BannerWeb Journal Entry Instructions
Step-by-Step Guide to Submitting Multiple Line Journal Vouchers

I. Purpose

1. The Multiple Line Journal Voucher Form allows you to prepare an expense transfer online and submit it to General Accounting or Grants and Contracts for approval through an automated process.

II. Types of Transactions to Submit

1. Phase 1 - Transfers between two expense account codes (account code 1XXXXX) ONLY. This excludes payroll and benefit expense accounts. Transfers between other account codes will continue to be submitted on the Expense Transfer Request Form to grantsandcontracts@muohio.edu for grants and cost shares or generalaccounting@muohio.edu for all other transfers.

III. The Multiple Line Journal Voucher form is accessible from the BannerWeb Finance menu.

1. Go to Miami University’s homepage and type Banner at the end of the address: http://www.miami.muohio.edu/banner
2. Select **BannerWeb**

**Banner Database Links**

Banner 8 Database Links:

- **PROD** - Administrative Web Application (PROD)
- **BannerWeb** - Web Application (PROD)
- **Workflow PROD** - Sungard Workflow (PROD)
- **Imaging PROD** - Sungard Imaging (PROD)
- **Banner TEST** - Administrative Web Application (TEST 11G)
- **BannerWeb TEST** - Web Application (TEST 11G) (uses Test LDAP passwords)
- **Workflow TEST** - Sungard Workflow (TEST)
- **Imaging TEST** - Sungard Imaging (TEST)
- **Test LDAP password** - Test BannerWeb now uses test LDAP for authentication. If you have forgotten your test LDAP password, you can reset here.

3. Select **LOGIN TO BANNERWEB over Secure Connection (SSL)**
4. Enter your **Unique ID** and **MUNet Password**

![BannerWeb Login Screen]

- Please login using your **UniqueID** and **MUNet password**.
- **Need Help? Click here.**
- When you are finished using BannerWeb, please **Exit** and close your browser to protect your privacy.

**RELEASE: 8.5**

5. **PLEASE BE AWARE THAT WHEN WORKING IN BANNERWEB THERE IS A TIMEOUT PERIOD AFTER 15 MINUTES OF INACTIVITY. YOU WILL LOSE ANY INFORMATION NOT MARKED COMPLETE AFTER THIS PERIOD. YOU WILL RECEIVE THE FOLLOWING MESSAGE TO LOG BACK INTO BANNERWEB.**

![BannerWeb Inactivity Error]

**15 minute inactivity caused web session timeout.**

**RELEASE: 8.5**
6. Select the **Finance** tab and then **Multiple Line Journal Voucher**.

IV. Complete the **Multiple Line Journal Voucher Form**
1. **Transaction Date** – The Transaction Date field auto-populates with the current date. Banner uses this to derive the fiscal year and accounting period. **Note:** If you try to backdate your transaction to a period that has already been closed in Banner, you will receive an invalid date error. Please refer to the Banner Finance Monthly Closing Schedule under Documents and Forms on the General Accounting webpage (http://www.units.muohio.edu/controller/prod/general_accounting/?showme=docindex.shtml) to determine the schedule for closing the periods.

2. **Journal Type** – Use the default Journal Type value **WJ16 (Bannerweb Journal Voucher)**.

3. **Sum of Debits and Credits** – This is the total dollar amount for the form (all debits plus all credits). For example, if you enter a $150 debit on line 1 and a $150 credit on line 2, the Total Amount will be $300. Enter 300 (no $ sign) as the Sum of the Debits and Credits for this example.

4. **Original Document #** - This is a required field if you are moving expenses from one index code to another and/or from one account code to another. You can locate the original document number in Native Banner from **FGITRND** (column titled “Document”) or on the Monthly Financial Reports received via email or published in MiNE (column titled “Document Number”). The field is limited to 24 characters. If necessary, you can submit requests for additional document numbers on a separate journal voucher.

5. **Original Document Date** – This is a required field. You can locate the original document date in Native Banner from **FGITRND** (scroll across to column titled “Transaction Date”) or on the Monthly Financial Reports received via email or published in MiNE (column titled “Trans Date”). The field is limited to 24 characters. If necessary, you can submit requests for additional document numbers on a separate journal voucher.

6. **Description** – Enter a description that adequately describes the expense transfer. This description (limited to 35 characters) will appear in the approval process, in Banner queries, and in Monthly Financial Reports. The description should be as detailed as possible so that everyone who can access this information can determine why the expense transfer was done.

7. **Additional Comments** – Enter up to 49 characters of additional information related to the expense transfer. If the text entered exceeds 49 characters, send an email with the complete JV number (JXXXXXXX), the complete text as it is to appear, requestor’s name and phone number to Grants and Contracts (grantsandcontracts@muohio.edu) for grants and cost shares or General Accounting (generalaccounting@muohio.edu) for all other requests. Any additional text will be added by Grants and Contracts or General Accounting during the review and approval process.
8. **DEBIT and CREDIT Columns** – Complete the lines needed in the DEBIT and CREDIT columns (Figure 1 below). Note: If whole dollar amount, it is not necessary to enter cents (.00). Entries with more than 15 line items should be submitted to General Accounting using the Banner Interdepartmental Upload form or the transaction needs to be divided into multiple BannerWeb journal vouchers. The upload template is located on General Accounting’s website under Documents and Forms (http://www.units.muohio.edu/controller/prod/general_accounting/?showme=docindex.shtml).

**Figure 1:**

<table>
<thead>
<tr>
<th>DEBIT</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Move expense to, decrease fund balance)</td>
<td>(Move expense from, increase fund balance)</td>
</tr>
<tr>
<td>#</td>
<td>Index</td>
</tr>
<tr>
<td>1</td>
<td>27</td>
</tr>
<tr>
<td>3</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

- If Index is entered, you do not need to enter the Fund.
- Activity codes are not required fields.
- All amounts should be entered as positive numbers without $ sign
- Total Debits must equal Total Credits

9. **Complete the Entry** – Select the **Complete** button

1. The Index codes, Fund codes, and Account codes entered in the BannerWeb JV will be validated at this time. If you have entered invalid data, you will not be able to complete the JV until the invalid data is corrected.
2. If the Index code is closed, you will not be able to complete the JV. Please refer to your Code Lookup instructions listed in the Appendix to this document. If you still have questions, please contact Grants and Contracts (529-5405) regarding grants and cost shares and General Accounting (529-6118) for all other fund types.
3. Once the Complete button has been selected warning messages may appear on the screen. These warning messages may inform you that the Index code, Account code, or Fund code are incorrect, closed, or no longer valid.

Examples of warning messages include:
- Index Code #1 or #2 is not valid.
- Account Code ####### is invalid.
- Detail amounts ###### does not equal Sum of Debits and Credits of ###.##.
- Only budget entries are allowed against this account.
• WARNING: Budget is exceeded for sequence 1. *This warning can be ignored at this time; however, the warning may be reviewed and implemented at a later date.*

4. A document number will be assigned automatically to your JV once it has been completed. This number will appear at the top left corner of the BannerWeb JV screen. Retain this number with your documentation as it will be the document number that appears in the Banner queries and on the Monthly Financial Reports. You will also be able to use this number in the View Document feature of BannerWeb Finance (see Appendix).

5. To enter another JV, then you must select **Another JV** above the Transaction Date at the top of the BannerWeb JV screen and begin again with step IV above.
6. Once all required fields have been validated, the BannerWeb JV is forwarded to
the approval process in Banner.

7. To exit, select **Exit** from the top right corner of the Multiple Line Journal Voucher
Form.

V. Final Steps and Recordkeeping

1. A report will not be generated for this transaction; however, you may print the BannerWeb
JV page if you desire to keep with your records. To print the BannerWeb JV select Print
under the File Menu tab.

2. An email is autogenerated to you upon successful completion of the entry. The email
contains the date and JV number. This email confirms that the JV has been submitted
successfully. This does not mean that the journal voucher has been approved and
posted.

   ![Email Example]

   **From:** General Accounting <GeneralAccounting@muohio.edu>
   **To:** White, Micki Mrs.
   **Cc:** 
   **Subject:** MultiLine JV Transfer Request

   A new Expense Transfer request with JV number J0001148 has been requested by Michelle Kaye White (5295115)

3. Once General Accounting or Grants and Contracts has received and reviewed the journal
voucher, you will receive one of the following two emails:

   i. **JV APPROVED** - Your entry has been approved and posted:
ii. **JV DECLINED** - This email should include a reason why the JV was declined. An entry that has been declined must be re-submitted with corrections in BannerWeb (beginning with IV. above) and will be assigned a new document number.

