

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.

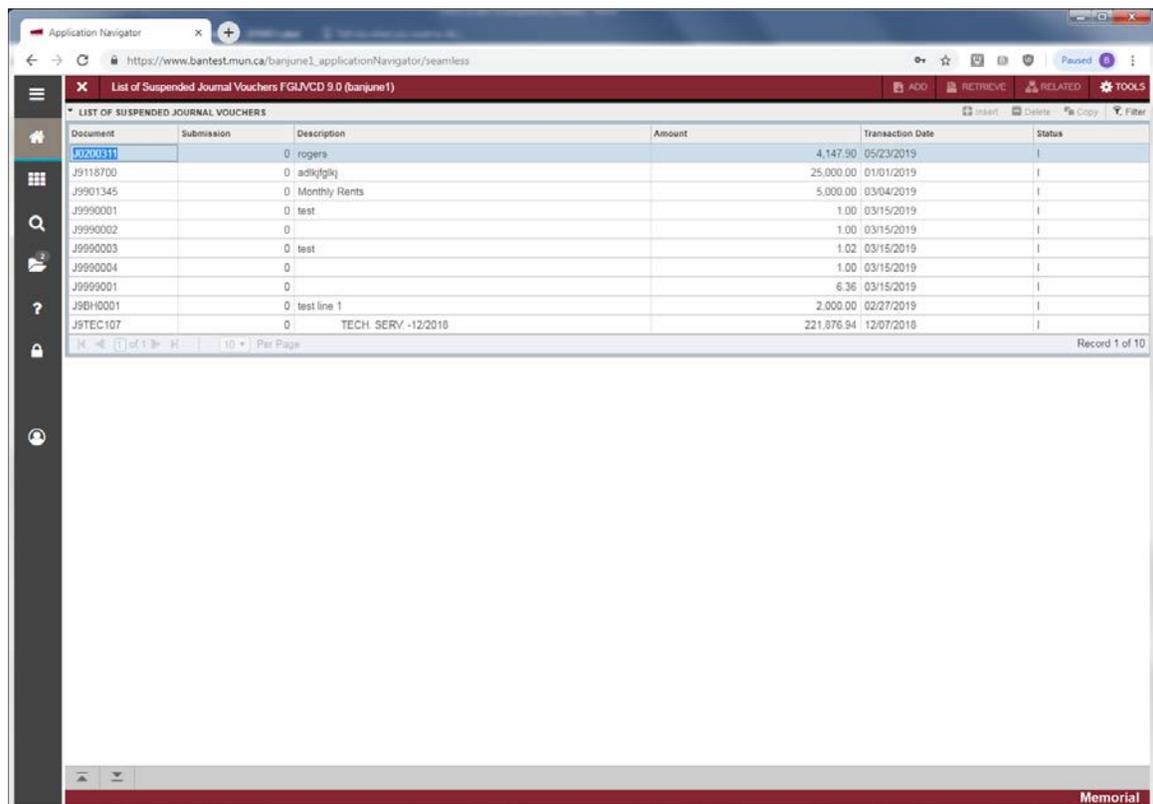
Navigation:

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	Submission	Description	Amount	Transaction Date	Status
00200311	0	rogers	4,147.90	05/23/2019	I
J9118700	0	adkljgk	25,000.00	01/01/2019	I
J9901345	0	Monthly Rents	5,000.00	03/04/2019	I
J9990001	0	test	1.00	03/15/2019	I
J9990002	0		1.00	03/15/2019	I
J9990003	0	test	1.02	03/15/2019	I
J9990004	0		1.00	03/15/2019	I
J9990001	0		6.36	03/15/2019	I
J9BH0001	0	test line 1	2,000.00	02/27/2019	I
J9TEC107	0	TECH. SERV. -12/2018	221,876.94	12/07/2018	I

- 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:
 - 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.

Press *Exit* to leave the form.