

## Redistributing Revenue

If you need to redistribute revenue for your self-supporting Fund, such as when you receive revenue for a special activity and want to redistribute it to other units involved in the activity, complete a journal voucher (JV) in **Banner**. For example, the Study Abroad Office receives revenue for all students studying abroad for a semester; they want to redistribute it to different units for each student. You will need to ask the other unit for their C-FOAPAL in order to redistribute the revenue correctly. Use a revenue Account code (3xxxxx) for both sequences of the JV.

**NOTE:** The steps below show how to redistribute 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 <b>Go To...</b> field, type <b>FGAJVCQ</b> and press the ENTER key to open the <b>Journal Voucher Quick Form</b> .	<b>FGAJVCQ</b> opens.
2.	Leave the <b>Document Number</b> field blank.	
3.	Click the <b>Next Block</b> button.	Document number is created.
4.	Observe the <b>Transaction Date</b> field. Change the date as necessary.	Transaction date defaults to today's date.
5.	Press TAB to move to the <b>Document Total</b> field.	Cursor moves to the <b>Document Total</b> field.
6.	Type the absolute value of the journal voucher in the <b>Document Total</b> field.	
7.	Select <b>Document Text</b> from the <b>Options</b> menu.	<b>General Text Entry Form (FOATEXT)</b> 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 <b>Save</b> button.	Stores the document text.
11.	Click the <b>Exit</b> button.	Returns to the <b>Document Header</b> block of <b>FGAJVCQ</b> .
12.	Review the <b>Document Text Exists</b> field.	System maintained field indicates that document text exists.
13.	Click the <b>Next Block</b> button.	<b>Transaction Detail</b> block displays with the document number and the document total shown at the top.
14.	Press TAB to move to the <b>Journal Type</b> field.	Cursor moves to <b>Journal Type</b> field.
15.	Type <b>100</b> in the <b>Journal Type</b> field.	The rule code title will display after you TAB to the next field.
16.	Press TAB to move to the <b>Chart</b> field.	Cursor moves to the <b>Chart</b> field.
17.	Type the appropriate Chart code in the <b>Chart</b> field.	The <b>Chart</b> title displays.
18.	Press TAB to move to the <b>Fund</b> field.	Cursor moves to the <b>Fund</b> field.
19.	Type your self-supporting Fund code in the <b>Fund</b> field.	The Fund code title will display after you TAB to the next field.
20.	Press TAB to move to the <b>Organization</b> field.	Cursor moves to the <b>Organization</b> field.

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21.	Type the appropriate Organization code in the <b>Organization</b> field.	Value displays in the <b>Organization</b> field. The Organization code title displays.
22.	Press TAB to move to the <b>Account</b> field.	Cursor moves to the <b>Account</b> field.
23.	Type the appropriate revenue <b>Account</b> code. (Revenue Account codes begin with 3)	The Account code title displays.
24.	Type the appropriate Program code in the <b>Program</b> field.	The Program code title will display after you TAB to the next field.
25.	Press TAB to move to the <b>Amount</b> field.	Cursor moves to the <b>Amount</b> field.
26.	Type the amount in the <b>Amount</b> field.	The line item amount displays.
27.	Press TAB to move to the <b>Debit/Credit</b> field.	Cursor moves to the <b>Debit/Credit</b> field.
28.	Select + in the <b>Debit/Credit</b> field.	The <b>Debit/Credit</b> field is filled as a debit, because you are redistributing revenue to another Fund.
29.	Press TAB to move to the <b>Description</b> field.	Cursor moves to the <b>Description</b> field.
30.	Type a description of the transaction in the <b>Description</b> field.	The description is required.
31.	Select <b>Next</b> from <b>Record</b> menu.	New record displays.
32.	Press TAB to move to the <b>Journal Type</b> field.	Cursor moves to <b>Journal Type</b> field.
33.	Type 100 in the <b>Journal Type</b> field.	The rule code title will display after you TAB to the next field.
34.	Press TAB to move to the <b>Chart</b> field.	Cursor moves to the <b>Chart</b> field.
35.	Type the customer's Chart code in the <b>Chart</b> field.	The <b>Chart</b> title displays.
36.	Press TAB to move to the <b>Fund</b> field.	Cursor moves to the <b>Fund</b> field.
37.	Type the customer's self-supporting Fund code in the <b>Fund</b> field.	The Fund code title will display after you TAB to the next field.
38.	Press TAB to move to the <b>Organization</b> field.	Cursor moves to the <b>Organization</b> field.
39.	Type the customer's Organization code in the <b>Organization</b> field.	The Organization code title displays.
40.	Press TAB to move to the <b>Account</b> field.	Cursor moves to the <b>Account</b> field.
41.	Type the appropriate revenue <b>Account</b> code. <b>NOTE:</b> You should use the same Account code that you used in step 23.	The Account code title displays.
42.	Type the customer's Program code in the <b>Program</b> field.	The Program code title will display after you TAB to the next field.
43.	Press TAB to move to the <b>Amount</b> field.	Cursor moves to the <b>Amount</b> field.
44.	Type the amount in the <b>Amount</b> field.	The line item amount displays.
45.	Press TAB to move to the <b>Debit/Credit</b> field.	Cursor moves to the <b>Debit/Credit</b> field.
46.	Select - in the <b>Debit/Credit</b> field.	The <b>Debit/Credit</b> field is filled as a credit..
47.	Press TAB to move to the <b>Description</b> field.	Cursor moves to the <b>Description</b> field.
48.	Type a description of the transaction in the <b>Description</b> field.	The description is required.
49.	Click the <b>Next Block</b> button.	The <b>Completion</b> block displays.

Step	Action	Results/Decisions
50.	Click the <b>Complete</b> button.	The journal voucher is submitted for posting.
51.	Click the <b>Exit</b> button to return to the main menu.	