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| Journal Voucher Processing | | |
| What Page Do I Use To… | Page Title | Page Name |
| Prepare a journal voucher for an encumbrance related transaction or for a fixed asset transfer? | Journal Voucher Entry | FGAJVCD |
| Simplify the process of creating journal vouchers with one debit and multiple credits, or multiple debits and one credit? | Journal Voucher Mass Entry | FGAJVCM |
| Display each accounting distribution for a journal voucher in a spreadsheet format? | Journal Voucher Mass Entry | FGAJVCM |
| Prepare a journal voucher with a page that shows descriptions of the FOAPAL segment codes? | Journal Voucher Quick | FGAJVCQ |
| Access an in-process (incomplete) journal voucher? | Journal Voucher Entry **or** | FGAJVCD |
| Journal Voucher Mass Entry **or** | FGAJVCM |
| Journal Voucher Quick | FGAJVCQ |
| See the statuses of all journal vouchers that I created? | Document By User | FOADOCU |
| See the statuses of all journal vouchers that another Banner user created? | Document By User (Must enter the user’s ID) | FOADOCU |
| Review the details of a posted journal voucher? | Document Retrieval Inquiry | FGIDOCR |
| Review the details of an unposted journal voucher to determine if it is post able or suspended? | Journal Voucher Summary | FGIJSUM |
| See only the statuses for journal vouchers that are unposted? | List of Suspended Journal Vouchers | FGIJVCD |
| Update the document text of a journal voucher? | General Text Entry | FOATEXT |
| Find out the Originator and all Approvers of a journal voucher? | Document Approval History | FOIAPPH |