

SYSTEM TRANSACTIONS

Entry Form.

We enter transactions into the Banner Finance System via form FGAJVCQ Journal Voucher Quick Form or FGAJVCD Journal Voucher Entry Form. All entry form requires a Document Number.

Document Number.

This is a 9-digit-alphanumeric reference number, in the format of JATTYXXX, which is entered on the Document Number field where JA identifies the department generating the entry; TT is any letter combination representing a grouping or category; Y is the fiscal year's ending digit; and XXX is a number increment by one. A file folder is provided for each Document category. Source documents are attached to the entry form showing the Document number and filed sequentially in this folder. The following are some of the document reference names currently in use by the Accounting Office.

**I. Document
Number****Description**

JAACYXXX	Accrual Entries
JAECYXXX	Error Corrections
JABBYXXX	Beginning Balances
JAIFYXXX	Interdepartmental Food Charges
JAIHYXXX	Interdepartmental Housing Charges
JABOYXXX	Original Budget
JAMIYXXX	Miscellaneous journal Entries
JABTYXXX	Budget Transfers
JACDYXXX	Cash Disbursements
JACRYXXX	Cash Receipts

Online Transactions.

We enter on-line transactions on form FGAJVCQ or FGAJVCD. The Journal Voucher types distinguish the various transactions. A Journal Voucher Type is created in form FTMRUCL, Rules Maintenance Form. Note that when creating a Journal Voucher type, do not use the Insert-Copy process. Following are the journal type most often used within the Accounting Office.

- JE05 General Ledger Beginning Balance
- JE15 General Journal Entry (Intra-fund)
- JE16 General Journal Entry (Inter-fund)

The D/C indicator for the journal entries is D for debit and C for credit.

- CR05 Cash Receipt
- CD05 Cash Disbursements
- BD01 Permanent Adopted Budget

The D/C indicator for cash and budget transactions is + for debit and – for credit.

Journal Voucher Upload (Batch Feed)

When we have significant amount of entries to process we may utilize the jv upload process to update the system in mass. To accomplish this:

1. Complete the Excel template named JVMASTER.xls. The file layout for this JV Master file is shown below, with the first row indicating the column width.

<u>INDEX</u>	<u>FUND</u>	<u>ORG</u>	<u>ACCT</u>	<u>PROG</u>	<u>DESCRIPTION</u>	<u>D/C</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>TIMESTAMP</u>
7	7	7	7	7	28	2	12	8	16
11000			7010		April Postage	D	9.50	05/18/98	19980518120000
12000			7010		April Postage	C	354.51	05/18/98	19980518120000
24300			7010		April Postage	C	364.01	05/18/98	19980518120000
					BANNER TOTAL		728.02	05/18/98	19980518120000
									19980518120000

The amount column must be a number with two decimal places and no comma separator. Observe the transaction date and time stamp in the layout. The time stamp for May 15, 00 would be shown as 2000051520000, consisting of CCYYMMDDHHMMSS with CC=century, YY=year, MM=month, DD=day, HH=hour, MM=minute, SS=second).

2. Save file as **jv.prn** (type Text, space delimited) and make note of the file directory.
3. Launch an ftp program. Start ftp (or Start, Program, Exceed, Host Access, ftp) then type:

Server Name: MUHP
User Name: bacctg
Password: _____ then click **Open**

4. Locate the **jv.prn** file and drag it to the **home\bacctg\loader** directory to replace the existing jv.prn there
5. Close the ftp connection.
6. Click on the MUHP icon to log in MUHP.
Log in: bacctg
Password: _____
7. Type in capital MUIS, or PPRD, or DEVL.
8. At the prompt /home/bacctg/ type **cd loader** and enter, to change the directory.
9. Type ls(space)-lt(space)*.prn and enter to verify your jv.prn file.
10. Edit your control file, type and enter: the jvctl.
11. Change the Document number (line 29).
12. Change the Rule code (line 34) such as JE16, CD05, CR05, or JVIN.
13. Type **file** and enter to save file.

14. Type: **the jv.prn** and press enter. Verify that the positions are as follows:

Index code:	1-6
Fund	8-13
Org	15-20
Account	22-27
Program	29-34
Description	36-62
D/C	64
Amount	66-76
Trans Date	78-85
Time stamp	87-100

If the data is not in their proper position, go back to the Excel file, fix it there, then re-run the entire process so far. Types quit when finish reviewing.

15. To execute the upload, type:

Sqldr your Oracle UseID/your Oracle Password,control=jv.ctl and press enter.

16. Type **the jv.log** and enter. Verify that the number of rows equal that on the source file plus one header record.

17. Type **Exit** to end the session.

18. You can use the Brio query file to see the transaction on GURFEED table.

19. You may call the DBA to delete the batch if error.

20. Note that the batch may be incomplete and must be corrected on the FGJVCD form.

Sub-Module Interface.

The BFS general ledger system for the most part updated through sub-modules interfaces. Sub-modules include the Alumni Development System (ADS), Accounts Receivable System, Purchasing and Procurement System, Accounts Payable System, Fixed Asset System, Research Accounting, Stores Inventory Systems, etc. The Human Resource System is the only subsystem that is not a Banner product. This system is controlled by the SSHE Payroll unit, which provides the University with payroll transactions for feeding to the BFS.

All sub-module interfaces are controlled through a system of general ledger clearing funds. The following funds are monitored and reconciled on a routine basis:

1401		Workers Compensation Reserve Fund
1403		Payroll Clearing Fund
1405	1171	ADS Clearing
1405	1173	A/R Clearing
1510		Palmer Store Inventory Clearing
1100	2110	Accounts Payable

Monitoring System Balance

BFS **must be** in balance at all times. The Accounting Office runs system control verification daily for review. The system is in balance when the basic accounting equation below is satisfied:

$$\text{ASSETS} = \text{LIABILITIES} + \text{FUND BALANCE}$$

There are a number of factors, which may cause the system to be out of balance, such as failure of hardware, power surge, lightning, thunderstorm, etc. An out of balance situation occurs when the system fails to complete all of the indirect updates associated with an entry.

Error Corrections

When entry errors are detected by the Accounting Department, the originator of the incorrect entry is notified to correct the error. To correct error, reverse the incorrect entry and reenter the correct transaction. Do not make an entry for the difference in amount to correct the error.