LIST OF SUSPENDED JOURNAL VOUCHERS FORM
How to Inquire for Suspended Journal Vouchers on FGIJVCD

Description:

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

Navigation:

Access to the form can be done in three ways:

1. Type FGIJVCD in the search field
2. Type Suspended Journal Vouchers in the search field
3. Select from the General Accounting Query Forms menu under Applications

Step 1:
Follow the navigation process to FGIJVCD.

- Document: The Document Number of the Journal Voucher.
- Submission: The journal voucher submission number.
- Description: The description for the journal voucher.
- Amount: The total amount of your journal voucher.
- Transaction Date: The date the transaction was entered.
• Status: The status of the journal voucher. There are three reasons why a journal voucher will appear on this form:
  o The entry is Completed, but has not been approved.
  o The entry is Completed and approved, but the General Accounting Posting Process has not been run.
  o The entry is Incomplete and must be investigated in order to complete it.

Press Exit to leave the form.