HOW TO PROCESS AND INQUIRY ON FGIJVCD

Description:

Use the List of Suspended Journal Vouchers Form to view an online query of pending journal vouchers in the system. This is a query only form.

Navigation:

Direct Access ➔ FGIJVCD

Enter Selection ➔ Products Menu
Finance System Menu
General Ledger System Menu
General Accounting Transactions Form
List of suspended Journal Vouchers Form

Step1: Follow the navigation process to FGIJVCD

![Screenshot of List of Suspended Journal Vouchers Form]

Document: The Document Number of the Journal Voucher.
Sub: The journal voucher submission number.
Description: The description for the journal voucher.
Amount: The total amount of your journal voucher.
Trans Date: The date the transaction was entered.
Status: The status of the journal voucher.
Note: The **Status** field of each document. There are three reasons why a journal voucher will appear on this form:

- The entry is completed, but has not been approved.
- The entry is completed and approved, but the General Accounting Posting Process has not been run.
- The entry is incomplete and must be investigated in order to complete it.