





Unrestricted Accounting

Date: 10/01/2011

Correcting a Journal Voucher With Incomplete Status FSJA-072

1. If you know the number of the incomplete JV you need to correct or complete, proceed directly to step 9, otherwise start with step 2.
2. Go to Banner Form **FOADOCU** and **Enter** to access the Document by User Form.
3. Press **TAB** to advance to the **Document Type** field and type **JV**.
4. Press **TAB** to advance to the **Status** field. Click the **Drop-down arrow**  and select "Incomplete".
5. If you know the date range in which the JV was created, enter the appropriate date in the **Activity Date From** and/or the **Activity Date To** field. You may select a date by clicking on the **Calendar**.
6. Perform a **Next Block**
7. A listing of all Incomplete JVs that you initiated in the date range specified is returned. Locate and write down the journal voucher number of the **Incomplete** journal voucher you are seeking.
8. Click on **Exit X** to return to the Main Menu.
9. Access one of the three (3) Journal Voucher entry screens:
Journal Voucher Quick Form (FGAJVCQ);
Journal Voucher Form (FGAJVCD);
Journal Voucher Mass Entry (FGAJVCM).
10. In the Document Number field, type the number of the incomplete journal voucher.
11. Perform a **Next Block**
12. Select "Options, Document Text". Verify that you have entered a complete description of the JV. Add text as necessary, and click **Save**. Click on **Exit X** to return to the JV form.
13. If necessary, tab to the **Document Total** field and enter the correct amount. Perform a **Next Block**. Make necessary changes.
14. Click **Save** .
15. Click "**Options, Access Transaction Summary Information**" to review your work.
16. Click on **Exit X** to return to the JV form.
17. Click "**Options, Access Completion**".
18. Click on **Complete**.
19. Click on **Exit X** to return to the Main Menu.

End