

Please review the Accounting Services Decision Tree to confirm the Account Codes you intend to use in your Journal Voucher. The Decision Tree can be found at <https://wp.wvu.edu/acctsrvc/2016/07/25/accounting-services-decision-tree> (or by Googling: wvu accounting services decision tree)

- I. Prepare Attachments – scanner and computer
 - a. Scan the documents and confirm the folder on your computer where they are saved

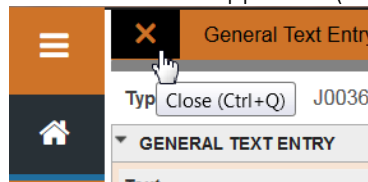
- II. Create and Submit JV - Banner
 - a. Open a Banner session
 - b. Type FGAJVCD, or FGAJVCM, and press enter
 - i. If an Approvals Notification page opens, exit it
 - c. The Journal Voucher Entry page should open. Make sure all fields are blank and alt-page-down
 - d. If it is near the end of the month, change the transaction date to an early date in next month. Otherwise, leave what defaults.
 - e. In Document Total, type the amount of the JV and press tab. The amount of the JV is the sum of all the entries without a + or – in front.

Document Text

- f. Click “Related” then “Document Text”
 - i. Type the explanation for why the transactions are needed.
 - Please do not *just* describe what the transactions are.
 - You do not need an explanation line per sequence.
 - The explanation will usually, generally apply to all the sequences on the JV.
 - The explanation should usually not be the same as the sequence description.

examples:

 1. instead of “move pcard transactions”, type something like “pcard transactions posted prior to review/approval; JV corrects from E999 to appropriate expense code”
 2. Instead of “support JV”, type something like “providing support to department that brought in speaker, Vicky Viking, 10/15/2018”
 - ii. For each line you type, click the box in the “Print” column
 - iii. Press F10 to save
 - iv. Click the X in the upper left (or Control-Q) to exit the Document Text



Line Items

- g. Alt-page-down
- h. Press tab so Sequence number auto-fills (do not type in this field)
- i. In Journal Type, type J089
- j. Type in the first budget string
 - Required fields:
 - COA, Index, Acct
 - or**
 - COA, Fund, Orgn, Acct, & Prog
 - Optional fields:
 - Actv & Locn
- k. In the Amount field, put in the dollar amount for that particular budget string
- l. In the Debit/Credit field type C or D and/or select Credit or Debit, depending on whether the budget string needs to be debited or credited

- To increase revenue (H--- or G---), credit (to decrease revenue, debit)
- To decrease expense (E---), credit (to increase expense, debit)
- m. In the Description field, type a very brief description of that specific transaction – this is what will print on budget reports
- n. ***If you are in fgajvcd, you have the option of a Document Reference field.***
The Document Reference field is a good place to reference the document that created the need for the JV (such as a PCD document # or a prior JV or an Invoice #)
This may be left blank
- o. Press F10 to save
- p. To enter a new line, press the down arrow (or F6) then enter another line starting with step **h**. Repeat for as many transactions as you need.

Review your items

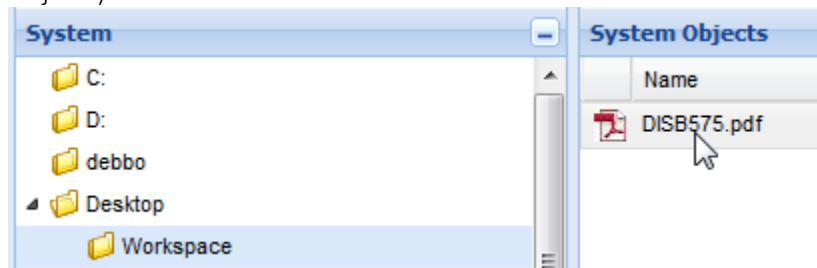
- q. After you have entered all your line items, and pressed F10, you should review your entries:
 - i. Click Related
 - ii. Click Access Transaction Summary Info
 - iii. Review the entries
 - iv. Confirm the Document Total at the top of the screen is the same as the Total at the bottom right of the screen
 - v. Exit the review screen by clicking the X in the upper left

Complete the document

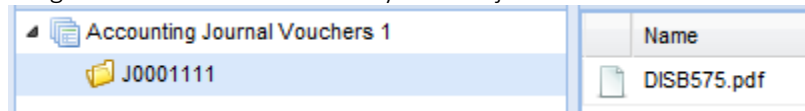
- r. Alt-page-down
- s. Write down your document # (it should be visible in the upper left of your screen)
- t. Click Complete

III. Attach Attachments - Nolijweb

- a. From MyWestern, open Nolijweb
- b. In the Journal Voucher DOC_NUM field, type your document number. Example: J0001111
- c. Press Enter
- d. In the upper left box of the screen, click the JV folder and name:
 - Accounting Journal Vouchers 1
 - J0001111
- e. In the bottom left box (System), find the folder on your computer where you saved your attachments – you will see the files in that folder by looking in the bottom right box (System Objects)



- f. Drag the attachment from the System Objects box to the box directly above it.



