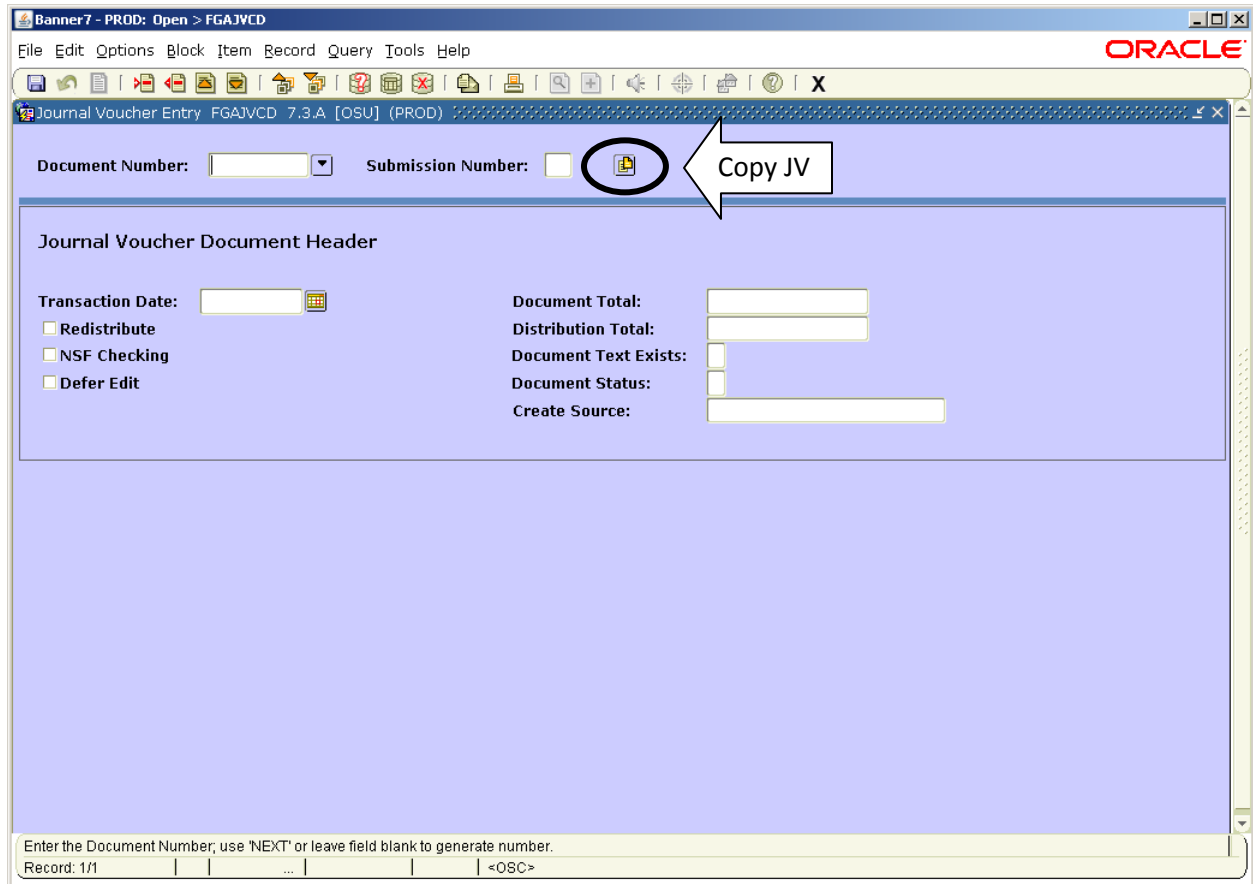
