HOW TO PROCESS AN INQUIRY ON FGIJSUM

Description:

The Journal Voucher Summary Form provides an online summary of journal voucher transactions that are not yet posted. Use this form to view journal vouchers transactions by individual accounting distribution.

Navigation:

Direct Access ➔ FGIJSUM

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Journal Voucher Summary Form

Step 1: Follow the navigation process to FGIJSUM

Step 2: Enter the document number you want to query or click on the search icon which will take you to the List of Suspended Journal Vouchers Form (FGIJVCD). Here you can select the document number you want to query.

Step 3: Perform Next Block function. From the menu bar select Block then Next, or use the Next Block icon on the toolbar.
The details for each sequence of your selected document are displayed: