

Unrestricted Accounting

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Deleting a Journal Voucher with Incomplete Status FSJA-075

A Journal Voucher (JV) with **Incomplete** status can be deleted/removed through the Header of the **FGAJVCQ**, **FGAJVCD** or **FGAJVCM** forms.

1. In the “**Go To**” on the General Menu Form, or by selecting “File, Direct Access” from the Menu, type **FGAJVCQ** to access the Journal Voucher Quick Form, **FGAJVCD** to access the regular Journal Voucher Form, or **FGAJVCM** to access the Journal Voucher Mass Entry Form.
2. Type the JV number into the **Document Number** field **OR** click on the **Drop-down arrow**  and select the JV from the list of Suspended Journal Vouchers.
3. Click on **Next Block**  (or press Ctrl + PgDn). All of the header information will be displayed.
4. Select **Record Remove** from the menu at the top of the Banner screen, or click . Banner will display a confirmation message near the bottom of the screen to confirm this action.
5. To confirm the removal, select **Record Remove** again (or click ). Banner will then display a deletion confirmation message box.
6. Click **OK** to remove the header and all detail records. Near the bottom of the screen, you will see a message that the JV document number has been deleted.
7. Click on **Exit** **X** (or press Ctrl + Q) to return to the Main Menu.