

Processing Finance Corrections



February 19, 2019



What's the Difference?

<u>JD1</u>

- Processed by Department using Banner form FGAJVCM
- Only for corrections between <u>one</u> index number
- NOT for revenue/income accounts (start with 5xxxx)
- NOT for capital accounts (start with 63xxx)
- NOT for payroll corrections (start with 61xxx)

Finance Correction

- Processed by UBS using Finance Correction form
- Corrections between multiple index numbers
- Okay for any account numbers
- NOT for payroll corrections



FGAJVCM





Directions for FGAJVCM

- Leave <u>Document Number</u> blank, press Alt + Page Down for Next Block
- NOTE: When correcting pcard transactions, <u>DO NOT</u> re-use your S-doc # as your journal entry #
- <u>Transaction Date</u>, 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.
- <u>Document Total</u>, 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



Document Number: Start Or JOURNAL LEVENER OCCURLIN INJECT Insert Delete Copy Transaction Date * 02/12/2019 Document Text Exists NSF Checking Document Total VISF Checking Deferred Edit * DEFAULT VALUES Insert Delete Copy Type Bank Budget Period Insert Delete Copy Seq * Type * Status COA* Index Fund Orgn Act Prog Act Locn Proj * Completion 10 * Por Page Record Record Copy * Completion Insert Delete Copy * Completion Insert Delete Copy	× Ø ellucian	Journal Vouch	er Mass Entry f	GAJVCM 9.3.	6 (TEST) (BZ)				🔒 ADD		🖧 RE	LATED	tools
▼ JOURIAL Weekeek boloculation interview ⓐ Insert ■ Delete ■ Copy ☐ Document Text Exists Ø 2/12/2019 Document Total Ø NSF Checking Deferred Edit Ø Deferred Edit Ø D	Document Number:		>								(Start (Dver
Transaction Date* 02/12/2019 Document Total Default Val UE Default Val UE <td< th=""><th>JOURNAL VOUDILLE</th><th>DOCUMENT HEAD</th><th>50 .</th><th></th><th></th><th></th><th></th><th></th><th></th><th>🗄 Insert</th><th>Delete</th><th>🍙 Сору</th><th>Ϋ, Filter</th></td<>	JOURNAL VOUDILLE	DOCUMENT HEAD	50 .							🗄 Insert	Delete	🍙 Сору	Ϋ, Filter
Document Total Decument Total Deferred Edit Deferred Edit Deciption Deciption Deciption Deciption Deciption Deciption Deciption Deciption Type * Status COA * Index Fund Organ Acct Prog Activ Locon Proj The Deciption The Deciption The Deciption The Deciption The Deciption The Deciption The Deciption The Deciption The Deciption The Deciption The Deciption The Deciption The Deciption The Deciption The Deciption The Deciption The Deciption The Dec	Transaction Date	* 02/12/2019						Document T	Text Exists				
DEFAULT VALUES DEFAULT VALUES Defect Edit Description Description Deposit Deposit Deposit Deposit Deposit Delete Corrency Seq * Type * Status COA * Index Fund Orgn Acct Prog Actv Locn Proj Complete Insert Delete Copy Complete In Process	Document Total							NSF Checki	ing				
V DEFAULT VALUES Insert Delete * Copy Type Bank Budget Period Description Deposit Currency Y JOURNAL VOUCHER DETAIL Insert Delete * Copy Seq * Type * Status COA * Index Fund Orgn Acct Prog Actv Locn Proj 4 1 of 1 >> 10 * Per Page Record Record Record Complete In Process								Deferred Ed	lit				
Type Bank Description Deposit Deposit </td <td>DEFAULT VALUES</td> <td></td> <td>_</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>🚹 Insert</td> <td>Delete</td> <td>Сору</td> <td>Ϋ, Filter</td>	DEFAULT VALUES		_							🚹 Insert	Delete	Сору	Ϋ, Filter
Description JOURNAL VOUCHER DETAIL Insert Deposit Currency Insert Detet Insert <td>Туре</td> <td></td> <td></td> <td></td> <td>Bank</td> <td></td> <td></td> <td></td> <td>Budget Period</td> <td></td> <td></td> <td></td> <td></td>	Туре				Bank				Budget Period				
✓ JOURNAL VOUCHER DETAIL Insert □ Delete □ Copy Seq * Type * Status COA * Index Fund Orgn Acct Prog Actv Locn Proj 4 1 1 1 Image: Status Image: Status <td>Description</td> <td></td> <td>ノ</td> <td></td> <td>Deposit</td> <td></td> <td></td> <td></td> <td>Currency</td> <td></td> <td></td> <td></td> <td></td>	Description		ノ		Deposit				Currency				
Seq * Type * Status COA * Index Fund Orgn Acct Prog Actv Locn Proj Image: Seq * 1 1 Image: Seq * 1 Image: Seq * Imag	JOURNAL VOUCHER	DETAIL		+						🗄 Insert	Delete	🖷 Сору	👻 Filter
1 Image: State of the sta	Seq * Type *	Status	COA *	Index	Fund	Orgn	Acct	Prog	Actv	Locn		Proj	Perc
Image: Complete in Process			1										
COMPLETION Complete In Process X X	▲ ▲ ▲ ① of 1 ►	H 10 V	Per Page					ノ				Rec	▶ ord 1 of 1
Complete In Process	COMPLETION							-		🗄 Insert	Delete	Па Сору	Ϋ, Filter
	Complete In F	Process											
$\overline{\mathbf{x}}$													
	▲ ⊻												SAVE
EDIT Record: 1/1 FGBJVCH_FGBJVCH_DOC_AMT [1] @2000 - 2018 Ellucian. All rights reserved. ellu	EDIT Record: 1/1	FGBJVCH	FGBJVCH_DOC_A	MT [1]				©2000 - 2018 Ellucian.	. All rights reserved.			e	lucian₅

