These instructions are specific to a Journal Voucher which has been:
- Denied by the approver
- Self-denied by the initiator
- Left in a status of ‘In Process’

If you know the Journal Voucher number, skip to step 7.

To find the Journal Voucher that you created:

1. Go to Banner Form **FOADOCU** - Document by User Form.
2. In the **Document Type** field enter **JV**.
3. In the **Status** field, select “Incomplete” from the Drop-down arrow.
4. To limit your search, you can also enter the date(s) when the JV was created. **This is not required.**
   a. Enter the date in the **Activity Date From** and/or the **Activity Date To** field.
5. Perform a **Next Block**
6. Locate and JV, make note of the number, **Exit** the form to return to the Main Menu.

7. Access the Journal Voucher form: **In Banner:**
   - FGAJVCQ
   - FGAJVCD
   - FGAJVCM

8. In the **Document Number** field, enter the JV number.

9. **NOTE:** Do NOT select the box to the right of the **Document Number**. This is used to copy a completed JV.

10. Make the necessary changes:
    - Document Date
    - Document Text
    - Document Total
    - Indices and/or Account Codes
    - Any other corrections in the JV as instructed by the denier.

11. Complete your JV, it will route through approvals again.

***End***