Welcome to FIS Journal Voucher Training

- Today we will cover:
  - Definition of TOE
  - Preparation of the Journal Voucher
  - Rule Codes
  - Approvals
  - Various methods of querying
  - Printing Journal Vouchers
  - Office of Record policies

Web Addresses:

- FIS Training Manual
  – http://finaff.ucsc.edu/banner/00Contents.html

- Planning and Budget Homepage
  – http://planning.ucsc.edu

What is a TOE ?

- Transfer of Expense (TOE) Journals are used primarily to correct errors made on previous transactions such Invoices or other Journals.

- They move an expense from the incorrect accounting FOAPAL (C) to a correct accounting FOAPAL (D).

- **Remember** because it is an Expense, taking it away is a Credit and adding it is a Debit.

What is a TOE (cont.)
Recharges

- TOEs are also used for Recharges

  - A Recharge is where one unit within UCSC charges another unit for goods or services.

FZAJVCD- Journal Voucher Entry Page

FZAJVCD- Journal Voucher Entry Page

- FIS Banner input screen for all journal vouchers (except encumbrance liquidations).

- Page has 3 Sections:
  Header Section (includes Document Text)

  Transaction Detail Section

  Completion Section

FZAJVCD Header Section

- As with other Banner pages, the Journal **Document #** is automatically assigned.

- **Activity Date** will always default to current date – It can be changed to a prior period if that period is still open (month is open 7 working days after end of month).

FZAJVCD Header Section

FZAJVCD Header Section continued…

- **DOCUMENT TOTAL** = the absolute value of the journal = total of all Debits and all Credits (irrespective of sign (+/-, D/C)).

- **DOCUMENT TEXT (FOATEXT)** is required for most rule codes. Doc cannot be completed without it – Specific requirements are listed on *Quick Reference* Cheat Sheet.

FZAJVCD **Header Section continued…**

- DOCUMENT TEXT is accessed from the RELATED Drop-down Menu:
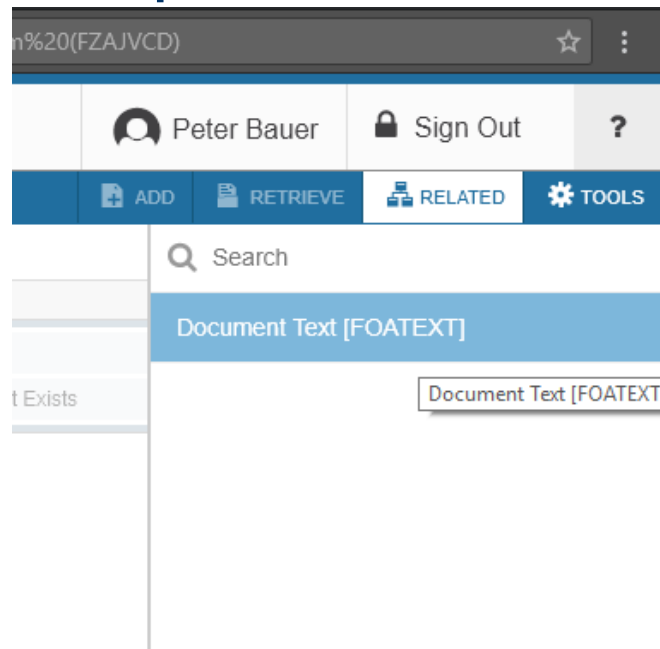
FZAJVCD Header Section / Document Text continued…

FZAJVCD Transaction Detail Section

FZAJVCD Transaction Detail Section RULE CODES

Rule Codes let FIS Banner know how to process a transaction.

- **XTOE – Regular Transfer of Expenses** used primarily to correct keying and other errors which caused an expense to be put in the wrong FOAPAL.
  - Approved at the Department/Division level

- **XEQT – Equipment Transfers** – Used with Account Codes 007xxx. Primarily used to correct Fixed Assets coding errors.
  - Routes through Equipment Management for approval

FZAJVCD Transaction Detail Section RULE CODES continued…

- **XJVB – Balance Sheet Accounts** – Accounts that start with 1xxxxx.
  - Not widely used
  - Routes to General Accounting for approval

- **XECG – Contract and Grant Funds** – Funds that start with CGxxxxx.
  - Not widely used
  - Routes to General Accounting for approval

FZAJVCD Transaction Detail Section RULE CODES continued…

- **XEPT (Construction)**
  - Only with Organization Codes 9XXXXX
  - Routes to Plant Accounting for approval

- **XPRA – (Payroll)**
  - Only with Account Codes PXXXXX
  - Must contact Payroll for authorization
  - Routes to General Accounting for approval
  - Only used in very special situations

FZAJVCD Transaction Detail Section RULE CODES continued…

- ALWAYS REMEMBER

  One Rule Code per Journal.

