HOW TO PROCESS INTERDEPARTMENTAL CHARGES IN BANNER FIS
Interdepartmental charges - Journal Entry Quick Form (FGAJVCQ)

General:

The *Journal Voucher form* allows the user to create interdepartmental charges in the system. The Banner IDC is used to charge departments for goods & services rendered by another internal department.

Check List:

Before you proceed, you must have the following information:

- ❑ The nominal total dollars related to the document (e.g. $100.00 credit plus $100.00 debit = $200.00)
- ❑ A specific and informative description to associate with your entry
- ❑ The FOAPALs to be charged and credited

Symbol Explanation:

Double click on this field to access a calendar

Double click on this field to access a calculator

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Accessing the "Interdepartmental Charge - Journal Entry Quick Form" (FGAJVCQ)

Type the name of the form FGAJVCQ in the Direct Access field.
(OR)

Use the Menu Selection:
1) *Access* Products Menu
2) *Select* Finance System Menu
3) *Select* General Ledger System Menu
4) *Select* General Accounting Transaction Forms Menu
5) *Select* Journal Voucher Quick Form (FGAJVCQ)

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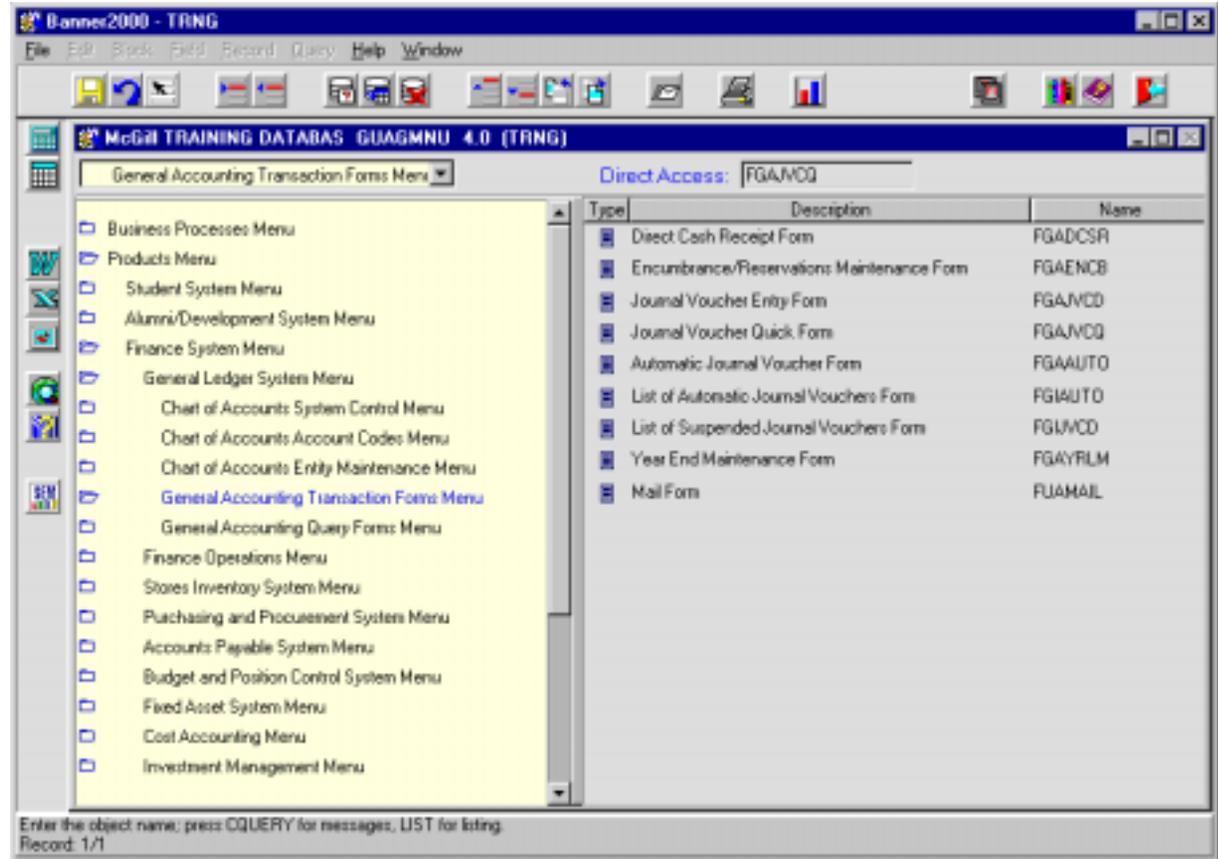
The adjacent screen will appear:

NOTE: Numbers have been added to the form above to help find and identify the different fields. These numbers correspond to the table below, which not only describes what a user needs to enter in each individual field but also defines or explains the field's purpose.
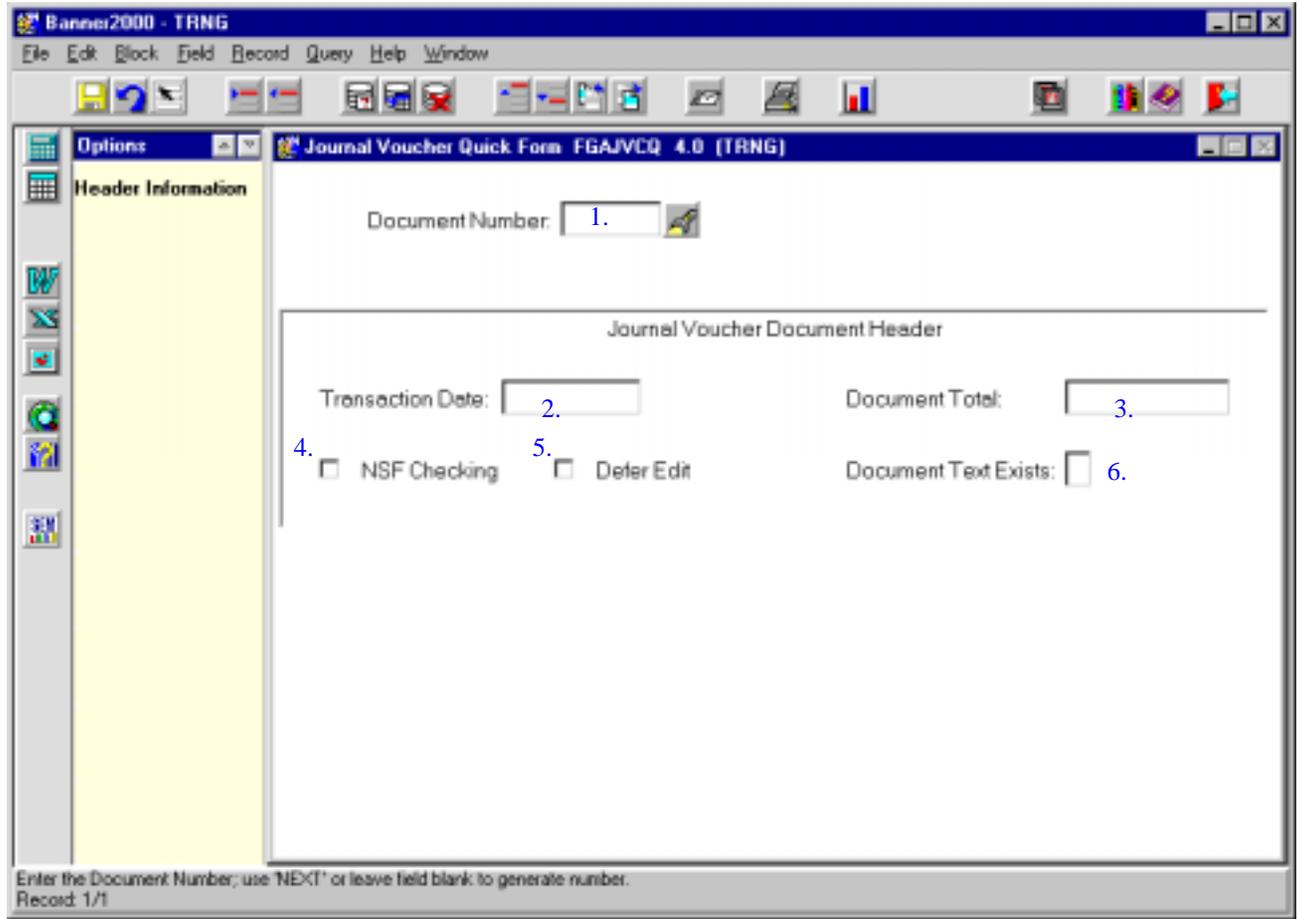
How to create a new document:

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✔	1.	Document Number	Enter *NEXT* to create a new document # OR type in the document # (JXXXXXXX) to complete a previously saved document		The system generated document number.	
✔			Proceed to the {Next Block}			