Slide the bar over to retrieve/input additional data



- <Tab> to <u>Type</u>: enter JD1
- <Tab> to <u>Bank</u>: 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.
- <u>Type</u> will fill in as JD1 because you entered it above.
- <Tab> to <u>Index</u>: enter the index number you want to correct (original transaction).
- <Tab> to <u>Acct</u>: enter the account number of the transaction you want to correct (original transaction).



- <Tab> to <u>Amount</u>: enter amount to be corrected (use positive numbers only)
- <Tab> to <u>Debit/Credit</u>: 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)

×	ellucian	Journa	I Voucher I	Mass Entry FG	AJVCM 9.3.6 (TES	ST) (BZ)								🔒 ADD	RETRIEVE	🔓 RELA	TED 🚦	TOOLS
Documer	nt Number: J0	269224														C	Start C	ver
▼ JOURN	AL VOUCHER D	OCUME	T HEADER												🗄 Insert 🗖	Delete	Сору	₹, Filter
Tra	nsaction Date *	02/12	2019								Document Tex	t Exists						
Do	ocument Total			40.00							VSF Checking				_			
											Deferred Edit							
DEFAUL	LT VALUES														🖬 Inse	Delete	Copy	👻 Filter
	Туре	JD1					E	lank 94	.)			Bu	dget Period					
	Description						Dep	oosit)				Currency					
- JOURN	AL VOUCHER D	ETAIL													insert 🗖	Done	Сору	Ŷ, Filter
Seq *	Type *		Status	COA *	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Percent	Amount *	Debit/Cree	dit	NSF	Override *
	1 JD1			1	4A6100	411201	436100		06						20.00 + Plus			
4						•												•
	1 of 1 🕨 🕨		10 V F	er Page													Reco	ord 1 of 1
COMPL	ETION														🕄 Insert 🛛	Delete	Copy	♥, Filter
Comp	lete In Pi	rocess)															

⊼ ⊻			SAVE
EDIT Record: 1/1	FGBJVCD.FGBJVCD_DR_CR_IND [1]	62000 - 2018 Ellucian. All rights reserved.	ellucian
IONTAN	A		Mountains

