Find an In Progress JV

There are two ways to find an In Progress JV:

a) List of Suspended Journal Vouchers (FGIJVCD) - you can access this list in three different ways:
   1. Type FGIJVCD directly into the Direct Access field.
   2. When in the FGAJVCQ or FGAJVCD form, place your cursor in the Document Number field and press the F9 key.
   3. In the FGAJVCQ or FGAJVCD form, select the Copy icon next to the Document Number field. When the Copy window displays, select the Search icon next to the Document Number field. Two form options will display; click on the Current Journals (FGIJVCD) option.
Journal vouchers on this form are listed alphabetically by Document number. Each JV will have a status code of either:

- **I** (Incomplete) - The entry is still in progress and so edits can still be made.
- **C** (Complete) - The entry has been completed - edits are no longer possible.

Completed journal vouchers can be posted.

**b) In Progress JV Report**

Access the **In Progress JV Report** on the Aurora Finance website, on the Reports page. This is updated weekly, and contains a listing of all unposted JVs in Banner.

*Note:* Any JV that remains unposted after 3 months will be deleted.