

GENERAL LEDGER QUICK STEPS

Journal Voucher Quick Steps [FGAJVCD]

ACTION	KEYSTROKE	NOTES
Access FGAJVCD		Tab to move between fields
Skip Document field	Tab	Banner will supply JV number
Date field	Default Today's date	You may override
Enter Document Total	Hash Total	Required Field
Distribution Total	Other Option	If Distributing on Percent Basis
Check NSF or Deferred	Always NSF	Only Deferred if run in batch
Access Transaction Detail		Use Pull-down Options Menu
Tab to Journal Type	Search List of values	Required Field
Enter FOAPAL information	Search List of Values	Required Fields
If INDEX Entered		Elements will Default
Enter Amount	Free form number	Check Debit or Credit
Enter Description	Free form	
Enter Bank Code	Search List of Values	
Enter Optional Information	As needed	
Down Arrow for Next Line		Enter Next Line As Above
Access Completion	Next Block	
Complete JV	Click Complete	Note Number from Hint Line

Quick Journal Voucher Quick Steps [FGAJVCQ]

ACTION	KEYSTROKE	NOTES
Access FGAJVCQ		Tab to move between fields
Skip Document field	Next Block	Banner will supply JV number
Transaction Date field	Default Today's date	You may override
Enter Document Total	Hash Total	Required Field
Check NSF or Deferred	Always NSF	Only Deferred if run in batch
Access Transaction Detail		Use Pull-down Options Menu
Tab to Journal Type	Search List of values	Required Field
Enter FOAPAL information	Search List of Values	Required Fields
If INDEX Entered		Elements will Default
Enter Amount	Free form number	Check Debit or Credit
Enter Description	Free form	
Enter Bank Code	Search List of Values	
Enter Optional Information	As needed	
Down Arrow for Next Line		Enter Next Line As Above
Access Completion	Next Block	
Complete JV	Click Complete	Note Number from Hint Line

Journal Voucher Mass Entry Quick Steps [FGAJVCM]

ACTION	KEYSTROKE	NOTES
Access FGAJVCM		Tab to move between fields
Skip Document field	Tab	Banner will supply JV number
Access Document Header	NEXT BLOCK	
Enter Total	Hash Total	Required field
Access Default Values Block	Tab	Set journal voucher defaults
Enter Type	Enter or Search List of Values	
Skip Sequence field	Tab	System will assign
Enter FOAPAL information	Enter or Search List of Values	Required Fields
Enter Amount	Free form	
Enter + or - in the D/C field	+ or -	+ to increase or - to decrease
Enter all lines of accounting	NEXT RECORD	To add additional lines
Complete JV	NEXT BLOCK	Note Number from Hint Line

Cash Receipts Quick Steps [FGADCSR]

ACTION	KEYSTROKE	NOTES
Access FGADCSR		Tab to move between fields
Skip Document field	Tab	Banner will supply JV number
Vendor Code	Enter or Search List of Values	Not a required field
Access Document Header	NEXT BLOCK	Use Pull-down Options Menu
Date field	Default Today's date	You may override
Enter Document Total	Hash Total	Required Field
Check NSF		
Access Transaction Detail	NEXT BLOCK	Use Pull-down Options Menu
Sequence Field	Tab	Banner will assign
Enter FOAPAL information	Enter or Search List of Values	Required Fields
If INDEX Entered		Elements will Default
Enter Amount	Free form number	Check Debit or Credit
DC indicator	Enter a + or -	"-" will cancel a cash receipt
Enter Description	Free form	
Enter Bank Code	Search List of Values	
Enter Optional Information	As needed	
Print Cash Receipt	Select from Options Menu	Optional
Access Completion	Next Block	
Complete JV	Click Complete	Note Number from Hint Line