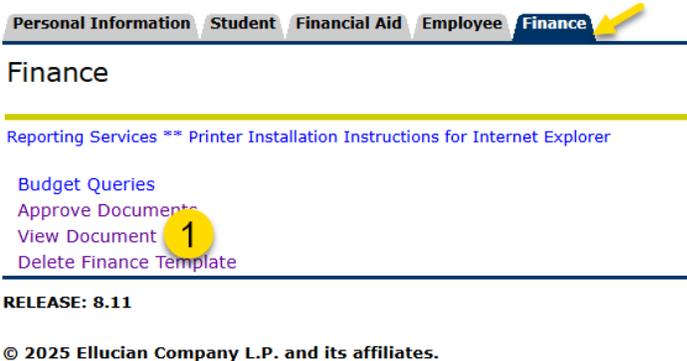


Active filters: Document Code: J0170342

Document Code	Document Type	Change S	Queue ID	Queue Level	Approver's ID	Approver's Name	Approved Date	Originating User	Originating User D
J0170342	JV		JVAP	10	A965Z274	Michelle Locke	02/28/2025	C665W783	Amy Smith

## Banner Self Service

To view a journal voucher in Banner Self Service, click **View Document** from the Finance menu.



Personal Information    Student    Financial Aid    Employee    **Finance**

Finance

[Reporting Services](#) \*\* [Printer Installation Instructions for Internet Explorer](#)

[Budget Queries](#)

[Approve Documents](#)

[View Document](#) (1)

[Delete Finance Template](#)

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### View Document

Select **Journal Voucher** from the Choose type menu, enter the document number in the Document Number field, click the **All** radio button under the Display Document/ Line Item Text header, then click **View document**.

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## View Document

To display the details of a document enter parameters then select View document. To display approval history for a document enter This enables you to perform a query and obtain a list of document numbers to choose from.

Choose type:  Journal Voucher Document Number   
 Submission#:  Change Seq#  Reference Number

### Display Accounting Information

Yes  No

### Display Document/Line Item Text

All  Printable  None

### Display Commodity Text

All  Printable  None

This will display the journal voucher in a user friendly, printable format, as shown below.

### Journal Voucher Header

Journal	Sub#	Status	Trans date	Activity date	User ID	Doc Total
J0170342		Posted	Feb 27, 2025	Feb 28, 2025	C665W783	524,550.52
Document Text: SNC award R54714 Mod 1 was executed on 11/11/24.						
This cost transfer includes lease costs paid to						
ACFL from 11/11/24 - 2/28/25 for 140H and Nosehuts						
It also includes electricity pd to Evergy for 140H						
11/11/24 - 2/5/25. These facility costs are in						
agreement and budget.						

### Journal Voucher Accounting

Seq#	Description							BudPd	Curr	Doc Ref	Accr	Bank	Deposit					
	COA	FY	Pd	Rucl	Index	Fund	Orgn						Acct	Prog	Actv	Locn	Proj	Total
1	Nov24	Prorated ACFL1811 (140H & NH)						08		I0315302								
	1	25	08	IFC		D11634	102831	2320	21210			43,074.40	C	N				
2	Dec24	ACFL 1827 (140H & NH)						08		I0315303								
	1	25	08	IFC		D11634	102831	2320	21210			68,012.21	C	N				
3	Jan25	ACFL 1850 (140H & NH)						08		I0317172								
	1	25	08	IFC		D11634	102831	2320	21210			68,012.21	C	N				
4	Feb25	ACFL 1865 (140H & NH)						08		I0318430								

## View Approvals

To view recorded and pending approvals, navigate to View Document as shown above, or click the **Back** button on your web browser.

If you use the Back button to return to the View Document screen, your previously used parameters should remain. Select **Journal Voucher** from the Choose type menu, enter the document number in the Document Number field, click the **All** radio button under the Display Document/ Line Item Text header, then click **Approval history**.

This will display completed approvals as well as pending approvals, as applicable. An example of a journal voucher with pending approvals is shown below.

