



# Processing Finance Corrections



February 19, 2019

# What's the Difference?

## JD1

- Processed by Department using Banner form FGAJVCM
- Only for corrections between one 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



Document Number:  ... Copy Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Leave the Document Number field blank.

# Directions for FGAJVCM

- 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

Document Number: [ ] Start Over

JOURNAL VOUCHER DOCUMENT NUMBER [ + Insert - Delete Copy Filter ]

Transaction Date \* 02/12/2019 [ ] Document Text Exists [ ]  
Document Total [ ] NSF Checking [ x ]  
Deferred Edit [ ]

DEFAULT VALUES [ + Insert - Delete Copy Filter ]

Type [ ] Description [ ] Bank [ ] Deposit [ ] Budget Period [ ] Currency [ ]

JOURNAL VOUCHER DETAIL [ + Insert - Delete Copy Filter ]

Seq *	Type *	Status	COA *	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Perc
			1									

Record 1 of 1

COMPLETION [ + Insert - Delete Copy Filter ]

Complete In Process

SAVE

EDIT Record: 1/1 FGBJVCH.FGBJVCH\_DOC\_AMT [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian.

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)

Document Number: J0269224

Transaction Date \* 02/12/2019  
Document Total 40.00

Document Text Exists  
NSF Checking  
Deferred Edit

DEFAULT VALUES  
Type JD1  
Bank 94  
Budget Period  
Description  
Deposit  
Currency

Seq *	Type *	Status	COA *	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Percent	Amount *	Debit/Credit	NSF Override *
1	JD1	1	4A6100		411201	436100	06	06					20.00	+ Plus	

COMPLETION  
Complete In Process

EDIT Record: 1/1 FGAJVCM.FGALVCM\_DR\_CR\_IND [1] ©2000 - 2018 Ellucian. All rights reserved. ellucian. SAVE

# Directions for FGAJVCM (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)

ellucian Journal Voucher Mass Entry FGAJVCM 9.3.6 (TEST) (BZ) ADD RETRIEVE RELATED TOOLS

Document Number: J0269224 Start Over

**JOURNAL VOUCHER DOCUMENT HEADER** Insert Delete Copy Filter

Transaction Date \* 02/12/2019 Document Total 40.00

Document Text Exists  
 NSF Checking  
 Deferred Edit

**DEFAULT VALUES** Insert Delete Copy Filter

Type JD1 Bank 94 Budget Period  
Description Deposit Currency

**JOURNAL VOUCHER DETAIL** Insert Delete Copy Filter

Seq *	Type *	Status	COA *	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Percent	Amount *	Debit/Credit
1	JD1	Postable	1	4A6100	411201	436100	62290	06					20.00	+ Plus
2	JD1		1	4A6100	411201	436100	62210	06					20.00	- Minus

1 of 1 Per Page Record 2 of 2

**COMPLETION** Insert Delete Copy Filter

Complete In Process

# Directions for FGAJVCM (con't)

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

The screenshot shows a web application interface for 'Journal Voucher Summary FGIJSUM 9.0 (TEST) (BZ)'. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The main content area displays a 'JOURNAL VOUCHER SUMMARY' table. Annotations include a black circle around the 'Document Total' field showing '40.00', a black circle around the 'Status' column header, a black circle around the 'Debit/Credit' column header, and a black arrow pointing to the 'Status' column. The table has columns for Status, Sequence, Type, COA, Index, Fund, Orgn, Acct, Prog, Actv, Locn, Transaction Amount, and Debit/Credit. Two rows are visible, both with 'Postable' status. A 'Total' row shows a total transaction amount of 40.00.

