Quick Guide for Electronic JV’s-updated 8.10.10

1. Log in to Internet Native Banner
2. Select FGAJVCD
3. Pull down “Option” and select “Header Information”-or you can just do “next block”
4. Tab to “Document Total” and complete
5. Pull down “option” and select “Document Text”
6. If moving charges to a federal award (fund 20xxxx), answer the following questions in FOATEXT:
   a. Why was this expense originally charged to the sponsored project or non-sponsored source of funding from which it is being transferred?
   b. Why does this charge belong to the sponsored project to which it is being transferred?
   c. Include the original transaction date & transaction #. Please note, if over 120 days, you must fax a completed and signed Cost Transfer form to the appropriate Grants Accountant in OSP at x32296
7. Save explanation
8. Print explanation
9. Close
10. Pull down “Option” and select “Transaction Detail info”- or you can just do “next block”
11. Tab to Journal Type and type “XSR”
12. Tab to Fund/Org—input correct fund/org
13. Tab to Account –input correct expense code
14. Tab to Amount—input correct amount
15. Tab to Debit/Credit and select D or C
16. Tab to Description—input description for either D or C
17. Pull down “Record” and select “Next”
18. Repeat 11 – 16 for all entries on this JV
19. Pull down “Option” and select Access Transaction Summary FGISUM
20. Print
21. Close
22. Pull down “Options” and select “Access Completion”- or you can just do “next block”
23. Click on “Complete”- or if you wish to finish later click on “in process”
Pulling up “In process” documents:

Go to FGAJVCD and click on the “document number” pull down menu. Locate your document and double click on the document number which will take you back to the header screen. Then do “next block” and “next block” again to access transactions.