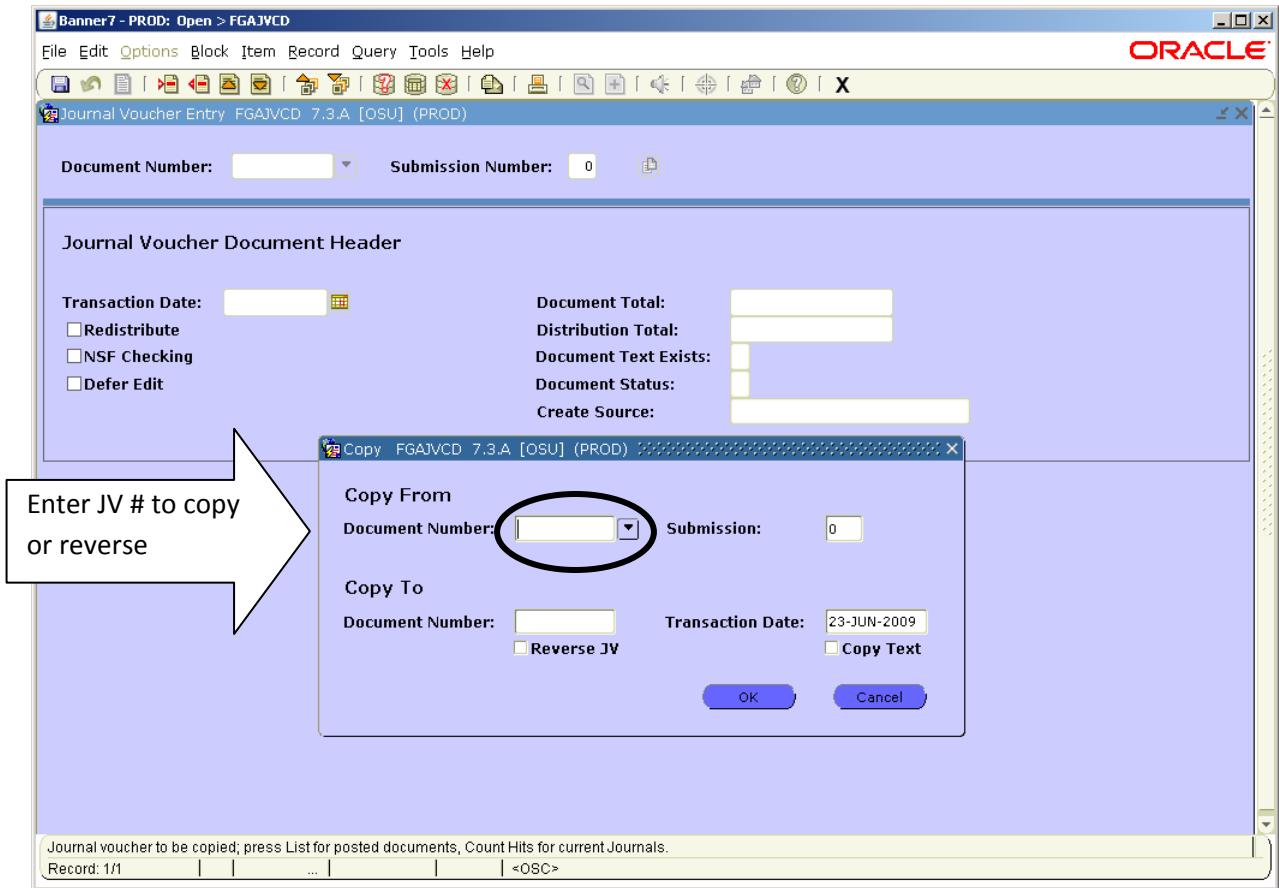