Status	Sequence	Type	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Transaction Amount	Debit/Credit
Postable	1	JD1	1	4A6100	411201	436100	62290	06			20.00	+ Plus
Postable	2	JD1	1	4A6100	411201	436100	62210	06			20.00	- Minus
Total:											40.00	

# Directions for FGAJVCM (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>

# Helpful tips for completing JD1s

		Number _____		Page <u>1</u> of <u>1</u>						
Date: December 3, 2025		Prepared by: _____								
<u>Explanation</u>										
SEQ	JRNL TYPE	INDEX	FUND	ORGN	ACCT	PROG	ACTV	AMOUNT	+/-	DESCRIPTION
1	JD1									
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20								\$ -		



# 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](mailto: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      Good Afternoon Angie it is Fri Dec 13.      College of Ag &

[Memo of Understanding](#)      [AgBooks and Popups](#)

**AgBooks is pointing to FY: 2014**

917 AgBooks users, 40 users currently on line.

	Data Entry	Reports	Corrections
Tx	<a href="#">Form</a> <a href="#">Grid</a> <a href="#">Bulk</a> <a href="#">Search</a> <a href="#">Deleted</a> <a href="#">FY</a>	<a href="#">Budget</a> <a href="#">BPA</a> <a href="#">Vendor</a> <a href="#">Index</a> <a href="#">Web Usage</a> <a href="#">Schedule</a> <a href="#">Rollup</a>	<a href="#">Finance</a> <a href="#">Payroll</a> <a href="#">Funding</a> <a href="#">JD1</a>
Vendor	<a href="#">Form</a> <a href="#">Grid</a>		
Index	<a href="#">Form</a> <a href="#">Grid</a>		
Account	<a href="#">Form</a> <a href="#">Grid</a>		
Group	<a href="#">Form</a> <a href="#">Grid</a>		
Name	<a href="#">Form</a> <a href="#">Grid</a>		
SubAcct	<a href="#">Form</a> <a href="#">Grid</a>		
Special	<a href="#">Form</a> <a href="#">Grid</a>		

# Corrections: Using CatBooks

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

AgBooks Menu Transaction College of Ag & MAES [40 \(31,36\)](#)

FY 2014 2014 Get Data Clear Multi select using shift/ctrl for adjacent/non-adjacent entries. Double click

Entered	Index [1]	Account	Vendor	Name	SubAccount	Group
Paid	000000	0000	3 Rivers Communications [1335]	Barney, Jody	Missing SubAccou	Bobcats
Amt	412001	00000	360 Office Solutions [2081]	Baumbauer, ^	_None Specified ^	Champs
Enc	412011	10000	4H Office [536]	Bobcat Char	412001 Ag Amba	COA Reports
DPO:	41VM22	50000	4Imprint [2086]	Bobcats	412001 BART Tea	College of Ag
PO:	423136	52838	5\R Stock Dogs [1949]	Brekke, Bob	412001 Celebrate	Designated x
Desc:	423158	528402	7 Eleven [1879]	Dangerfield,	412001 Commun	Foundation
Clr: 11	423963	528403	A & D Auto Body Repair Inc. [1655]	Duff, Glenn	412001 Dean Corr	Grants & Contr
	432013	528404	A & I Distributors [912]	Gettel, David	412001 General O	IDCs
	432065	528405	A.M. Welles [1570]	Jacobsen, Je	412001 Nora/Jess	MAES
	433007	528406	A.M. Welles [2134]	Lavey, Jenny	412001 Vet Prgm	
	433008	52841	ABC Rental & Equipment Sales [754]	Linhart, Lorr	911004 Assoc Dea	

	FY	Id	By	Entered	Vendor	Paid	Clr	Index	Acct	AcctPred	Desc
Edit <a href="#">Edit</a>	2014	2484	AESBUDWEBUSER	11/27/2013	MSU ITC	11/26/2013	11	911004	62198	62100	Caller ID Change x515
Edit <a href="#">Edit</a>	2014	2421	AESBUDWEBUSER	11/23/2013	Banner External Feeds	11/22/2013	11	911004	62309	62300	OCT Tel Dex Adv
Edit <a href="#">Edit</a>	2014	2422	AESBUDWEBUSER	11/23/2013	Banner External Feeds	11/22/2013	11	911004	62371	62300	OCT PROVOST TELEPH
Edit <a href="#">Edit</a>	2014	2423	AESBUDWEBUSER	11/23/2013	Banner External Feeds	11/22/2013	11	911004	623B4	62300	OCT PROVOST TELEPH
Edit <a href="#">Edit</a>	2014	2424	AESBUDWEBUSER	11/23/2013	Banner External Feeds	11/22/2013	11	911004	623B4	62300	OCT PROVOST TELEPH
Edit <a href="#">Edit</a>	2014	2348	AESBUDWEBUSER	11/22/2013	Staples	11/21/2013	11	911004	62290	62200	P>STAPLES reinforced

