

Please review the Accounting Services Decision Tree to confirm the Account Codes you intend to use in your Journal Voucher. The Decision Tree can be found at <https://wp.wvu.edu/acctsvcs/2016/07/25/accounting-services-decision-tree> (or by Googling: wvu accounting services decision tree)

I. Prepare Attachments – scanner and computer

- a. Scan the documents and confirm the folder on your computer where they are saved

II. Create and Submit JV - Banner

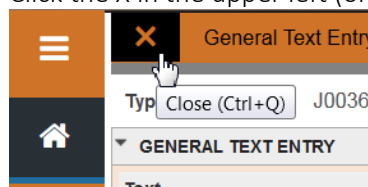
- a. Open a Banner session
- b. Type FGAJVCD, or FGAJVCM, and press enter
 - i. If an Approvals Notification page opens, exit it
- c. The Journal Voucher Entry page should open. Make sure all fields are blank and alt-page-down
- d. If it is near the end of the month, change the transaction date to an early date in next month. Otherwise, leave what defaults.
- e. In Document Total, type the amount of the JV and press tab. The amount of the JV is the sum of all the entries without a + or – in front.

Document Text

- f. Click “Related” then “Document Text”
 - i. Type the explanation for why the transactions are needed.
 - Please do not just describe what the transactions are.
 - You do not need an explanation line per transaction line on the JV.
 - The explanation will usually, generally apply to all the transactions on the JV.
 - The explanation should usually not be the same as the description you will type (see step m below).

examples:

 1. instead of “move pcard transactions”, type something like “pcard transactions posted prior to review/approval; JV corrects from E999 to appropriate expense code”
 2. Instead of “support to program”, type something like “Department support for World Issues Forum Speaker”
 - ii. For each line you type, click the box in the “Print” column
 - iii. Press F10 to save
 - iv. Click the X in the upper left (or Control-Q) to exit the Document Text



Line Items

- g. Alt-page-down
- h. Press tab so Sequence number auto-fills (do not type in this field)
- i. In Journal Type, type J089
- j. Type in the first budget string
Required fields:
 - COA, Index, Acct

or

 - COA, Fund, Orgn, Acct, & ProgOptional fields:
 - Actv & Locn
- k. In the Amount field, put in the dollar amount for that particular budget string

- l. In the Debit/Credit field type C or D and/or select Credit or Debit, depending on whether the budget string needs to be debited or credited
To increase revenue (H--- or G---), credit (to decrease revenue, debit)
To decrease expense (E---), credit (to increase expense, debit)
- m. In the Description field, type a very brief description of that specific transaction – this is what will print on budget reports
- n. *If you are in fgajvcd, you have the option of a Document Reference field.*
The Document Reference field is a good place to reference the document that created the need for the JV (such as a PCD document # or a prior JV or an Invoice #)
This may be left blank
- o. Press F10 to save
- p. To enter a new line, press the down arrow (or F6) then enter another line starting with step **h**. Repeat for as many transactions as you need.

Review your items

- q. After you have entered all your line items, and pressed F10, you should review your entries:
 - i. Click Related
 - ii. Click Access Transaction Summary Info
 - iii. Review the entries
 - iv. Confirm the Document Total at the top of the screen is the same as the Total at the bottom right of the screen
 - v. Exit the review screen by clicking the X in the upper left

Complete the document

- r. Alt-page-down
- s. Write down your document # (it should be visible in the upper left of your screen)
- t. Click Complete

III. Attach Attachments – OnBase

- a. Along the top navigation ribbon click Import. For the OnBase Unity Web click (the hamburger) and select Import Document.
- b. In the left navigation, click the Document Type drop down arrow and select ACCTG – Journal Voucher.
- c. Enter Journal Voucher Number (required) and other keyword data as needed.
- d. Select a file to import
 - i. Click Browse on the top navigation.
 - ii. Or drag and drop files into the preview area.
- e. Preview the file.
- f. Click import. Or click cancel if the wrong file was imported.
- g. Repeat steps 4 through 6 until all documents are uploaded.
- h. Close the window to log out.

