

## Creating a Journal Voucher Using FGAJVCM

Step	Task
1.	Type <i>FGAJVCM</i> in the <b>Go To...</b> field and press ENTER to open the <b>Journal Voucher Mass Entry Form</b> .
2.	Type <i>NEXT</i> in the <b>Document Number</b> field.
3.	Click the <b>Next Block</b> button. The <b>Transaction Date</b> field defaults to the system date. You may enter another acceptable date.
4.	Press TAB to move to <b>Document Total</b> field. Type the absolute value of the journal voucher.
5.	Select <b>Options, Document Text</b> from the menu to access <i>FOATEXT</i> .
6.	Type a complete description of the transaction, your name, work unit, and 10-digit phone number. (Press the DOWN ARROW to access each needed text line.)
7.	Click the <b>Save</b> button.
8.	Click the <b>Exit</b> button to return to the <b>Journal Voucher Document Header</b> block. <b>NOTE:</b> You can use the fields in the <b>Default Values</b> section to enter any values that will be the same for all or most distribution sequences (records). Default values may be overridden.
9.	Click the <b>Next Block</b> button to access the Journal Voucher Detail block. <b>NOTE:</b> For steps 10-14, the <b>Search</b> button is available for each field.
10.	Press TAB to move to the <b>Journal Type</b> field and type the rule code.
11.	Press TAB to move to the <b>Fund</b> field and type the Fund code.
12.	Press TAB to move to the <b>Orgn</b> field and type the Organization code.
13.	Press TAB to move to the <b>Acct</b> field and type the Account code.
14.	Type the Program code in the <b>Prog</b> field. <b>NOTE:</b> Activity and Location codes are optional.
15.	Press TAB to move to the <b>Amount</b> field. Type the debit or credit amount of the transaction associated with this record.
16.	Press TAB to move to the <b>Debit/Credit</b> or <b>D/C</b> field. Type (+) or (-).
17.	Press TAB to move to the <b>Description</b> field. (The window will adjust to display this field.) Type a brief description of the journal voucher transaction.
18.	Press TAB to access any other relevant fields of the record and type the information.
19.	Create and complete a new record when necessary, or if you are finished, go to step 20. <ul style="list-style-type: none"> <li>To create a new record, from the menu select <b>Record, Next</b> and follow steps 10-18.</li> <li>To duplicate the previous record, from the menu select <b>Record, Next</b>, and then <b>Record, Duplicate</b> and follow steps 10-18, changing only the pertinent fields as needed.</li> <li>Any default values will show as you create each new record.</li> </ul>
20.	Click the <b>Next Block</b> button.
21.	Click the <b>Complete</b> button to save and submit for posting. <b>OR</b> Click the <b>In-Process</b> button to save and complete later.
22.	Click the <b>Exit</b> button to return to the main menu.