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
			Journal Voucher Document Header			
	2.	Transaction Date			Transaction date (creation date) of the document. System generated to current date.	
✓	3.	Document Total	Type in total value of transaction.		The total value of the transaction e.g. $100 debit plus $100 credit equal $200 total value of transaction	
	4.	NSF Checking			*Checked* - available balance checking will be done at entry time for this particular journal voucher	
	5.	Defer Edit Indicator			Used to defer editing of the transaction until posting.	
	6.	Document Text Exists			*Box must be checked!* (will fill in automatically once you enter document text - see below) *Checked* - document text exists for this transaction *Unchecked* – document text does not exist for this transaction	
✓			Click {Document Text} in the Navigation Frame and follow the directions below.	Accesses General Text Entry Form (FOATEXT)	Enter the required information described below.	

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General Text Entry Form (FOATEXT)

Once you enter this form go to the {Next block} right away to enter your document information in the document text window.

This forms allows the user to associate documentation or text to the IDC.
Document text is required in the following format:

Line1 – Issuing person and phone number
Line 2 – Onwards – complete description of goods or service rendered

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✔			Proceed to the {Next Block} upon entering form. Do not change any information in the key block (Type, Code etc.)			
✔	1.	Text	Enter required document information. Use {Next Record} OR {Arrow Down}		1) Type Issuing person's name and telephone number 2) Type full description of the	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
			key to get to next line of text.		purpose of the IDC	
✓		Save	Click {Save} OR {F10}	Check auto-hint line to confirm successful save.		
✓		Exit	Click {Exit} OR {Ctrl Q}	Returns to *Journal Voucher Document Header Block*	Document Text indicator now has "Y" for yes	

Journal Voucher Document Header cont'd

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✓			Proceed to the {Next Block}	Accesses the *Transaction Detail Window.*		
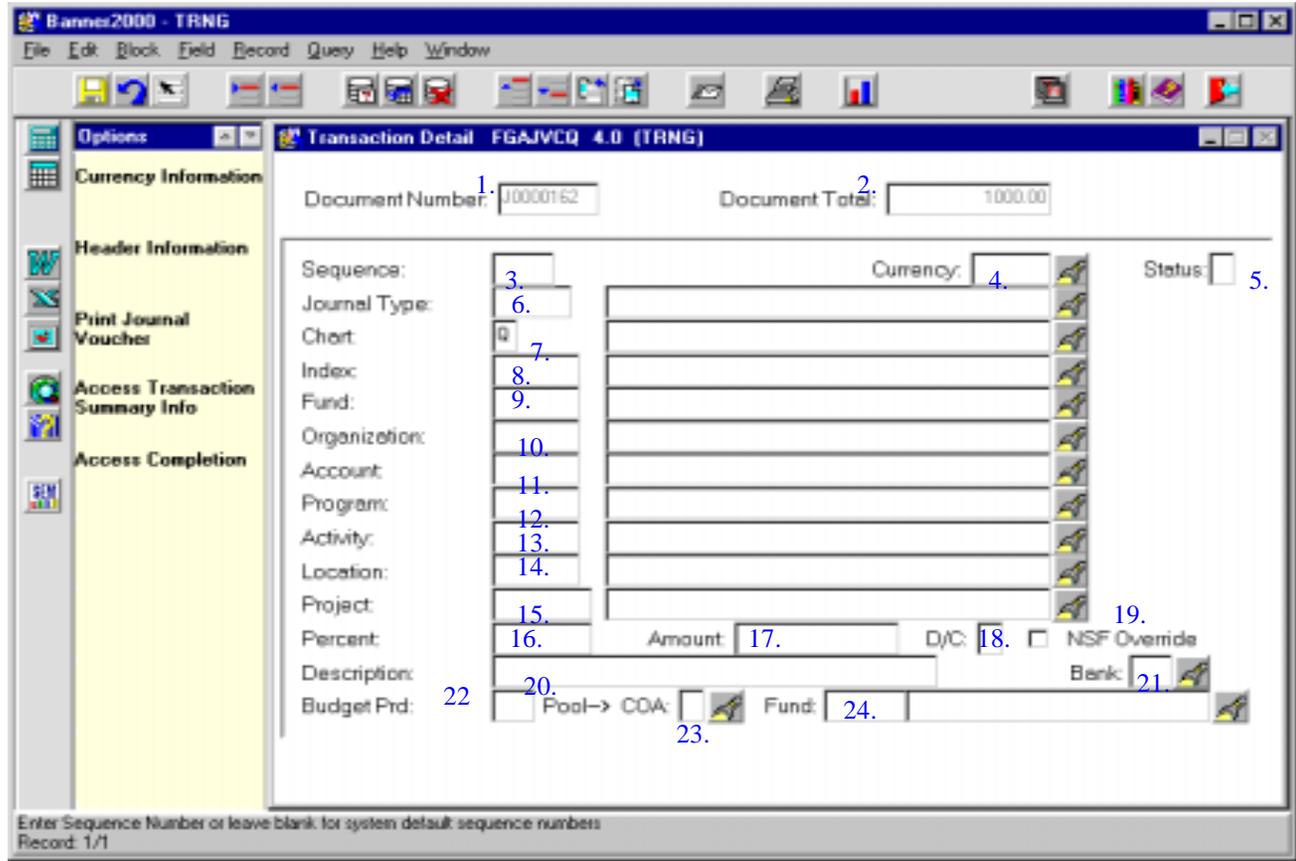
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Transaction Detail Window