Minds

- <Tab> to <u>Description</u>: enter up to 35 characters (for example, 'Staples to 62299' or 'BI000159 to 62198')
- Press F10 key to save
- Press F6 key to <u>copy</u> entry and move to next line
- **Press F4 key to <u>paste</u>**. This will help you from having to reenter information that is the same.
- Your <u>Document Number</u> will now be visible at the top. WRITE THIS NUMBER DOWN ☺
- Repeat steps for each line. On your last line, end after pressing F10



• Review your information by selecting Related, then Access Transaction Summary Info (FGIJSUM)

×	@ ellucian	Journal Vouch	ner Mass Entr	y FGAJVCM 9.3.6	(TEST) (BZ)							🔒 ADD		뤏 REL	ATED	¥ TOOLS
Docum	nent Number: JO	269224												ſ	tart (Dver
JOUR	NAL VOUCHER D	OCUMENT HEAD	DER										🖸 Insert	Delets	Сору	Y, Filter
т	ransaction Date *	02/12/2019						1	Doc	ument Text Exists						
	Document Total		40.00						V NSF	Checking						
			1						Defe	erred Edit						
• DEFA	ULT VALUES												🖸 Insert	Dele	Сору	Y, Filter
	Туре	JD1				Bank	94				Budget Period					
	Description					Deposit					Currency)				
JOUR	NAL VOUCHER D	ETAIL											🕄 Insert	Delete	Га Сору	Ÿ, Filter
Seq *	Type *	Status	COA *	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Percent	Amou	int *	0)ebit/Credi
	1 JD1	Postal	ole 1	4A6100	411201	436100	62290	06							20.00 +	⊦ Plus
	2 JD1		1	4A6100	411201	436100	62210	06							20.00 -	Minus
					→ 4											
14 .4	🛛 🚺 of 1 🕨 🕽	10 -	Per Page												Rec	ord 2 of 2
• сом	PLETION												🖬 Insert	Delete	Copy	Y. Filter
Con	nplete In Pl	rocess														



• Review your information by going to Related, Access Transaction Summary Info

×	@ ellucian	Journal Voucher Summ	ary FGIJSUN	I 9.0 (TEST) (BZ	<u>Z)</u>							🔒 ADD	RETRIEVE	뤕	RELATED	🔆 TOOLS
Docum	ent: J0269224	Submission: 0 Transa	action Date:	02/12/2019		Document To	otal:		40.00						Start	Over
▼ JOUR	NAL VOUCHER	SUMMARY											🗄 Insert		ie 🔽 Copy	¥, Filter
tatus		Sequence	Туре	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Transaction Amount			Debit/Cred	
Postab	ole 🔽	1	JD1	1	4A6100	411201	436100	62290	06					20.00	+ Plus	
Postab	ole	2	JD1	1	4A6100	411201	436100	62210	06					20.00	- Minus	
											Total:			40.00		
R -	- 💽 of 1 🕨	▶ 10 ▼ Per Pa	ge												Ke	cord 1 of 2



- 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 - <u>STILL</u> 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 <u>fast@montana.edu</u> can also delete a transaction





Helpful tips for completing JD1s

- Make sure you are correcting to and from the <u>same index number</u>
- 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: <u>http://www.montana.edu/wwwbu/forms.html</u>



Helpful tips for completing JD1s

			Number					Page 1	of	1
			Number					rage i		
Date:	December 3, 2025				Prepared by:					
Duto.	December 5, 2025				ricpared by:				-	
Expla	nation									
SEQ	JRNL TYPE	INDEX	FUND	ORGN	ACCT	PROG	ACTV	AMOUNT	+/-	DESCRIPTION
1	JD1									
2										
3										
4										
5									<u> </u>	
6									<u> </u>	
									<u> </u>	
- 0									<u> </u>	
10									<u> </u>	
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
								\$ -		



Finance Corrections

	FINANCE COR	RECTI	ON REQUEST	FORM	
		(Don	ot include payroll con	rections)	
To:	University Business Services Accounting	Date:		Approved:	AES/ES University
Name:	Phone:		Email:		
Dept:					MSU OSP Approval
Signature:					

