Journal Voucher Budget Adjustment or Transaction Correction

Check Journal Voucher status:
- If Unposted use Form FGIJSUM
  - Input JV number
  - Select: Next Block
  - Check the Status Indicator(Ind) Box.
  - If 'E' displays on any line, an error exists and the transaction has not gone to an approval queue.
  - If 'P' the transaction is in the approval process.

- If Posted use Form FGIDOCR
  - Input JV number
  - Select: Next Block
  - Select: Options
  - Select: Access Document Postings (FGQDOCP)

* Note: Posted JV will not appear in Form FGIJSUM

Enter Budget Adjustment or Transaction Correction

Approved?

No

Diaapproved?

Yes

JV returned to Initiatorw/explanation of needed correction

Initiator Corrects JV

Yes

No

Check FGIJSUM to confirm document is complete and in the approval queue

Journal Voucher Posts, Journal Entry Created (Money Transferred)