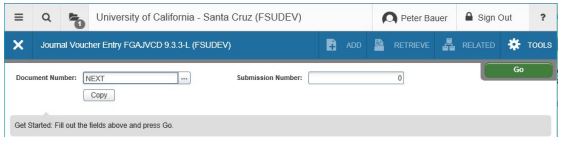
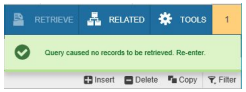
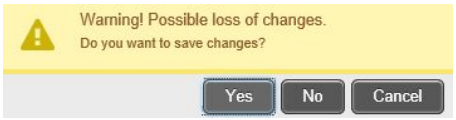
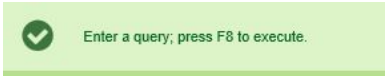
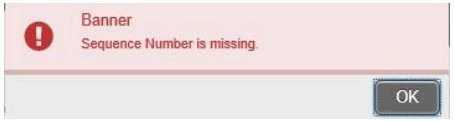
UCSC Banner 9 Navigation - Journal Vouchers
Important Changes to Journal Voucher Input (FZAJVCD and FZAJVEL)

FUNCTION	CHANGE	User Action
CREATE NEW JOURNAL		
Create a new journal via Go button or Alt-PgDn 	Message appears: 	**Key Tab** to close message, proceed with journal creation
ADD DOCUMENT TEXT		
Add Document Text (FOATEXT) via Related Menu 		Enter Document Text, save (F10) then exit back (Ctrl-Q) back to FZAJVCD/EL JV Document Header
JOURNAL VOUCHER DETAIL		
Go to Journal Voucher Detail section via Go Button or Next Section icon or Alt-PgDn.	Blinking Cursor appears in Sequence field: 	**Key Tab** to generate **Sequence** number, then enter your information per standard process.
To Copy Current Record or F4. **Note:** it is longer necessary to insert a record before copying. If you DO insert a record and then copy, a warning message will appear: Ignore this message, key Tab to close it, then proceed with sequence creation.	Blinking Cursor appears in Sequence field: 	**Key Tab** to generate Sequence number.
Debit/Credit/Plus/Minus Indicator Enter D, C, + or - for your Debit/Credit indicator.		

Debit/Credit C Credit Note that the Drop-Down men from Banner 8 is no longer in Banner 9.		
FGIJSUM TRANSACTION SUMMARY		
Select FGIJSUM from Related Menu 		View records, then exit back (Ctrl-Q) to FZAJVCD/EL
PRINT JOURNAL VOUCHER		
Select GJAPCTL from Related Menu 		Complete FZRPTJV, then exit back (Ctrl-Q) to FZAJVCD/EL
ERRORS The following data entry behavior will cause errors in your journal	**IMPACT**	**CORRECTING THE ERROR**
Accidental insert (F6/Arrow Down) followed by TAB	Upon Save/Arrow Up/Arrow Down: 	1) Key F7  2) Click 'No'  3) Key F8 Error records will be gone. Continue with data entry.
Insert (F6) then Copy (F4)		TAB to Journal Type field. Continue with data entry.
Failure to tab from **Sequence** to Journal **Type**	Upon Save/Arrow Up/Arrow Down: 	Click OK on error message. Place cursor in Sequence field TAB to Journal Type field. Continue with data entry.