# How to Copy or Reverse a JV



Go to FGAJVCD in Banner.

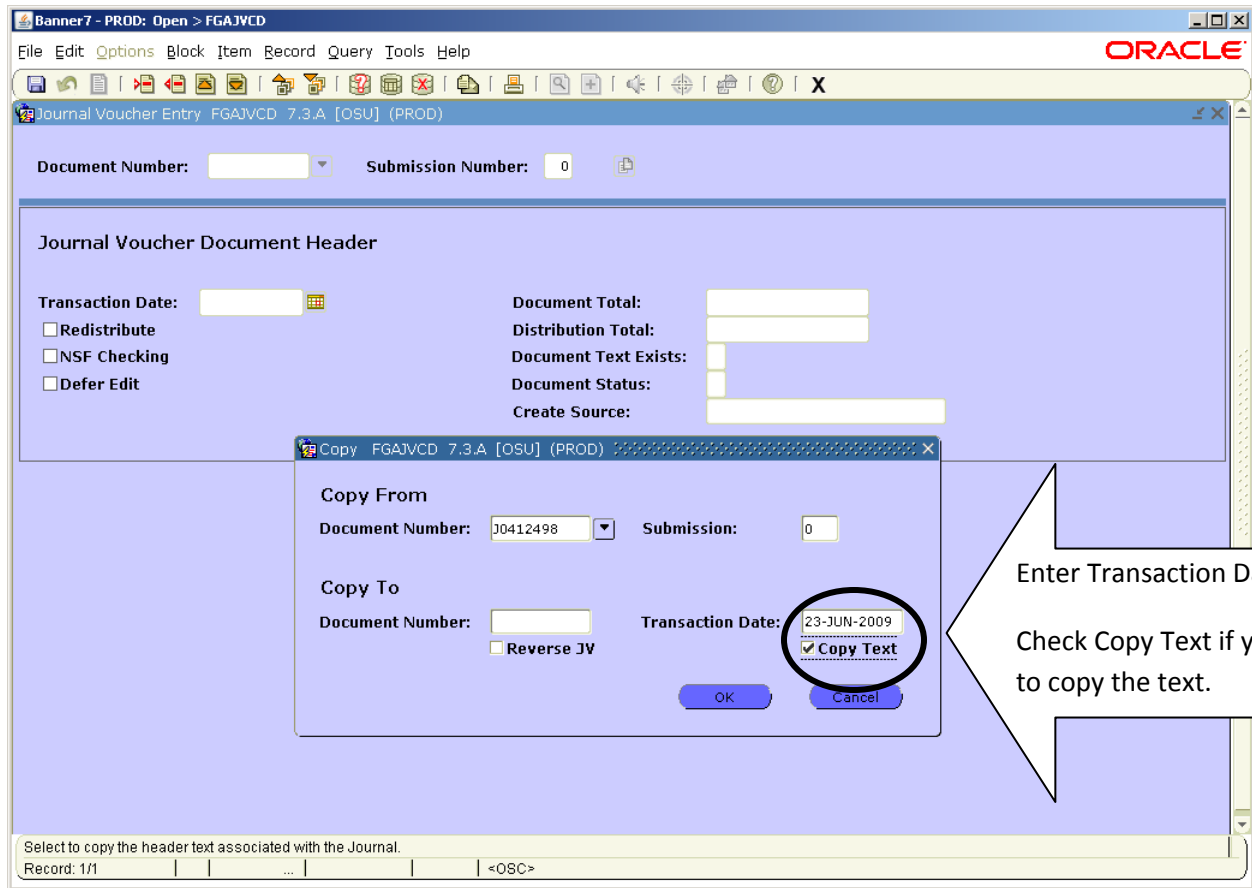
Click the “Copy JV” button at the top of the page.



Enter the JV number that you want to copy or reverse.

