

JOURNAL VOUCHER SUMMARY FORM

How to Inquire on a Journal Voucher 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.

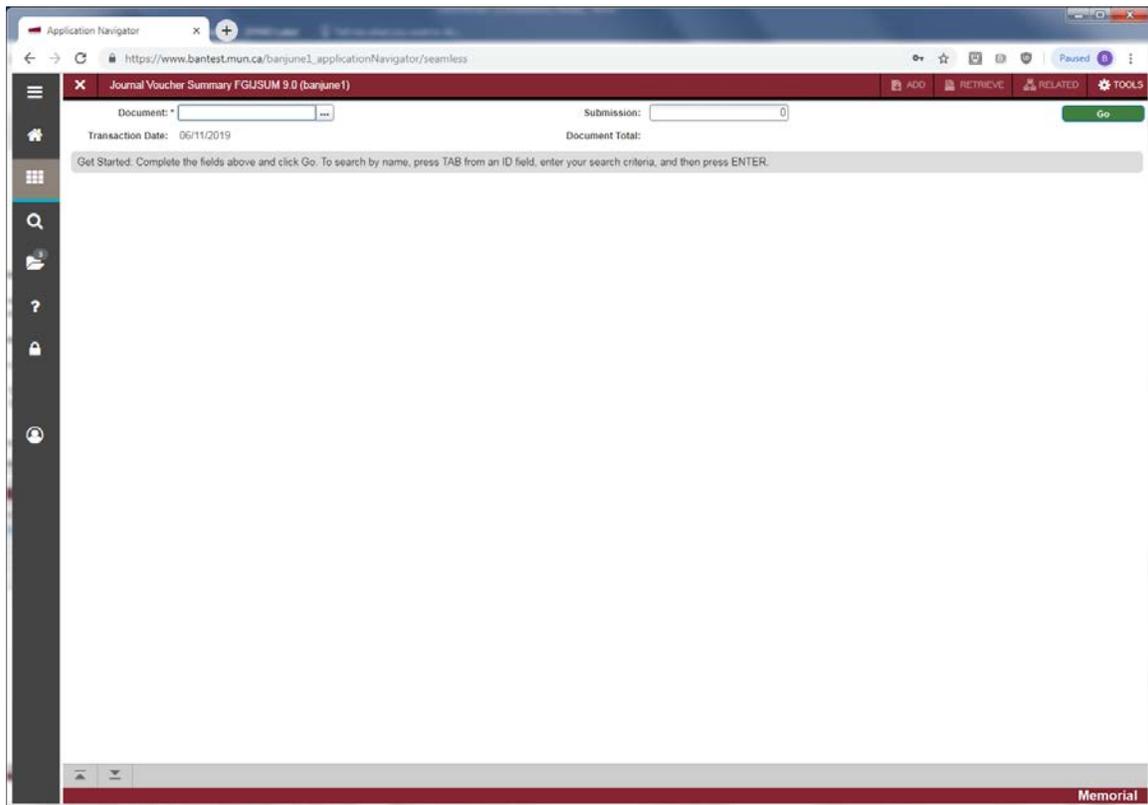
Navigation:

Access to the form can be done in three ways:

1. Type FGIJSUM in the search field
2. Type Journal Voucher Summary in the search field
3. Select from the General Accounting Query Forms menu under Applications

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:

Click the "Go" button on the right. If you use the keyboard, Press "ALT" and "Page Down".

The details for each sequence of your selected document are displayed:

Document: J5901345 Submission: 0 Transaction Date: 03/04/2019 Document Total: 5,000.00

Status	Sequence	Type	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Transaction Amount	Debit/Credit
Postable	1	JE16	M		100001	63002	70002	4103			500.00	Debit
Postable	2	JE16	M		100001	63004	70002	4101			500.00	Credit
Postable	3	JE16	M		100001	63017	70003	4100			1,525.00	Debit
Postable	4	JE16	M		100001	63002	70003	4103			1,525.00	Credit
Postable	5	JE16	M		100001	63004	70004	4101			2,175.00	Debit
Postable	6	JE16	M		100001	63017	70004	4100			2,175.00	Credit
Total:											8,400.00	

Record 1 of 6

- Status: The status of this accounting distribution – Postable or Error
- Sequence: The one-up sequence number for this accounting distribution
- Type: The Journal voucher transaction type, e.g. JE16
- COA: Chart of Account letter code for this accounting distribution
- Index: Not used.
- Fund: The Fund code for this accounting distribution
- Orgn: The Organization code for this accounting distribution
- Acct: The Account code for this accounting distribution
- Prog: The Program code for this accounting distribution
- Actv: The Activity code for this accounting distribution (optional)
- Locn: The Location code for this accounting distribution
- Transaction Amount: The amount for this accounting distribution
- Debit/Credit: The Debit or Credit indicator for this accounting distribution

Press X to leave the form, or *Start Over* to view another Journal Voucher document.