

Copy and Reversal feature for Banner Journal Voucher forms FGAJVCD and FGAJVCQ

The Copy and Reversal feature is available from the forms FGAJVCD and FGAJVCQ, and allows authorized users* to create new journal entries from previously posted journal entries.

*Authorized User = An individual with Banner access to the Finance module.

Before You Begin:

- Have the document number of the existing journal which is to be copied or reversed.
 - Note that reversal journals should never be completed prior to the original journal being posted.
 - When using the copy journal feature, if you forget to check-off the Reverse JV or Copy Text boxes you cannot "roll back" and correct it. You must re-start the journal and the system will automatically assign a new document number, thereby, leaving the initial J-document number's status as incomplete which must then be removed/ deleted.
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How to create a new journal document using the copy feature

NOTE: The copy feature may be used for IDC, JE15, JE16 or for year-end accruals ME15 / ME16, BD03 from any fiscal year.

1. Login to Banner.
2. Enter FGAJVCQ in the Go To field for IDC, JE15/JE16 journal entries and hit Enter or select FGAJVCQ (Journal Voucher Quick Form) from the Finance Fast Track menu.
Enter FGAJVCD in the Go To field for ME15 ME16 journal entries and hit Enter or select FGAJVCD (Journal Voucher Entry Form) from the Finance Fast Track menu.
3. Click on the Copy icon.
4. Type the document number to the journal entry you want to copy from in the Copy From Document Number field i.e. J0XXXXXX, and TAB until the cursor is in the Copy To Document Number field.

NOTE: The document number to the journal entry you are copying from must already be posted.If the journal is not posted, the msg pops up "There are no detail records for the journal voucher".

5. Type NEXT in the Copy To Document Number field and TAB.
6. The Transaction Date will populate with today's date. Leave as is

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