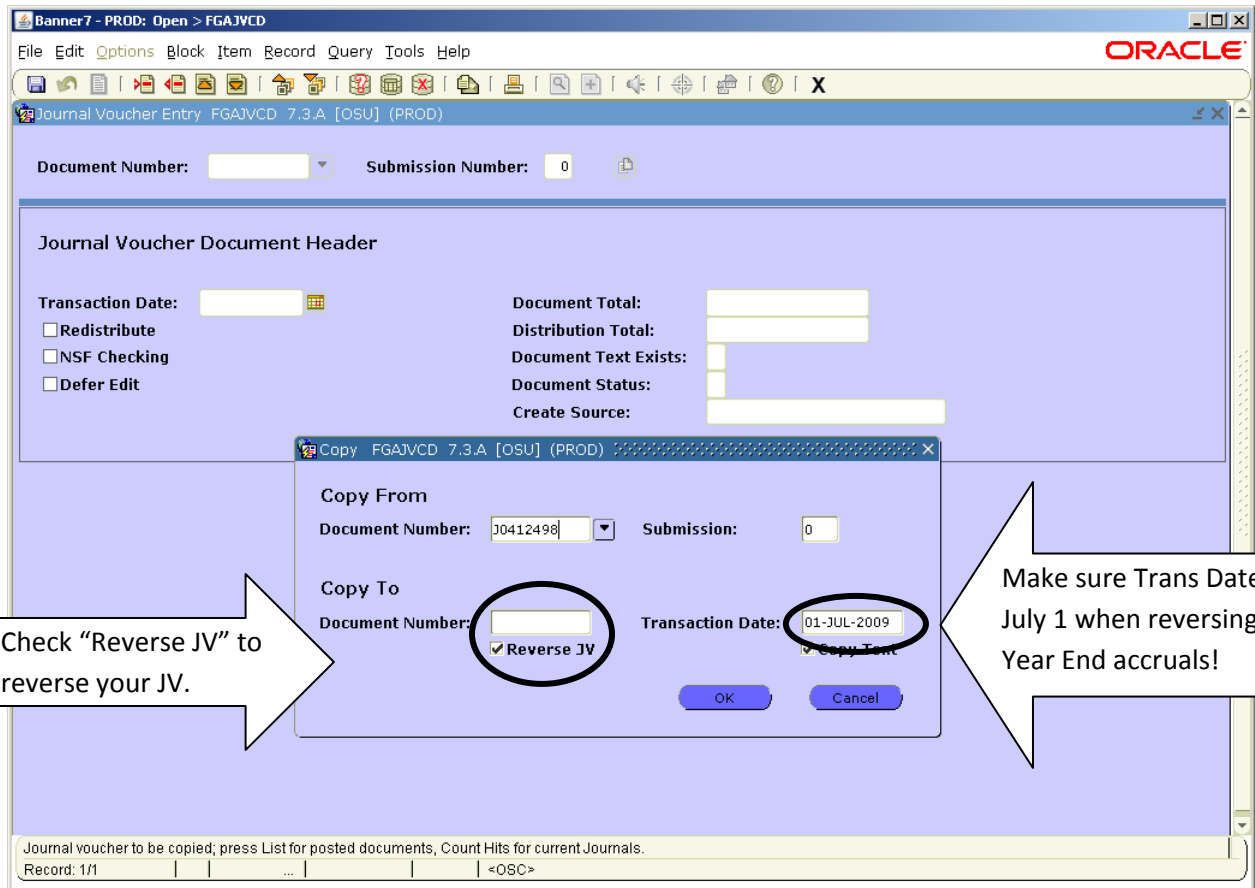
The JV does not need to be completed or approved and posted in order to copy or reverse. You can copy or reverse the JV immediately after entering it.

(Hint: Year End Close Accruals!)



Pay attention to the Transaction Date – it will automatically enter the current day's date.