FZAJVCD Transaction Detail Section FOAPAL

- **FOAPAL** stands for
  - FUND – where the money is coming from
  - ORGANIZATION – whose money it is
  - ACCOUNT – what it is for (Ex: Office Supplies, Services, etc.)
  - PROGRAM – a 2-digit # used for reporting to Office of the President (UCOP)
  - ACTIVITY – what project it is charged to within an Organization
  - LOCATION – like Activity Code but currently only used by Physical Planning and Construction

FZAJVCD Transaction Detail Section Debit/Credit

- Enter a C for Credit or a D for Debit for Transfer of Expense JVs, or a plus (+) or minus (-) for Budget (XTOF) JVs, as appropriate.

FZAJVCD Transaction Detail Section Description and Doc Reference

- **DESCRIPTION** – remember that monthly ledgers will not see both the debit and credit side of a journal document so use the Description Field to indicate what the other side of the transaction does.
EXAMPLE: If a journal moves an expense from one Org to another indicate the other Org in this field so you will know where the money went.

- **DOCUMENT REFERENCE** – Usually the source document for transaction (Invoice, another JV) or a unit-defined code (e.g. Print Services recharge #)

FZAJVCD Transaction Detail Section: FGIJSUM Transaction Summary

- **FGIJSUM** Accessed from RELATED Menu
  - Provides JV Document totals
  - Is useful in reviewing journals with a large number of sequences
  - Is also useful in finding errors when your journal is out of balance
  - Is accessible in RELATED menu from FZAJVCD or as a stand alone page

FZAJVCD Error Messages/Postable Status

FZAJVCD will show error and warning messages when data has been incorrectly entered, e.g.

Banner
❗ Error on ACCT_CODE, edit code 4452: Inventorial equipmt acct codes (xx7xxx series) not allowable with rule code XTOE

OK

Banner
❗ Error on Process I061: Transaction sign and "I" process are not consistent.

OK
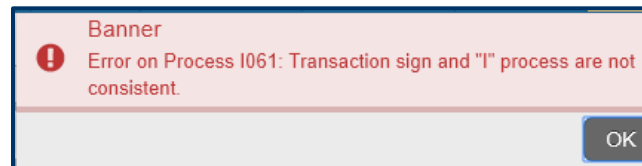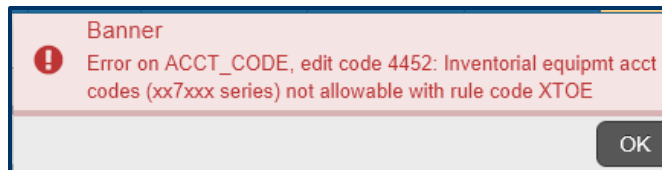
Sequence Status will be **Error**

▼ JOURNAL VOUCHER DETAIL

Status	Error	Sequence	1

You must acknowledge such messages and correct any errors so that Sequence Status becomes **Postable** before you can proceed with journal processing.

▼ JOURNAL VOUCHER DETAIL

Status	Postable	Sequence	1

FZAJVCD Completion Section

- **COMPLETION**
  - Click the Completion button to complete your JV. It will then route to one or more Approval Queues for approval or disapproval.

- **IN PROCESS**
  - Click the In Process button if you wish to exit your JV without completing it so you can re-enter via FZAJVCD at a later time.