# 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 & Forestry

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- 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

FY	Tx #		Coding	Index	Account	Activity	Amount	Doc #	Date	Description
2014	2348	Lookup	Current	911004	62290		18.16	S1246085	11/21/13	P>STAPLES reinforced fast
		→	Requested	412001	62204					
Post Corrections in AgBooks FY									2014	Insert (Alt-I) ←

# CatBooks: Finance Corrections

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

Pending Corrections: [Total= 18.16]

	<u>FY</u>	<u>Original Tx</u>	<u>Id</u>	<u>Author</u>	<u>From Acci</u>	<u>From Account</u>	<u>From Activity</u>	<u>Doc</u>	<u>Date</u>	<u>Description</u>
Delete	2014	2348	31	MSU\angie.dangerfield	911004	62290		S1246085	11/21/2013	P>STAPLES reinforced f

**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.

Commit Transactions and Print 

# CatBooks: Finance Corrections

The debit and credits have now posted into CatBooks

AgBooks Menu Transaction College of Ag & MAES 2677 (-3,787,883.70 792,757.36) BPA

FY 2014 2014 Get Data Clear Multi select using shift/ctrl for adjacent/non-adjacent entries. Double click to remove selection.

Entered	Index	Account	Vendor	Name	SubAccount	Group	Activity	Location
Paid	000000	0000	3 Rivers Communications [1335]	Barney, Jody	Missing SubAccou	Bobcats		_None Specified
Amt	412001	00000	360 Office Solutions [2081]	Baumbauer,	_None Specified	Champs		Water billing
Enc	412011	10000	4H Office [536]	Bobcat Chan	412001 Ag Amba	COA Reports		
DPO:	41VM22	50000	4Imprint [2086]	Bobcats	412001 BART Tea	College of Ag		
PO:	423136	52838	5\R Stock Dogs [1949]	Brekke, Bob	412001 Celebrate	Designated x		
Desc:	423158	528402	7 Eleven [1879]	Dangerfield,	412001 Commun	Foundation		
Clr:	423963	528403	A & D Auto Body Repair Inc. [1655]	Duff, Glenn	412001 Dean Corr	Grants & Contr		
	432013	528404	A & I Distributors [912]	Gettel, David	412001 General O	IDCs		
	432065	528405	A.M. Welles [1570]	Jacobsen, Je	412001 Nora/Jess	MAES		
	433007	528406	A.M. Welles [2134]	Lavey, Jenny	412001 Vet Prgm			
	433008	52841	ABC Rental & Equipment Sales [754]	Linhart, Lorr	911004 Assoc Dea			

  

	FY	Id	By	Entered	Vendor	Paid	Cr	Index	Acct	AcctPred	Description	Amount
Edit	2014	2702	AESBUDWEBUSER	12/13/2013	Finance Correction	12/13/2013	0	911004	62290	62200	cor to 412001 P>STAPLES reinforced fasteners - DO	-18.16
Edit	2014	2703	AESBUDWEBUSER	12/13/2013	Finance Correction	12/13/2013	0	412001	62204	62200	cor from 911004 P>STAPLES reinforced fasteners - D	18.16
Edit	2014	2700	MSU\angie.dangerfield	12/13/2013	Staples	12/13/2013	0	911004	62290	62200	JD1> P>STAPLES reinforced fasteners - DO	-18.16
Edit	2014	2701	MSU\angie.dangerfield	12/13/2013	Staples	12/13/2013	0	911004	62208	62200	JD1> P>STAPLES reinforced fasteners - 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	
			Requested		62208						



# 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

Angie Dangerfield									
angie.dangerfield@montana.edu									
x5071									
12-13-2013									
Seq	JRNL	Orgn	Acci	Acct	Actv	Doc	Amount	DC	Description
1	JD1	412001	911004	62290		S1246085	18.16	-	P>STAPLES reinforced fasteners - DO
2	JD1	412001	911004	62208			18.16	+	P>STAPLES reinforced fasteners - DO
							36.32		