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**Document Identification**

Document Number	J0170400	Type	Journal Document
Originator:	Z739N394	Daisy Cabrales	

**Approvals required**

Queue	Description	Level	Approvers
JALL	JOURNAL VOUCHERS - CATCH ALL	10	
			Michelle Locke
			Mandy Bowers-Minor
			Kristie Courtney
			Troy Bruun
JALL	JOURNAL VOUCHERS - CATCH ALL	30	
			Michelle Locke
			Mandy Bowers-Minor
			Kristie Courtney
			Troy Bruun

✓ No approvals have been recorded for this document

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## BEST PRACTICES

### JOURNAL VOUCHER DOCUMENT NUMBERING

The best practice for journal voucher numbering is to allow Banner to automatically assign the next one-up document number. Numbering conventions for both manual and system generated journal vouchers are outlined in the table below.

Type	Convention	Description
<b>Manual</b>	ADB#####	AR staff manually assigns the next number in this sequence to record receipt of interest on state treasury deposits that are dual entered in Banner and SMART using rule code CR2.
<b>System Generated</b>	BB[FY]#####	Banner automatically assigns the next number in this sequence to record beginning balances of budgets for life-to-date funds as part of the fiscal year-end close process.
<b>System Generated</b>	BE[FY]#####	Banner automatically assigns the next number in this sequence to record beginning balances in the encumbrance ledger as part of the fiscal year-end close process.
<b>System Generated</b>	BGG[FY]###	Banner automatically assigns the next number in this sequence to record beginning balances in the general ledger as part of the fiscal year-end close process.
<b>Manual</b>	DCR[FY]###	AR staff manually assigns the next number in this sequence (DCR + 2 digit fiscal year + 3 digit sequence) to record cash receipts that are dual entered in Banner and SMART using rule code CR2.

<b>Manual</b>	DJV#####	AR staff manually assign the next number in this sequence to record wire transfers from WSU's local bank to the state treasury using rule code JV4.
<b>System Generated</b>	EJ#####	Banner automatically assigns the next number in this sequence to record encumbrance liquidations, including relief of a blanket order encumbrance upon entry of a release order originating from Wu-Buy.
<b>System Generated</b>	F0#####	Banner automatically assigns the next number in this sequence for transactions that are Fed from subsidiary ledgers including the payroll ledger, the student AR subledger, and application of payments through the grants AR subledger.
<b>System Generated</b>	G0#####	Banner automatically assigns the next number in this sequence for transactions originating from Banner delivered processes within the Grants module.
<b>System Generated</b>	JC#####	Banner automatically assigns the next number in this sequence for transactions originating from the Banner custom process related to telecom charges.
<b>System Generated</b>	JN#####	Banner automatically assigns the next number in this sequence for journal vouchers submitted through the Document Upload Process (FUPLOAD).
<b>System Generated</b>	JP#####	Banner automatically assigns the next number in this sequence for transactions originating from the Banner custom process related to Post Office charges.
<b>Manual</b>	JR#####	For a journal voucher that is a straight reversal of an existing posted journal voucher (i.e., no changes to the FOAPAL elements or amounts), it is appropriate to use this numbering convention, with the last six characters corresponding to the last six characters of the original journal voucher.
<b>System Generated</b>	JS#####	Banner automatically assigns the next number in this sequence for transactions originating from the Banner custom process related to charges from Shocker Printing and Promo Solutions.
<b>System Generated</b>	JV#####	Banner automatically assigns the next number in this sequence for transactions originating from the Chrome River p-card module.
<b>System Generated</b>	M0#####	Banner automatically assigns the next number in this sequence for transactions originating from Banner delivered processes within the Fixed Assets module.

## DOCUMENT REFERENCE VALUES

The best practice for assigning reference document numbers to manual journal documents varies depending on the type of original document. Recommend reference document conventions depending on the type of transaction are outlined in the table below.