FZAJVCD Deleting an Incomplete JV

- If you have entered a JV in error and have not completed it, you can delete your JV as follows:
  - Enter your incomplete JV # into FZAJVCD, key Control-Pagedown
  - Key Shift-F6 twice or click the Delete button twice
  - Message Displays 'All header and detail records will be deleted' – Click OK
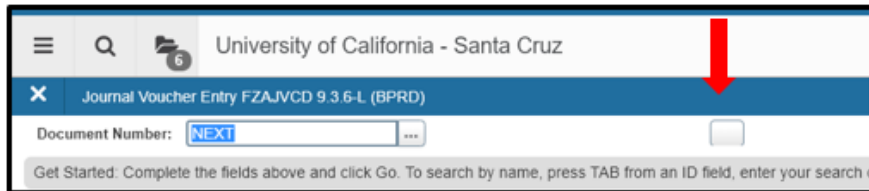 - Your JV is now deleted

FZIJVCD   Locating an Incomplete or Complete but Unapproved JV

- Lists unapproved Journal Voucher both Complete and Incomplete.
- To find a journal or group of journals when you don't know the JV Doc #, you can query on Amount, Date, or User Id.
- This is helpful:

  1) If you exit a Journal and forget to write down the doc #.

  2) If you want to see if you have any outstanding journals that need to be approved.
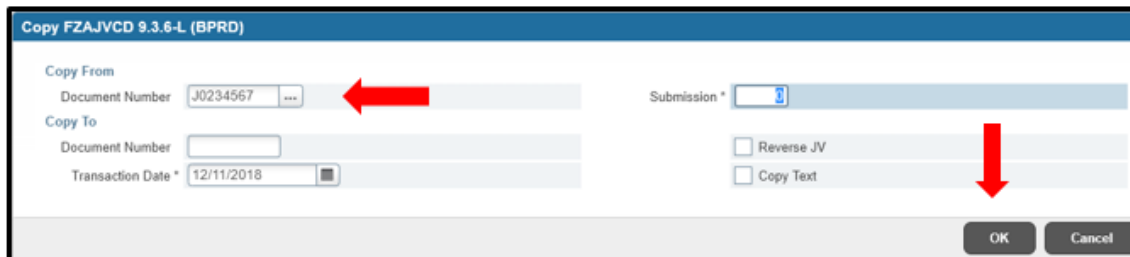
FZAJVCD Copying a Journal Voucher

FIS Banner allows existing journal vouchers to be copied and/or reversed. You can use this feature to reverse incorrect journals or copy frequently-used journal data.

1) In FZAJVCD, click on blank button (right of Doc # field:

2) Enter doc # of JV you wish to copy, then click OK.

Do not copy journal vouchers containing rule codes you do not have permission to access. You will not be able to complete.

TOE Exercises

APPROVALS FOAUAPP
User Approval

- If you are an approver, you can Approve or Disapprove documents that are in your Approval Queue with this screen.
- You also have the ability to view the document by clicking on Detail.
- You can look at Approval History by going to Related-Approval History-FOIAPHT.
- You can look at what other approvers have the ability to approve the same doc by clicking on Queue.

APPROVALS FOAAINP
Document Approval

- This page shows you what queues your document is in.

- If there are multiple levels or multiple departments involved, these will be indicated on the page.

- For multiple levels only the highest level must have approval.

APPROVALS FOIAPHT
Approval History

- This page shows you who created the document – Originating User.

- It also shows you who Approved or Disapproved the document and which level of approval they have.

APPROVALS FOADOCU
Document By User (Self-Denial)

- With this page, you can Deny your own documents.

- This means, if you complete a document and then realize there was an error, you can go into FOADOCU and deny it. This will open it up so you can go in and fix it.

- This alleviates the need to ask an approver to disapprove it and saves lots of time.

- You cannot use this feature if you have implied approval.

Query Page - FGIBDST

- In the Query page FGIBDST:
  - TOEs post to the Financial Ledger and show in the YTD column.
  - TOFs post to the Budget Ledger and show in the ADJ BUDGET column.
  - ENCUMBRANCES (POs) post to the Encumbrance Ledger and show in the COMMITMENTS column.

