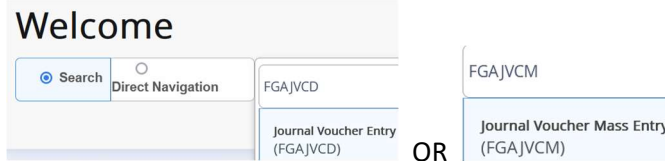


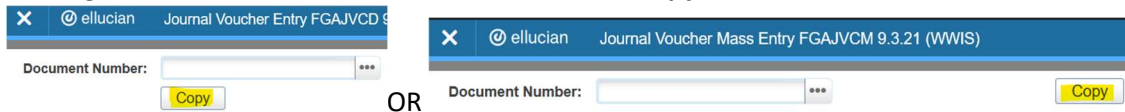
Copying Data From or Reversing an Existing Journal Voucher (JV)

When creating a Journal Voucher (JV) in Banner, it is possible to save time by copying the data from a previously Approved JV. You may also correct an erroneous JV by “reversing” the JV through the same process. See instructions on how to do so below...

1. Log into Banner
2. At the Go To prompt type the JV entry screen you prefer (**FGAJVD** or **FGAJVCM**) and press Enter



3. Leaving the *Document Number* field blank, click the “**Copy**” button



4. A “Copy” prompt box will pop up
 - 4a In the **Copy From** area, fill in the *Document Number* with the Journal Voucher (JV) number you Wish to Duplicate
 - 4b In the **Copy To** area, tick the box to the left of *Copy Text*

Transaction Date* needs to be a Date in the current month

If you are trying to **REVERSE** the already posted JV (if that JV was an error):

tick the box left of Reverse JV; otherwise, leave that box un-checked

- 4c Click OK

The image shows a dialog box titled 'Copy FGAJVD 9.3.23 (WWIS)'. It has two main sections: 'Copy From' and 'Copy To'. In the 'Copy From' section, the 'Document Number' is 'J005XXXX' and 'Submission *' is '0'. In the 'Copy To' section, the 'Document Number' is blank, and the 'Transaction Date *' is '04/29/2024'. There are two checkboxes: 'Reverse JV' (checked) and 'Copy Text' (checked). At the bottom right, there are 'OK' and 'Cancel' buttons.

5. Banner will assign a new Journal Voucher (JV) number
Proceed with updating all areas of the JV with current information

Be sure to:

Confirm Document Total

Review/Update the *document text* (Related/Document Text FOATEXT see print screen below)

Journal Voucher Entry FGAN/CD 9.3.23 (WWS)

Document Number: J0049391 Submission Number: 0

JOURNAL VOUCHER DOCUMENT HEADER

Transaction Date: 06/30/2022

Document Total: 800.00

Distribution Total: []

Document Status: Incomplete

NSF Checking []

Defer Edit []

Create Source []

Banner []

Document Text Exists []

**Review Fast Index/Fund, Accounting Codes and Amounts
Review/Update the *Description* of that transaction**

JOURNAL VOUCHER DETAIL

Status: Postable Sequence: [] Journal Type: J089 Interchart Cash Transfers (D)

COA: 1 Western Washington University

Index: FSMCL Modern Classical Lang Prog Support

Fund: 23144 Mod/Class Lang Dept Program Support

Orgn: 3381 Mod and Class Lang - Lit Dept

Acct: E214 Speaker/Performer Expense

Prog: 011MCL Modern & Classical Language

Actv: LASMCL Latin American Studies

Lock: []

Project: []

Percent: []

Amount: 400.00

Debit/Credit: Credit

NSF Override []

Description: ACS sponsorship for LAS speaker

Bank Code: 30

Deposit: []

Encumbrance Number: []

Item Number: []

Sequence: []

Action: (None)

Commit Type: []

Document Reference: []

Budget Period: []

Accrual Indicator: []

Currency: []

Gift Date: []

Number of Units: []

COMPLETION

Complete In Process

- When all the data in the "Copy JV" or "Reverse JV" is correct, alt page down or F10 to the completion of the screen and click complete

COMPLETION

Complete In Process

- Attach/import Journal Voucher backup documentation into Onbase