- g. Close Nolijweb by clicking the red x logout

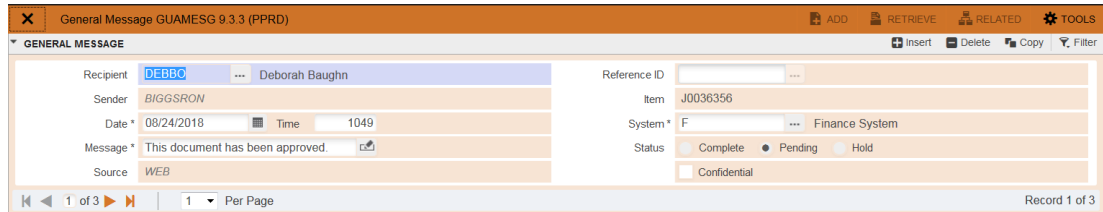


IV. Review JV for Approval Status – Web4U

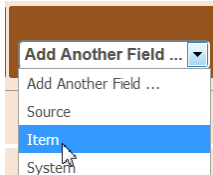
- a. From MyWestern, go to Web4U
- b. Click the Finance tab
- c. Click View Document
- d. In the Choose Type box, from the drop down menu, click on Journal Voucher
- e. In the Document Number box, type your document number (example: J0001111)
- f. Click Approval History in the bottom left of the screen
 - i. Here you can see if there are still any approvals required and you can see Approvals recorded.
 - ii. Approvals required means that person has not yet approved or disapproved the document
 - iii. Approvals recorded shows who has approved or disapproved the JV. If the LAST person (by date) in the Approvals recorded table has DENY in the Queue column, this means that person disapproved the JV. Go to step V of these instructions to review Banner messages and take corrective action.

V. Review Messages – Banner

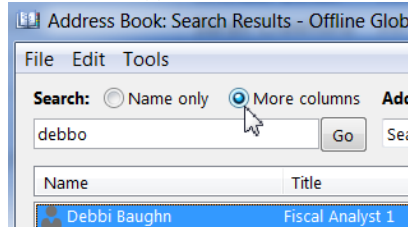
- a. Open a Banner session
- b. Type GUAMESG and press enter
- c. The screen will look similar this:



- d. Press F7 to bring a search
- e. From the drop down box "Add Another field", select Item



- f. In the Item field, type your JV # then press F8 to execute the query (or click Go)
- g. You will often get multiple message regarding the same JV. Use arrow keys or the arrows on the screen to find the disapproval message
- h. Click the pencil icon beside the message to expand the view and see the entire message. Take note of how the approver is asking you to edit the JV. If you have additional questions, please contact the "Sender".
 - i. The "Sender" is recorded as a user's ID. If you cannot identify the person's name from their user ID, you can go to Outlook, select Address Book, change the search to "More columns", type the user name, then click Go:



- i. Click Cancel to exit the message
- j. Click the Complete button under the message then press F10 to save
 - i. Repeat for every message
- k. Click the X in the upper left to exit

- I. If the JV needs editing, proceed to step VI – Fix/Correct JV
- VI. **Fix/Correct JV and Resubmit – Banner**
 - a. Open a Banner session
 - b. Type FGAJVCD, of FGAJVCM, and press enter
 - c. In the Document Number box, type your Document # (example: J0001111)
 - d. Alt-page-down
 - e. If you need to edit the date or document total, correct them here
 - f. If you need to correct the document text:
 - i. Click Related
 - ii. Click document text
 - iii. Edit text as needed
 - iv. Press F10 to save the changes
 - v. Click the X in the upper left to exit the document text
 - g. Alt-page-down
 - h. If you need to edit anything with one/some of the entries:
 - i. Use the down/up arrows to find the desired entry
 - ii. Type in the correct info
 - iii. Press F10 to save
 - i. Alt-page-down
 - j. Click complete to resubmit the JV for approvals
 - k. Go back to step IV to check on your JV status