4. After the journal voucher has gone through the approval process and posted successfully in Banner, you can view the entry in one of two ways:

   i. Native Banner (Banner Prod) – **FGIDOCR** – Enter **Document #** and press **Ctrl PgDwn**. You can use the scroll bar on the right side of the screen to scroll to view the entire entry.
ii. BannerWeb –
   1. Log into BannerWeb (see III 1-5 above for instructions).
   2. Select View Document

3. Choose type “Journal Voucher” from drop down menu and enter JXXXXXXXX for Document Number. Then select View document.
4. The following screen will appear with journal voucher details.

![Journal Voucher Details]

5. You can also view the Approval History of a document in BannerWeb.
   a. Follow steps V. 4. ii 1-3.
   b. Select Approval history.
c. If document has been approved, the following screen will appear. “There are no approvals required at this time” indicates that the document has been fully approved for posting.

View Document

Document Identification
Document Number: J0001146 Type: Journal Document
Originator: 

☑ There are no approvals required at this time

Approvals recorded

<table>
<thead>
<tr>
<th>Queue Level</th>
<th>Date</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td>JVCG</td>
<td>Feb 24, 2012</td>
<td>Carolyn Miller</td>
</tr>
<tr>
<td>JVCG</td>
<td>Feb 24, 2012</td>
<td>Carolyn Miller</td>
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<td>JVCG</td>
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<td>Carolyn Miller</td>
</tr>
<tr>
<td>JVCG</td>
<td>Feb 24, 2012</td>
<td>Carolyn Miller</td>
</tr>
</tbody>
</table>
d. If the document is still in the process of being approved, the following screen will appear. **“No approvals have been recorded for this document”** indicates that the document has not yet been approved and posted. This screen also lists the individuals authorized to review and approve the journal voucher.

**Document Identification**

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>J0001147</td>
<td>Journal Document</td>
</tr>
</tbody>
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**Originator:** BARNESBL Brenda Lee Barnes

<table>
<thead>
<tr>
<th>Queue</th>
<th>Description</th>
<th>Level</th>
<th>Approvers</th>
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</thead>
<tbody>
<tr>
<td>JVCG</td>
<td>DEFAULT JV APPROVAL QUEUE 1</td>
<td></td>
<td>Ravenna Brown</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Cynthia Green</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Linda Manley</td>
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<td></td>
<td>Melissa Metzger</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Carolyn Miller</td>
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<tr>
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<td></td>
<td></td>
<td>Jennifer Morrison</td>
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<td></td>
<td>Cyndi Ripberger</td>
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<td>Beverly Scaggs</td>
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<td></td>
<td>Micki White</td>
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<td>Donna Williams</td>
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<td>JVCG</td>
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**Note:** The screen indicates that there are no approvals recorded for the document.
APPENDIX

Code Lookup – The Code Lookup box at the bottom of the Multiple Line Journal Voucher Form is provided to assist you in looking up account codes, index codes, funds codes, and other information that is needed to complete the journal voucher.

5. Lookup Criteria’s:
   1. **Chart of Accounts Code** – The Chart of Accounts code will always be C. Chart F is used only by Treasury Services. Chart P is used only by the Paper Science Foundation.
   2. **Type** – Select from the drop down menu the type of code you want to search for (ex. Account code, Fund code, Index code, etc.).
   3. **Code Criteria** – This can be a portion of a code, such as 155% when looking up an account code. The % is a “wild card.”
   4. **Title Criteria** – This can be a word that would be in the description of the code you are searching for. For example, %Office% for Office Supplies.
   5. **Maximum rows to return** – Message will appear and reflect how many hits you will receive with the data that you have entered based on your query criteria.

**Example** – if you only remember that your index code starts with GAC, then you can select Index from the Type drop down menu, type GAC% (the % is a “wild card”) into the Code Criteria field and press **Execute Query**.

- All of the active index codes beginning with GAC will populate above the **Transaction Date** at the top of the BannerWeb JV screen.