Query Page - FGIJSUM

- Journal Voucher Summary Page
  - Provides JV Document totals
  - Is useful in reviewing journals with a large number of sequences
  - Is also useful in finding errors when your journal is out of balance
  - Is accessible as from RELATED menu in FZAJVCD or as a stand alone page

Query Pages – FZIDOCR / FGIDOCR

- FZIDOCR and FGIDOCR are pages which show you any posted document in FIS Banner.
  - Posted means that it goes through an approval and posting process and the document effects the ledgers
  - You need the Document Number to use this page
  - You can see up to 11 transaction lines on one screen (makes it easy to review)
  - You can go to RELARED menu and click on FGQDOCP to get details of all of the FOAPALs effected by the transaction

Printing Journal Vouchers

- Journals are printed like POs and Reports using a process called 'Job Submission' This process gives you the information in an organized report format rather than just a screen-shot. The Report name is FZRPTJV. To Print the Document:

  1) Go to FZRPTJV, alt-pagedown to Printer Control, enter Printer ID

  2) Alt-pagedown to Parameter Values, enter JV number

  3) Alt-pagedown to Submission, and key F10-Save.
  You must always Ctrl+Page Down to the bottom section of the page and Save (F10).

TOE Summary

- **FZAJVCD** — Input page for all journal vouchers (including TOE's) except encumbrance liquidations.

- **FOATEXT** — Insert line in text: assign line # between existing lines, X-out and return to text

- **Rule Codes** — XTOE, XEQT, XJVB, XECG, XEPT, XPRA (XTOF access via separate training)

- **FOAUAPP** — Approval and Disapproval Page

- **FOIAPHT** — Shows Approval History, journal creator

- **FOAAINP** — Shows where document is in approvals in case of multiple unit FOAPALS

- **FOADOCU** — Self-Denial, allows you to re-open a completed document if you do not have implied approval
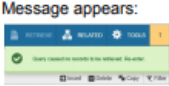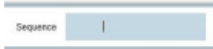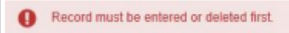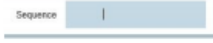
TOE Summary, cont.
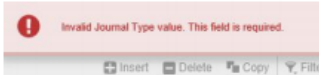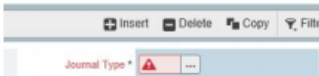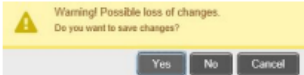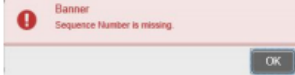
- **FGIBDST**   Budget Query Page - TOEs post to the Financial Ledger and show in the YTD column.

- **FZI-FGIDOCR**   Shows any posted document in FIS Banner

- **FGIJSUM**   Journal Voucher Summary page, useful for locating input errors in incomplete journals

- **FZIJVCD**   Lists unapproved Journal Voucher, both Complete and Incomplete

- **FZI-FGIDOCR**   Shows any posted document in FIS Banner

- **FZRPTJV**   Journal Voucher print submission page

OFFICE OF RECORD

- For NON GOVERNMENTAL and NON CONTRACT and GRANT FUNDS – Your office must keep paper records of the transaction for FIVE YEARS after the end of the Fiscal Year in which it was produced.
  - EX: Transaction Date – 01/31/05

    Destroy Date – 06/30/10

  (Govt and C&G funds – please check retention schedules from the Extramural Funds Office)

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 [Go] or Next Section icon or Alt-PgDn.	Blinking Cursor appears in Sequence field: Sequence		**Key Tab** to generate **Sequence** number, then enter your information per standard process.
To Copy Current Record [Copy] 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: ⛔ Record must be entered or deleted first. Ignore this message, key Tab to close it, then proceed with sequence creation.	Blinking Cursor appears in Sequence field: Sequence		**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: ⛔ Invalid Journal Type value. This field is required. Journal Type * ⚠ [...]	1) Key F7 ⚠ Warning! Possible loss of changes. Do you want to save changes? [Yes] [No] [Cancel] 2) Click 'No' ✅ Enter a query; press F8 to execute. 3) Key F8 Error records will be gone. Continue with data entry.
Insert (F6) then Copy (F4)	⛔ Record must be entered or deleted first.	TAB to Journal Type field. Continue with data entry.
Failure to tab from **Sequence** to Journal **Type**	Upon Save/Arrow Up/Arrow Down: ⛔ Banner Sequence Number is missing. [OK]	Click OK on error message. Place cursor in Sequence field TAB to Journal Type field. Continue with data entry.

END OF CLASS !!!