Signature

Date

Please make the following corrections:

Ci	urrent Cod	ling	Original d and da	loc # te		Amount	Req	uested Co	ling
Index	Account	Activity	Doc. #	Date	Transaction Description	Amount	Index	Account	Activity

Per Federal/State guidelines, transfers and/or corrections involving an OSP account <u>must</u> be supported by a full justification for said transfer and/or corrections and made within 90 days of the original charge. **Justification:**



Completing a Finance Correction Form

- Please use the PDF form provided on the UBS website and <u>TYPE</u> 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
- <u>JUSTIFICATION</u> 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)
- <u>PLEASE DON'T WAIT UNTIL JUNE TO SUBMIT YOUR CORRECTIONS</u>. This should be part of your monthly reconciliation process.



Corrections: Using CatBooks

AgBooks Me	enu	Good After	noon Angie it is	Fri Dec 1	3.		College of Ag &
Data Entry	۲						
Reports	•	Memo o	of Understandi	ng			AgBooks and Popups
Correction	•	Finance		-			
DPO	•	Payroll				AaBooks is poir	ting to EY: 2014
Tools	•	Funding					
Options	٠L	JD1					
Mobile	•					91/ Agbooks users, 40	J users currently on line.
Property Control	•		Det	ha Embr		Poporto	Connections
About	•		Da	la Entr	Y	Keports	Corrections
JFF	•		Tx	Form	Grid	Budget	Finance
Admin	•			<u>Bulk</u>	Search	BPA	Payroll
Logout				<u>Deleted</u>	<u>FY</u>	<u>Vendor</u>	Funding
			Vendor	<u>Form</u>	<u>Grid</u>	<u>Index</u>	<u>JD1</u>
			Index	<u>Form</u>	<u>Grid</u>	<u>Web Usage</u>	
			Account	<u>Form</u>	<u>Grid</u>	<u>Schedule</u>	
			Group	Form	<u>Grid</u>	<u>Rollup</u>	
			Name	<u>Form</u>	<u>Grid</u>		
			SubAcct	<u>Form</u>	Grid		
	AgBooks Me Data Entry Reports Correction DPO Tools Options Mobile Property Control About JFF Admin Logout	AgBooks Menu Data Entry Image: Composition of the second of th	AgBooks Menu Data Entry Reports Correction DPO Tools Options Mobile Property Control About JFF Admin Logout	AgBooks Menu Good Afternoon Angie it is Data Entry Reports Memo of Understandin Correction Finance DPO Payroll Tools Funding Options JD1 Mobile JD1 Property Control JD1 About JFF Admin JFF Logout Vendor Index Account Group Name SubAcct	AgBooks Menu Good Afternoon Angie it is Fri Dec 1 Data Entry Memo of Understanding Reports Memo of Understanding Correction Finance DPO Payroll Tools JD1 Mobile JD1 About JD1 Admin Easternom Logout Tx Form Bulk Dotate Form SubAcct Form SubAcct Form	AgBooks Menu Good Afternoon Angie it is Fri Dec 13. Data Entry Reports Memo of Understanding Correction Payroll DPO Payroll Tools JD1 Mobile JD1 Property Control JD1 About JFF Admin Logout Tx Form Grid Bulk Search Deleted Dout Fridance Vendor Form Grid Index Account Form Grid SubAcct SubAcct Form Grid SubAcct	AgBooks Menu Good Afternoon Angie it is Fri Dec 13. Data Entry • Reports • Protein • Doto • Property Control • About • JFF • Admin • Logout • Vendor • Vendor • Netholik • Admin • Logout • Admin • Logout • Netholik • Netholik • Reports • Admin • Logout • Netholik • Name • Report • Account • Name • SubAcct • SubAcct • • •



