Processing
Finance
Corrections

February 19, 2019
## What’s the Difference?

<table>
<thead>
<tr>
<th>JD1</th>
<th>Finance Correction</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Processed by Department using Banner form FGAJVCM</td>
<td>• Processed by UBS using Finance Correction form</td>
</tr>
<tr>
<td>• Only for corrections between one index number</td>
<td>• Corrections between multiple index numbers</td>
</tr>
<tr>
<td>• NOT for revenue/income accounts (start with 5xxxx)</td>
<td>• Okay for any account numbers</td>
</tr>
<tr>
<td>• NOT for capital accounts (start with 63xxx)</td>
<td>• NOT for payroll corrections</td>
</tr>
<tr>
<td>• NOT for payroll corrections (start with 61xxx)</td>
<td></td>
</tr>
</tbody>
</table>
FGAJVCM

Leave the Document Number field blank.
Directions for FGAJVCNM

• Leave **Document Number** blank, press Alt + Page Down for Next Block

• **NOTE:** When correcting pcard transactions, **DO NOT** re-use your S-doc # as your journal entry #

• **Transaction Date**, press <Tab> to default to today’s date.  *Note: At fiscal year end, to create a June 30 entry, you will have to manually change the date by clicking on the calendar button next to the ‘Transaction Date’ field and choosing June 30.*

• **Document Total**, enter the sum of all debits & credits (disregard the sign +/-). Each entry will need at least two lines. For example, if you are correcting a $20 entry, your document total will be $40
Slide the bar over to retrieve/input additional data
Directions for FGAJVCM (con’t)

• <Tab> to **Type**: enter JD1
• <Tab> to **Bank**: enter 94 (for Bozeman only)
• Alt + Page Down for Next Block
• <Tab> past Seq field. The sequence number will default as you enter lines of data.
• **Type** will fill in as JD1 because you entered it above.
• <Tab> to **Index**: enter the index number you want to correct (original transaction).
• <Tab> to **Acct**: enter the account number of the transaction you want to correct (original transaction).
Directions for FGAJVCM (con’t)

• <Tab> to Amount: enter amount to be corrected (use positive numbers only)

• <Tab> to Debit/Credit: enter + or – (this will be the opposite sign of the original entry, for example if Banner FGITRND shows a + in the Increase/Decrease column, you will enter a – in FGAJVCM)

![Image of FGAJVCM interface]

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MONTANA STATE UNIVERSITY
Directions for FGAJVCNM (con’t)

• <Tab> to **Description**: enter up to 35 characters (for example, ‘Staples to 62299’ or ‘BI000159 to 62198’)

• Press F10 key to **save**

• Press F6 key to **copy** entry and move to next line

• Press F4 key to **paste**. This will help you from having to reenter information that is the same.

• Your **Document Number** will now be visible at the top. WRITE THIS NUMBER DOWN 😊

• Repeat steps for each line. On your last line, end after pressing F10
Directions for FGAJVCM (con’t)

• Review your information by selecting Related, then Access Transaction Summary Info (FGIJSUM)
Directions for FGAJVCNM (con’t)

- Review your information by going to Related, Access Transaction Summary Info
Directions for FGAJVCN (con’t)

• If all is well, print the screen for your records – Choose ‘Tools’, then ‘Print Screenshot’
• Press X to exit back to main screen
• Press Alt + Page Down, to get to the ‘Completion’ section of the screen
• Press Complete. This will forward your document to the posting process. You should see your transaction in Banner within a few minutes.
FGAJVCM - What if something is wrong?

• Use your arrow keys to tab to the line that needs to be corrected
• Make your changes – you can use the insert, delete and copy buttons on the right side of the screen
• Press F10 to save
• Repeat steps for review
• If your Document Total or Date needs to be changed, Alt + Page Up to the top and correct. Alt + Page Down to get back into the Journal Voucher Detail, then Complete
FGAJVCM - Still not able to post?

- Sometimes Banner gets stuck 😞
- Don’t worry, we can fix it 🙏
- Write down your document number, exit FGAJVCM and go back to Banner menu screen
- Reenter FGAJVCM and pull up your document
- Make sure it is correct and try to complete again
FGAJVCM - *STILL* not working?

- Don’t panic, call me, Christina x3653
- If I can’t unstick it, we can delete the transaction and start over
- The Finance Systems team at [fast@montana.edu](mailto:fast@montana.edu) can also delete a transaction
Helpful tips for completing JD1s

• Make sure you are correcting to and from the same index number.
• Check your signs (+/-) in Banner to be sure you’re correcting in ‘the right direction’. Debit and credit DOES NOT work for JD1s.
• Make sure your entered amounts all added together equal the Document Total.
• Make sure your transaction is in balance – debits and credits (plusses and minuses) are equal.
• Always let Banner default your document number.
• Plan your entry using the JD1 template available on the UBS website here: [http://www.montana.edu/wwwbu/forms.html](http://www.montana.edu/wwwbu/forms.html)
Helpful tips for completing JD1s

<table>
<thead>
<tr>
<th>SEQ</th>
<th>JRNL TYPE</th>
<th>INDEX</th>
<th>FUND</th>
<th>ORGN</th>
<th>ACCT</th>
<th>PROG</th>
<th>ACTV</th>
<th>AMOUNT</th>
<th>+/-</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>JD1</td>
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</tr>
</tbody>
</table>

Date: December 3, 2025
Prepared by:

Explanation

Number: ___________________________ Page 1 of 1
Finance Corrections

**Finance Correction Request Form**
(Do not include payroll corrections)

<table>
<thead>
<tr>
<th>To:</th>
<th>University Business Services Accounting</th>
<th>Date:</th>
<th>Approved: AES/ES University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
<td>Phone:</td>
<td>Email:</td>
</tr>
<tr>
<td>Dept:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**MSU OSP Approval**

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**Please make the following corrections:**

<table>
<thead>
<tr>
<th>Current Coding</th>
<th>Original doc # and date</th>
<th>Amount</th>
<th>Requested Coding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Index</td>
<td>Account</td>
<td>Activity</td>
<td>Doc. #</td>
</tr>
</tbody>
</table>

Per Federal/State guidelines, transfers and/or corrections involving an OSP account **must** be supported by a full justification for said transfer and/or corrections and made within 60 days of the original charge. **Justification:**

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** Montana State University **
Completing a Finance Correction Form

• Please use the PDF form provided on the UBS website and **TYPE** it. Handwritten forms are often hard for us to read and cause delays in processing.
• Include your name and contact information.
• Be sure to sign your form, we cannot process without a signature.
• Under ‘Current Coding’ enter the original transaction information, including the Banner document number and date.
• Under ‘Transaction Description’ enter the Banner description. This help us identify the correct transaction.
• Under ‘Amount’ enter the amount you are correcting. This does not need to be the entire amount of the original transaction. If the amount was a credit, use a negative amount. This is a trigger for UBS to look to see if we need to enter as a debit or credit.
• Under ‘Requested Coding’ enter the index and account you want to move the transaction to.
• **JUSTIFICATION** IS REQUIRED FOR ALL REQUESTS, NOT JUST OSP CORRECTIONS.
Finance Correction Form (con’t)

• Submit your form to financecorrections@montana.edu for entry. We will route internally for OSP and other approval signatures, if required, before processing.

• Backup documentation is helpful if you are:
  • Moving revenue
  • Moving credits to expense accounts (negative amounts)
  • Moving to/from a capital account code (63xxx)
  • Moving lump sums rather than individual transactions (yes, it is okay to do this as long as we have detailed backup)

• PLEASE DON’T WAIT UNTIL JUNE TO SUBMIT YOUR CORRECTIONS. This should be part of your monthly reconciliation process.
Corrections: Using CatBooks

AgBooks Menu
- Data Entry
- Reports
- Correction
- Finance
- Payroll
- Funding
- JD1

Good Afternoon Angie it is Fri Dec 13.

Memo of Understanding

AgBooks and Popups

AgBooks is pointing to FY: 2014

917 AgBooks users, 40 users currently on line.

Data Entry
- Tx
  - Form
  - Bulk
  - Deleted
- Vendor
- Index
- Account
- Group
- Name
- SubAcct
- Special
- Grid
- Search
- FY

Reports
- Budget
- BPA
- Vendor
- Index
- Web Usage
- Schedule
- Rollup

Corrections
- Finance
- Payroll
- Funding
- JD1

Montana State University
Mountains & Minds
Corrections: Using CatBooks

First, find the transaction number(s) that you need to change
CatBooks: Finance Corrections

- Enter the transaction number and “Lookup” - the Banner information will populate.
- Enter the new Index and/or Account Code and “Insert”.

![AgBooks Menu Finance Correction](image-url)
CatBooks: Finance Corrections

- Enter your Justification and “Commit Transactions and Print”
- Route to UBS for processing – submit to financecorrections@montana.edu

<table>
<thead>
<tr>
<th>FY</th>
<th>Original Tx</th>
<th>Id</th>
<th>Author</th>
<th>From Acci</th>
<th>From Account</th>
<th>From Activity</th>
<th>Doc</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>2348</td>
<td>31</td>
<td>MSU\angie.dangerfield</td>
<td>911004</td>
<td>62290</td>
<td></td>
<td>S1246085</td>
<td>11/21/2013</td>
<td>P&gt;STAPLES reinforced for monthly audit by departmental accountant revealed an error in coding this original transaction; correcting to appropriate index/account code.</td>
</tr>
</tbody>
</table>

**Justification:** (use Shift Enter for new line in justification)

Monthly audit by departmental accountant revealed an error in coding this original transaction; correcting to appropriate index/account code.
CatBooks: Finance Corrections

The debit and credits have now posted into CatBooks
CatBooks: JD1s

- Enter the transaction number and “Lookup” - the Banner information will populate.
- Enter the new Account Code and “Insert”.

![AgBooks Menu JD1](image-url)
“Commit Transactions and Print” returns a PDF. Use this form to assist you for your Banner entry in FGAJVCVM.

### Banner JD1 Expense Corrections

<table>
<thead>
<tr>
<th>Seq</th>
<th>JRNL</th>
<th>Orgn</th>
<th>Acci</th>
<th>Acct</th>
<th>Actv</th>
<th>Doc</th>
<th>Amount</th>
<th>DC</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>JD1</td>
<td>412001</td>
<td>911004</td>
<td>62290</td>
<td></td>
<td>S1246085</td>
<td>18.16</td>
<td>-</td>
<td>P&gt;STAPLES reinforced fasteners - DO</td>
</tr>
<tr>
<td>2</td>
<td>JD1</td>
<td>412001</td>
<td>911004</td>
<td>62208</td>
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<td></td>
<td>18.16</td>
<td>+</td>
<td>P&gt;STAPLES reinforced fasteners - DO</td>
</tr>
</tbody>
</table>

36.32