Reference Transaction Type	Rule Class	Recommended Reference Document Format
<b>P-card charge</b>	PEX	JV##### N##### (non-travel) JV##### T##### (travel)
		The JV document number is the original journal voucher generated by the p-card interface from Chrome River. The N or T number is the reference number associated with the specific expense report included in the selected journal.
<b>Cash receipt</b>	WA1	F0##### 1#####
	WA2	
	WA3	
	WB1	
	WB2	
<b>General journal</b>	WB3	The F document number is the original journal voucher generated by the AR subledger feed to finance. The 1 reference number is the receipt number associated with the specific receipt.
	Misc	J#####
<b>Vendor payment</b>	INNI INEI	I0##### (Chrome River Invoice and Banner) TE##### (Chrome River Travel & Expense reimb) WB##### (Wu-Buy Invoice) S##### (Student refunds)
		For a correction to a vendor payment, including employee and student refunds processed through AP, the invoice number should be included in the reference document number field. While it may also be informative to include the PO/ encumbrance number and/ or the voucher number, the invoice number is critical for associating the journal to the original transaction recorded in the operating ledger. The PO and/ or voucher number may be included in the reference document field along with the invoice number, or alternatively they may be included in the document text.

## CORRECTIONS AND RESEARCH COST TRANSFERS

General best practices for journal entries that represent corrections and research cost transfers are as follows:

### Journal Voucher Header

Journal	Sub#	Status	Trans date	Activity date	User ID	Doc Total
J0170342	1	Posted	Feb 27, 2025	Feb 28, 2025	C665W783	524,550.52
Document Text: SNC award R54714 Mod 1 was executed on 11/11/24.						
This cost transfer includes lease costs paid to						
ACFL from 11/11/24 - 2/28/25 for 140H and Nosehuts						
It also includes electricity pd to Evergy for 140H						
11/11/24 - 2/5/25. These facility costs are in						
agreement and budget.						

### Journal Voucher Accounting

Seq#	Description								BudPd	Curr	Doc Ref	Accr	Bank	Deposit					
	COA	FY	Pd	Rucl	Index	Fund	Orgn	Acct						Prog	Actv	Locn	Pror	Total	D/C
1	Nov24	Prorated ACFL 1811 (140H & NH)	08					08			I0315302								
	1	25	08	IFC	D11634	102831	2320	21210					43,074.40	C	N				
2	Dec24	ACFL 1827 (140H & NH)	08					08			I0315303								
	1	25	08	IFC	D11634	102831	2320	21210					68,012.21	C	N				
3	Jan25	ACFL 1850 (140H & NH)	08					08			I0317172								
	1	25	08	IFC	D11634	102831	2320	21210					68,012.21	C	N				
4	Feb25	ACFL 1865 (140H & NH)	08					08			I0318430								

- Document Number.** Unless the correction is being processed via Journal Voucher Upload (FUPLOAD), in which case a JN##### number will be automatically assigned, allow Banner to automatically the next journal number in the J0##### sequence.
- Rule Code.** Whenever possible, corrections should be processed using rule code IFC. At times, a correction must be recorded in Banner only and not interfaced to SMART. In these limited circumstances, use rule code NKS.
- Document Text (FOATEXT).** Include FOATEXT to explain the need for the correction. Avoid language that indicates that a cost transfer may be unallowable or unallocable to the award to which it is being charged. For example, there should not be an indication that a cost is being transferred from one award to another award because the period of performance of the first award has ended (unless the second award is a continuation of the first), or that a cost is being transferred from one award to another award because it was disallowed on the first.
- Line Description.** To aid in associating the original transaction with the correction within the operating ledger, use the same transaction description (line by line) as the original transaction.
- Document Reference.** Use the document reference number that is applicable based on [Document Reference Values](#), above.
- Encumbrance Number:** For corrections to transactions related to an encumbered purchase (purchase order), enter the Encumbrance Number at FGAJVC. To save a journal with an Encumbrance Number, a valid item and sequence number must also be populated at FGAJVC. This is particularly critical for adjustments impacting capital outlay accounts.

## ACRONYMS & BANNER FOMS

<b>Acronym</b>	<b>Definition</b>
<b>FGAJVCM</b>	Journal Voucher Mass Entry
<b>FGAJVCD</b>	Journal Voucher Entry
<b>FGIDOCR</b>	Document Retrieval Inquiry
<b>FOIAPHT</b>	Approval History
<b>SMART</b>	Statewide Management, Accounting & Reporting Tool (the State's accounting system)
<b>SoK</b>	State of Kansas