Corrections: Using CatBooks

First, find the transaction number(s) that you need to change

Ag	Boo	ks №	lenu	Tran	saction					College of Ag & I	м/	AES						<u>40 (31,36</u>
FY	2014	8	8 20)14 ⊗	*		G	iet Da	ta	Clear		Mu	lti sele	ctusing shi	ft/ctrl for	adjacent/non-	adjacer	nt entries. Double click 1
Entered					Inc	ex [1]		Accour	nt	Vendor			N	ame	5	SubAccount		Group
Paid Amt					00000 41200 41201	0 1 1 1		000 0000 0000	^	3 Rivers Communications [13 360 Office Solutions [2081] 4H Office [536] 4moriat [2086]	33!	5] Ba Ba Ba	arney aumt obca	y, Jody Dauer, ^ t Chan	Missi _Non 4120	ng SubAcco e Specified 01 Ag Amba	u IS	Bobcats Champs COA Reports
Enc DPO:					42313 42315 42396	6 8 3	52 52 52	2838 28402 28403		5\R Stock Dogs [1949] 7 Eleven [1879] A & D Auto Body Repair Inc.	[1	655] D	rekke ange uff, (e, Bob rfield, Glenn	4120 4120 4120 4120	01 Celebrate 01 Celebrate 01 Commun 01 Dean Cor	e ic m	Designated x Foundation Grants & Contra
Desc:					43201	3 5	5.	28404 28405		A & I Distributors [912] A.M. Welles [1570]		G	ettel, icobs	, David sen, Je	4120	01 General (01 Nora/Jes	s l	IDCs MAES
Clr:	11				43300 43300	7 8	 52 52 	28406 2841	~	A.M. Welles [2134] ABC Rental & Equipment Sale	es	[754] La	avey, nhar	Jenny t, Lorr	4120 9110	01 Vet Prgm 04 Assoc De		
	F	FY	Id		<u>By</u>	Ente	red			<u>Vendor</u>		<u>Paid</u>	<u>Chr</u>	<u>Index</u>	<u>Acct</u>	<u>AcctPred</u>		<u>Desc</u>
Edit	<u>Edit</u>	2014	2484	AESBUD	WEBUSER	11/27/	2013	MSU	пс			11/26/2013	11	911004	62198	62100	Calle	r ID Change x515
Edit	<u>Edit</u>	2014	2421	AESBUD	WEBUSER	11/23/	2013	Banne	er E	xternal Feeds		11/22/2013	11	911004	62309	62300	ОСТ	Tel Dex Adv
Edit	<u>Edit</u>	2014	2422	AESBUD	WEBUSER	11/23/	2013	Banne	er E	xternal Feeds		11/22/2013	11	911004	62371	62300	ОСТ	PROVOST TELEPH
Edit	<u>Edit</u>	2014	2423	AESBUD	WEBUSER	11/23/	2013	Banne	er E	xternal Feeds		11/22/2013	11	911004	623B4	62300	ОСТ	PROVOST TELEPH
Edit	<u>Edit</u>	2014	2474	AESBUD	WEBUSER	11/23/	2013	Banne	er E	xternal Feeds		11/22/2013	11	911004	623B4	62300	ОСТ	PROVOST TELEPH
Edit	<u>Edit</u>	2014	2348	ESBUE	WEBUSER	11/22/	2013	Staple	es			11/21/2013	11	911004	62290	62200	P>S	TAPLES reinforced
						i					_				i	1		



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

College of Ag 8

- Enter FY, AgBooks Transaction # (Tx) of entry to be corrected and hit 'Enter' or 'Lookup'
- Enter Requested accounting fields and hit 'Enter' or 'Insert'
- Switch to Justification w/ Alt-J, enter 'Justification' then 'Commit Transactions and Print' or Alt-C
- If 'Current Coding' is not in AgBooks enter by hand and use 'Lookup' to retrieve Doc #, date & description.
- Shortcut keys Lookup/Insert/Justification/Commit Alt-L/I/J/C





