Delete a Journal Voucher

Form Use: Deleting a Finance Document before it is completed and approved.

**USING THE EXPERT MODE:**

1. At the *Enter Selection ==>* prompt, type FGAJVC and press [Enter].
2. In the *Document* field, enter the J#####.
3. Press [NEXT FIELD] or click on the *Transaction Date* field.
4. In the *Transaction Date* field, click on RECORD, then REMOVE.
5. BANNER will give the message “PRESS ‘DELETE RECORD’ AGAIN TO DELETE THIS RECORD” in the Auto Help Line.
6. Click on RECORD, then REMOVE again.
7. BANNER then gives you the message “ALL HEADER AND DETAIL RECORDS WILL BE DELETED”. Press [ENTER] or click on the OK button.
8. BANNER gives the message “Deletion of journal voucher J------ is complete”. The document is gone, and you **must not** reuse the number. With your space bar blank out the Journal Voucher Number.