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	1.	Document Number			Display only. Displays system assigned number for the transaction.	
	2.	Document Total			Display only. Displays the document total for the form as entered in Header block	
✔	3.	Sequence	{Tab} to the next field.		Sequence number is automatically generated by Banner.	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	4.	Currency	Display Field only		Currency code associated with the detail record. Displays the currency (field defaults blank which is equal to the Canadian Base Currency) Transactions posted in other currencies will have a unique currency code indicated in this field.	
	5.	Status	Display field only		This field indicates the status of the Transaction, valid values are E or P.	
✓	6.	Journal Type	Enter "IDC"		The rule class field identifying the document type of the transaction being generated.	
✓	7.	Chart	Enter 1		This is the Chart of Accounts code (set of books) where transactions will be posted. (will default)	
	8.	Index	❌ McGill does not use the Index field.		McGill does not use this field	
✓	9.	Fund	Enter OR {Search} for Fund code		Fund Code. Source of money and how it must be used.	⇨ Fund Code Validation Form (FTVFUND)
✓	10.	Organization	Enter OR {Search} for Organization code		Organization code. Departmental entities or budgetary units within the University.	⇨ Organization Code Validation Form (FTVORGN)
✓	11.	Account	Enter OR {Search} for Account code		Account code. Describes nature of expenditures, revenues, assets, liabilities and fund balances.	⇨ Account Code Validation Form (FTVACCT)
✓	12.	Program	Enter OR {Search} for Program code		Required Field for Operating Ledger distribution but Optional for General Ledger must exist and be data enterable.	⇨ Program Code Validation Form (FTVPROG)
	13.	Activity	Enter OR {Search} a six digit Activity code		ACTIVITY code. Free form element used for independent reporting needs.	⇨ Activity Code Validation Form (FTVACTV)

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	14.	Location	Enter OR {Search} for Location code		LOCATION code. Identifies the physical whereabouts of financial transactions.	⇨ Location Code Validation Form (FTVLOCN)
	15.	Project	❌ McGill does not use the Project field		McGill does not use this field	
	16.	Percent	Enter the percentage of the transaction to be applied to this FOAPAL		This field indicates the percentage of the transaction to be applied to this FOAPAL string. If enter **percentage** do not fill in **amount** field.	
✔	17.	Amount	Enter the dollar amount		 This field is the dollar amount of the transaction associated with this particular accounting distribution	
✔	18.	D/C	Enter D for a charge, or C for a credit		Debit or Credit indicator.	
	19.	NSF Override			NSF override indicator.	
✔	20.	Description	Type a specific and informative description of your entry up to 35 characters.		A brief but informative description of the purpose of the journal voucher record being created. It will appear on the posting.	
	21.	Bank	Leave this field blank.		Leave this field blank.	⇨ Bank code Validation Form (FTVBANK)
	22.	Budget Prd	None {Tab} to next field			
	23.	COA	None {Tab} to next field			
	24.	Fund	None {Tab} to next field			
✔			{Record}{Next} OR {Down Arrow Key}	Creates a blank record to enter the remainder of the IDC.		
✔			Repeat steps 3-24 until IDC is finished.	IDC must balance to document total before completion		

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✔			Proceed to the {Next Block}	Accesses the *Completion window*.		

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Completion Window

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✔	1.	Complete	Click {Complete}	Auto hint line: *Document Jxxxxxxxx completed and forwarded to posting process or approvals process*	Sends document to the approvals or posting process in Banner.	
	2.	In Process	Click {In Process}		Suspends document, does not send to posting or approvals.	

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