CatBooks: Finance Corrections

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

Pending	Corre	tions: [To	tal-	- 18 16]									
ending	FY	<u>Original</u> <u>Tx</u>	Id	Author	<u>From</u> Acci	<u>From</u> Account	<u>From</u> Activity	Doc	<u>Date</u>	Description			
Delete	2014	2348	31	MSU\angie.dangerfield	911004	62290		S1246085	11/21/2013	P>STAPLES reinforced for			
Justification: (use Shift Filter for new line in justification) Monthly audit by departmental accountant revealed an error in coding this original transaction; correcting to appropriate index/account code.													
Commit Transactions and Print													



CatBooks: Finance Corrections The debit and credits have now posted into CatBooks

A	gBoo	ks №	1enu	Transa	oction				College of A	g & MAES							<u>2677 (-3,787,8</u>	<u>83.70 792,757.36)</u>	BPA BPA
F	Y 2014	0	¥ 20	014 🔕 😆			Get D	ata	(lear		М	ılti select usin	ng shift	t/ctrl for a	ad jacent/non-ad jac	ent entries. Double clic	k to remove selection.	
Entere	d				Index		Accou	Int	V	endor			Name		S	ubAccount	Group	Activity	Location
Pai	d				000000		0000		3 Rivers Commun	ications [133	5]	B	arney, Joo	dy	Missin	g SubAccou	Bobcats		None Specified
An	ıt				412001 412011		10000		4H Office [536]	ns [2081]		B	aumbauei obcat Cha	r, 🔿	_None	1 Ag Ambas	COA Reports	ľ	Water billing
En	с				41VM22		50000		4Imprint [2086]	040]		B	obcats	L.	41200	1 BART Tea	College of Ag		
DPC	:				423130		52838	2	7 Eleven [1879]	[949]		D	angerfield	d, —	41200	1 Communic	Foundation		
PC	:				423963		528403	3	A & D Auto Body	Repair Inc. [1	655	5] D	uff, Glenn	n vict	41200	1 Dean Com	Grants & Contra		
Desc	:				432065		528405	5	A.M. Welles [157	[912] 0]		Ja	acobsen, 1	Je	41200	1 Nora/Jess	MAES		
Cli	:				433007 433008	~	528406 52841		A.M. Welles [213 ABC Rental & Equ	4] ipment Sales	[75	54 L	avey, Jenr inhart, Lor	ny 🗸 rr	41200 91100	1 Vet Prgm V A Assoc Dea			
	2	FY	Id		By	Ent	tered		<u>Vendor</u>	<u>Paid</u>	<u>Chr</u>	Index	<u>Acct</u>	Acc	tPred		Descriptio	n	Amount
Edit	Edit	2014	2702	AESBUDW	EBUSER	12/1	3/2013	Fina	nce Correction	12/13/2013	0	911004	4 62290	6220	00	cor to 412001	P>STAPLES reinf	orced fasteners - [-18.16
Edit	Edit	2014	2703	AESBUDW	EBUSER	12/1	3/2013	Fina	nce Correction	12/13/2013	0	41200	62204	6220	00	cor from 9110	04 P>STAPLES re	inforced fasteners	- D 18.16
Edit	Edit	2014	2700	MSU\angie	e.dangerfield	12/1	3 <mark>/20</mark> 13	Stap	les	12/13/2013	0	911004	62290	6220	00	JD1> P>STAPI	ES reinforced fas	teners - DO	-18.16
Edit	Edit	2014	2701	MSU\angie	e.dangerfield	12/1	.3/2013	Stap	les	12/13/2013	0	911004	62208	6220	00	JD1> P>STAP	ES reinforced fas	teners - DO	18.16



CatBooks: JD1s

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

AgBooks Menu JD1			College of Ag & MAES							
FY Tx #		Coding	Index	Account	Activity	Amount	Doc #	Date	Description	Notes
2014 2348	Lookup	Current	911004	62290		18.16	S1246085	11/21/13	P>STAPLES reinforced fast	
\smile		Requested		62208						
										Insert (Alt-I)



CatBooks: JD1s

"Commit Transactions and Print" returns a PDF. Use this form to assist you for your Banner entry in FGAJVCM.

Banner JD1 Expense Corrections



