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

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)
6. 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

7. Attach/import Journal Voucher backup documentation into Onbase