Account Number Corrections Within a Single Index (Journal Type JD1)
(Must be between two expense account numbers and not between a revenue and an expense account number)

Complete a JV form which you will keep for your records first.

1. Must go to Banner Production icon on your computer
2. Input FG AJVCQ on Banner screen
3. Type in NEXT in the document number field
4. Click Next Block or do Ctrl/Page Down
5. At the end of a fiscal year if you are in July and still want to do a June entry, then you must put in a 6/30 date.
6. Tab to Doc Total & enter sum of all debits and credits on your journal voucher (each correction will take two lines with the same amount)
7. Click Next Block or do Ctrl/Page Down
8. Tab past the sequence field
9. In the journal type field, enter “JD1”
10. Tab to the index field and enter the index number from the first line of your journal voucher.
11. Tab to account and enter the first account number from the first line of your journal voucher.
12. Tab to the amount and enter the dollar amount from the first line of your journal voucher.
13. Tab to the D/C field and enter the sign from the first line of your journal voucher (to determine the – or + to use in the D/C field look at the entry in Banner Production screen FGIBDST-click on YTD Activity column for the account number you are working with and click on the Transaction Detail Activity area on the left edge-this will bring up the line you are looking to correct and what the current sign (- or +) is and to correct it you put in the opposite of the sign on the first line of the internal jv)
14. Tab to the description field and enter up to 35 characters for a short explanation.
15. Tab to bank field and enter 94
16. Click F10 tab at the top of your keyboard
17. Click F6 (make sure you put down computer generated JV# on your JV form)
18. Click F4
19. Tab to account and enter account number from the second line of your journal voucher.
20. Tab to amount and enter amount from second line of your journal voucher.
21. Tab to D/C field and enter the sign for your second line of your journal voucher.
22. Tab to the description field and enter the description for your second line of your journal voucher.
23. F10
24. Repeat 16-22 if there are more lines.
25. Click on Access Transaction Summary Info button on left side of screen
26. This screen will show you what you have done. It is just a copy of your entries. At this time print a copy of this screen for your back up. Make sure you put the JV# on this copy. If you have entered something wrong, get out of this screen and use the up arrow on your keyboard and put your cursor on the field to correct and make the correction. After any corrections you have made hit the F10 button to save your changes. Exit this screen.

27. If you are done with your entries, click on the Access Completion button left middle side of screen.

28. Click on gray Complete button. Remember to look at the bottom left and make sure it says the entry has been accepted and processed.

29. Exit this screen and return to whatever screen you want to work in.

WORD: internal-jv