

Posting Revenue

If you need to manually post revenue for your self-supporting Fund, such as when you charge other University units for goods or services, complete a journal voucher in **Banner**. When charging another unit for goods or services, it is a good practice to enter the transaction yourself, instead of relying on the other unit to post it. This provides you with greater control in ensuring that correct C-FOAPALs are used. You will need to ask the other unit for their C-FOAPAL in order to charge them correctly. Remember to use a revenue Account code (3xxxxx) and a - (credit) with your own C-FOAPAL. For the other sequence of the JV, use an expense Account code (1xxxxx) and a + (debit) with your customer's C-FOAPAL.

NOTE: The steps below show how to post revenue using the **Journal Voucher Quick Form (FGAJVCQ)**. There are several forms available for processing journal vouchers; **FGAJVCQ** is helpful because it displays FOAPAL segment names, but you can use whichever journal voucher form you prefer. You can learn more about **Banner** journal voucher forms in the [GL 101: Journal Voucher Processing](#) training course.

Step	Action	Results/Decisions
1.	In the Go To... field, type FGAJVCQ and press the ENTER key to open the Journal Voucher Quick Form .	FGAJVCQ opens.
2.	Leave the Document Number field blank.	
3.	Click the Next Block button.	Document number is created.
4.	Observe the Transaction Date field. Change the date as necessary.	Transaction date defaults to today's date.
5.	Press TAB to move to the Document Total field.	Cursor moves to the Document Total field.
6.	Type the absolute value of the journal voucher in the Document Total field.	
7.	Select Document Text from the Options menu.	General Text Entry Form (FOATEXT) opens.
8.	Type a complete description of the journal voucher, using the DOWN ARROW key to move to the next available text lines if needed.	Text is stored on the line(s).
9.	Type your name, unit, and 10-digit phone number.	Your name, unit, and phone number display for future reference.
10.	Click the Save button.	Stores the document text.
11.	Click the Exit button.	Returns to the Document Header block of FGAJVCQ .
12.	Review the Document Text Exists field.	System maintained field indicates that document text exists.
13.	Click the Next Block button.	Transaction Detail block displays with the document number and the document total shown at the top.
14.	Press TAB to move to the Journal Type field.	Cursor moves to Journal Type field.
15.	Type 100 in the Journal Type field.	The rule code title will display after you TAB to the next field.
16.	Press TAB to move to the Chart field.	Cursor moves to the Chart field.
17.	Type the appropriate Chart code in the Chart field.	The Chart title displays.
18.	Press TAB to move to the Fund field.	Cursor moves to the Fund field.
19.	Type your self-supporting Fund code in the Fund field.	The Fund code title will display after you TAB to the next field.

Step	Action	Results/Decisions
20.	Press TAB to move to the Organization field.	Cursor moves to the Organization field.
21.	Type the appropriate Organization code in the Organization field.	Value displays in the Organization field. The Organization code title displays.
22.	Press TAB to move to the Account field.	Cursor moves to the Account field.
23.	Type the appropriate revenue Account code. (Revenue Account codes begin with 3)	The Account code title displays.
24.	Type the appropriate Program code in the Program field.	The Program code title will display after you TAB to the next field.
25.	Press TAB to move to the Amount field.	Cursor moves to the Amount field.
26.	Type the amount in the Amount field.	The line item amount displays.
27.	Press TAB to move to the Debit/Credit field.	Cursor moves to the Debit/Credit field.
28.	Select - in the Debit/Credit field.	The Debit/Credit field is filled as a credit, because you are entering a revenue transaction for your Fund.
29.	Press TAB to move to the Description field.	Cursor moves to the Description field.
30.	Type a description of the transaction in the Description field.	The description is required.
31.	Select Next from Record menu.	New record displays.
32.	Press TAB to move to the Journal Type field.	Cursor moves to Journal Type field.
33.	Type the appropriate rule code in the Journal Type field.	The rule code title will display after you TAB to the next field.
34.	Press TAB to move to the Chart field.	Cursor moves to the Chart field.
35.	Type the customer's Chart code in the Chart field.	The Chart title displays.
36.	Press TAB to move to the Fund field.	Cursor moves to the Fund field.
37.	Type the customer's Fund code in the Fund field.	The Fund code title will display after you TAB to the next field.
38.	Press TAB to move to the Organization field.	Cursor moves to the Organization field.
39.	Type the customer's Organization code in the Organization field.	The Organization code title displays.
40.	Press TAB to move to the Account field.	Cursor moves to the Account field.
41.	Type the appropriate expense Account code. (Expense Account codes begin with 1)	The Account code title displays.
42.	Type the customer's Program code in the Program field.	The Program code title will display after you TAB to the next field.
43.	Press TAB to move to the Amount field.	Cursor moves to the Amount field.
44.	Type the amount in the Amount field.	The line item amount displays.
45.	Press TAB to move to the Debit/Credit field.	Cursor moves to the Debit/Credit field.
46.	Select + in the Debit/Credit field.	The Debit/Credit field is filled as a debit, because you are entering an expense transaction for your customer.
47.	Press TAB to move to the Description field.	Cursor moves to the Description field.
48.	Type a description of the transaction in the Description field.	The description is required.

Step	Action	Results/Decisions
49.	Click the Next Block button.	The Completion block displays.
50.	Click the Complete button.	The journal voucher is submitted for posting.
51.	Click the Exit button to return to the main menu.	