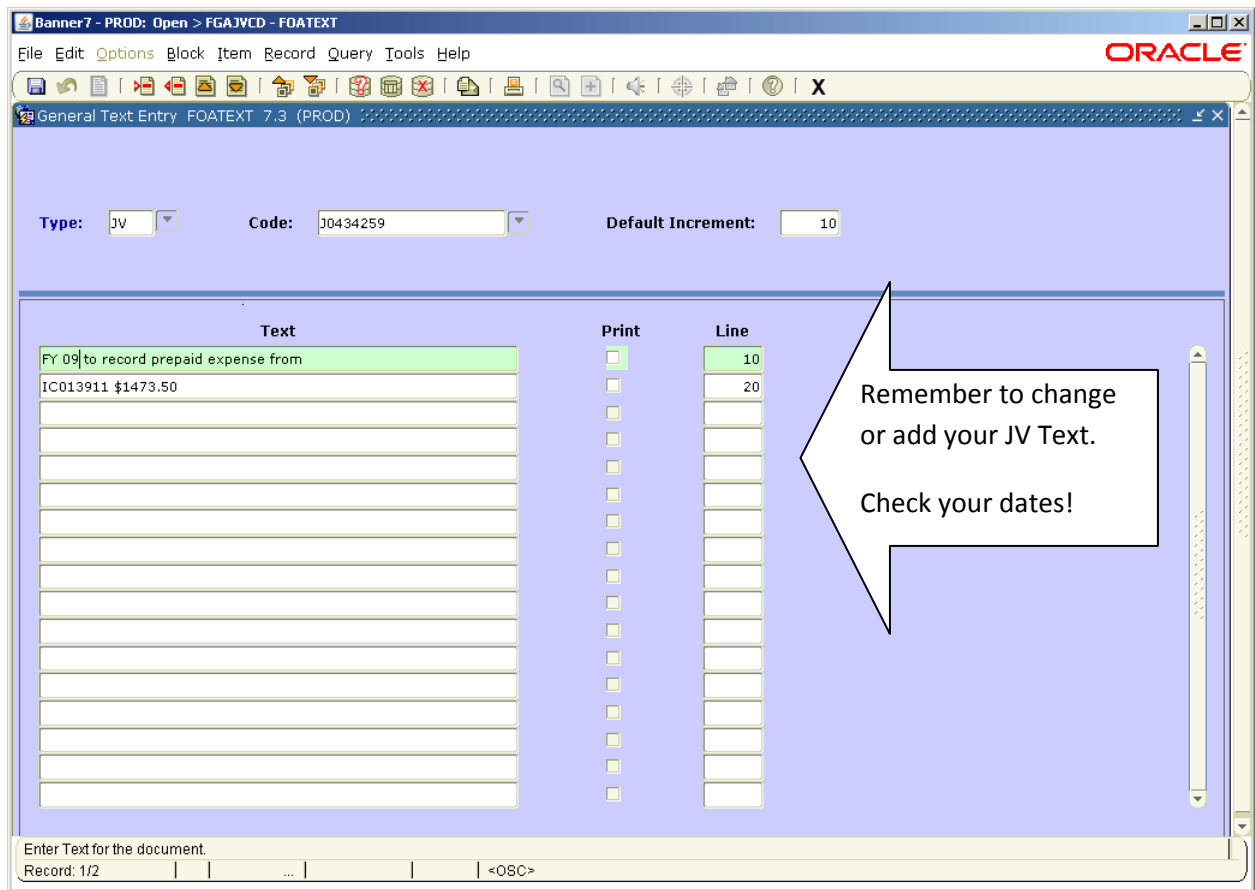
If you want to Copy your Text, check the box next to Copy Text. You can make any changes you need to in the text (Dates!).



To reverse a JV, check the box next to Reverse JV. This simply switches the Debits and Credits from the original JV.

This can be done immediately after you enter your accrual JV for Year End. Make sure you enter a July 1 transaction date on the reversal!

Click OK when done.



Make changes to the JV text if needed.

The text must also include your Name, Dept, and Phone Number.

Transaction Detail FGAJVCD 7.3.A [OSU] (PROD)

Document Number: J0434259 Submission: 0 Document Total: 2,947.00

Status: P Sequence: 1 Journal Type: 3JV1 JV without Encumbrance

COA Index Fund Orgn Acct Prog Actv Locn Project

C [ ] [ ] 001100 [ ] A5901 [ ] [ ] [ ] [ ]

Perce [ ] Amount: 1,473.50 Debit/Credit: C  NSF Override

Bank Code: B1 Deposit: [ ]

Document Reference: DOC # [ ] Action: (None) Commit Type: [ ]

Currency: [ ] Number of Units: [ ]

Enter Document Reference Number  
Record: 1/2

Change the Description text.

Make sure you change the Document number being referenced if copying a JV. If reversing a JV, make sure you reference the JV number that you are reversing.

You'll want to be sure you change it for each line in the JV.