Locating a Journal Voucher Number

Form Use: Instructions for retrieving a Journal Voucher number from the FGAJVCD form, in case you have forgotten to make note of the number.

- USING THE EXPERT MODE:

1. At the **Enter Selection** prompt, type **FGAJVCD** and press [Enter].

2. At the **Document** field, press [LIST OF VALUES].

3. This will call the FGIJVCD form.

4. Press [ENTER QUERY] or click on **QUERY**, then **ENTER**. Press [NEXT FIELD] until the cursor resides in the **Amount** field or click on the **Amount** field. Enter the amount of your document. EX: 100.00 This is a query, so your amount must be entered exactly as BANNER displays the numbers. Decimals must be included.

5. Press [EXECUTE QUERY] or click on **QUERY**, then **EXECUTE**. This will bring up the document(s) with that total. Querying for amount alone may retrieve more than just your Journal Voucher number; however you should be able to find your Journal Voucher number on this list.
6. Press [EXIT] or ⌘ click on the Exit icon to return to the Journal Voucher Entry (FGAJVCD) form.

7. Press [EXIT] or ⌘ click on the Exit icon to go back to the menu.