



Unrestricted Accounting

Date: 07/01/2013


Correcting a Journal Voucher in a Status of Incomplete FSJA-072

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 X** 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.

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

Document Number:  

9. Perform a **Next Block**
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