UNIVERSITY OF ILLINOIS

URBANA-CHAMPAIGN · CHICAGO · SPRINGFIELD

Deleting a Journal Voucher with Incomplete Status

A journal voucher (JV) with **Incomplete** status can be deleted through the header block of the **Journal Voucher Entry Form** *(FGAJVCD)*, the **Journal Voucher Mass Entry Form** *(FGAJVCM)*, or the **Journal Voucher Quick Form** *(FGAJVCQ)*.

Step	Task
1.	Type *FGAJVCD* or *FGAJVCM* or *FGAJVCQ* in the **Go To…** field and press ENTER to open the journal voucher form.
2.	Type the JV number in the **Document Number** field. **OR** Click the **Search** button and select the JV from the **List of Suspended Journal Vouchers Form** *(FGIJVCD)*.
3.	Click the **Next Block** button. All of the header block information will be displayed.
4.	Select **Record** on the menu bar and then select **Remove** from the drop-down menu. A message displays in the **Auto Hint** line in the lower left corner of the *Banner* window to ask for confirmation of this action.
5.	Select **Record, Remove** again. A window will display with the message that all header and detail records will be deleted.
6.	Click the **OK** button to remove the header and all detail records. A message displays in the **Auto Hint** line that the journal voucher has been deleted.
7.	Click the **Exit** button to return to the main menu.