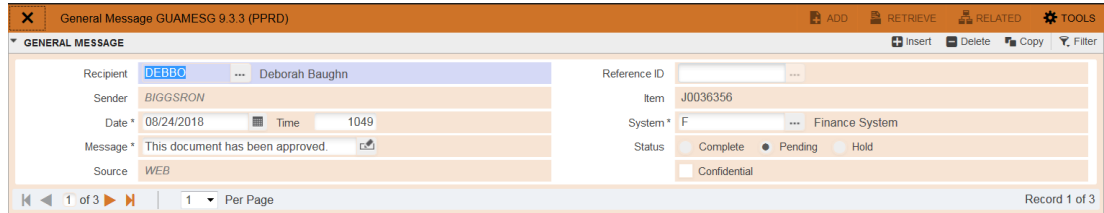
IV. Review JV for Approval Status – Web4U

- a. From MyWestern, go to Web4U
- b. Click the Finance tab
- c. Click View Document
- d. In the Choose Type box, from the drop down menu, click on Journal Voucher
- e. In the Document Number box, type your document number (example: J0001111)
- f. Click Approval History in the bottom left of the screen
 - i. Here you can see if there are still any approvals required and you can see Approvals recorded.
 - ii. Approvals required means that person has not yet approved or disapproved the document
 - iii. Approvals recorded shows who has approved or disapproved the JV. If the LAST person (by date) in the Approvals recorded table has DENY in the Queue column, this means that

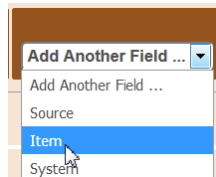
person disapproved the JV. Go to step V of these instructions to review Banner messages and take corrective action.

V. Review Messages – Banner

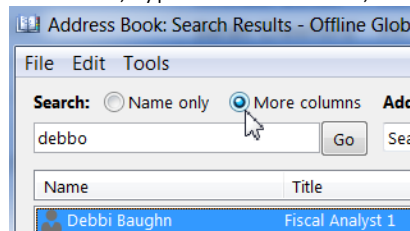
- a. Open a Banner session
- b. Type GUAMESG and press enter
- c. The screen will look similar to this:



- d. Press F7 to begin a search
- e. From the drop down box “Add Another field”, select Item



- f. In the Item field, type your JV # then press F8 to execute the query (or click Go)
- g. You will often get multiple message regarding the same JV. Use arrow keys or the arrows on the screen to find the disapproval message
- h. Click the pencil icon beside the message to expand the view and see the entire message. Take note of how the approver is asking you to edit the JV. If you have additional questions, please contact the “Sender”.
 - i. The “Sender” is recorded as a user’s ID. If you cannot identify the person’s name from their user ID, you can go to Outlook, select Address Book, change the search to “More columns”, type the user name, then click Go:



- i. Click Cancel to exit the message
 - j. Click the Complete button under the message then press F10 to save
 - i. Repeat for every message
 - k. Click the X in the upper left to exit
- l. If the JV needs editing, proceed to step VI – Fix/Correct JV

VI. Fix/Correct JV and Resubmit – Banner

- a. Open a Banner session
- b. Type FGAIJCD, or FGAIJCM, and press enter
- c. In the Document Number box, type your Document # (example: J0001111)
- d. Alt-page-down
- e. If you need to edit the date or document total, correct them here
- f. If you need to correct the document text:
 - i. Click Related
 - ii. Click document text
 - iii. Edit text as needed
 - iv. Press F10 to save the changes

- v. Click the X in the upper left to exit the document text
- g. Alt-page-down
- h. If you need to edit anything with one/some of the entries:
 - i. Use the down/up arrows to find the desired entry
 - ii. Type in the correct info
 - iii. Press F10 to save
- i. Alt-page-down
- j. Click complete to resubmit the JV for approvals
- k. Go back to step IV to check on your JV status