


Once data entry for a journal voucher is finished or to exit from the journal voucher and leave it *In Progress*:

- click the **Next Section**  icon (or press **Alt+Page Down**)
- OR
- click **Tools** on the menu bar and select **Access Completion**.

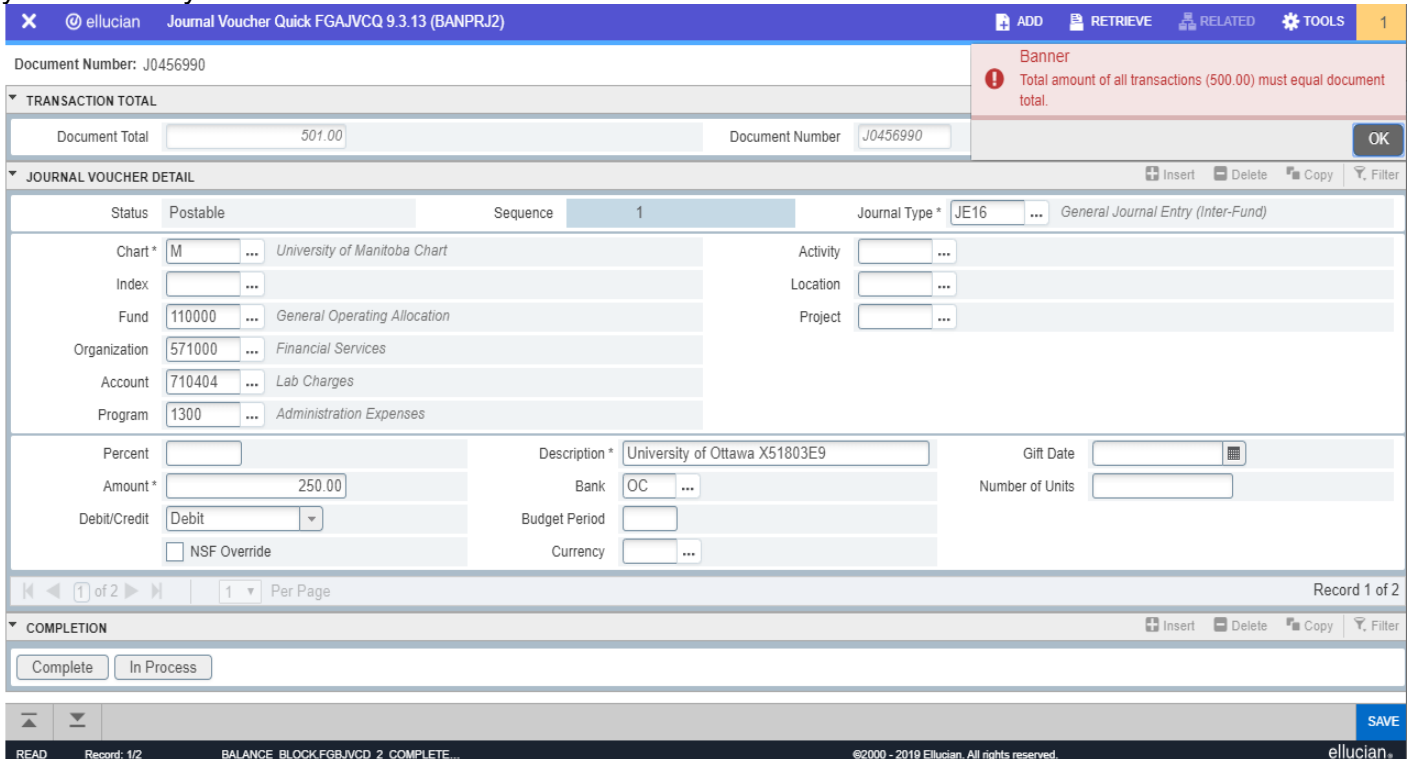
The **Completion** section opens; there are two options available:

Complete - Click this button to complete the journal voucher. Keep in mind that once this button is selected, the balanced document is immediately sent to the posting process.

Note: It is not possible for anyone to edit a completed journal voucher. Therefore, if you need to make corrections to a JV or add anything new to it, you must process a new JV.

In Progress - Click this button to save the data without posting the record. You can add, delete, or modify transaction records as needed on In Progress journal vouchers.

If there are any errors with your JV, the **Notification Centre** will appear with a message to inform you what they are.



The screenshot shows the 'Journal Voucher Quick' interface. At the top, there is a navigation bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. Below this, the document number 'J0456990' is displayed. A red banner message states: 'Total amount of all transactions (500.00) must equal document total.' The 'TRANSACTION TOTAL' section shows a 'Document Total' of 501.00 and 'Document Number' J0456990. The 'JOURNAL VOUCHER DETAIL' section includes fields for Status, Postable, Sequence (1), Journal Type (JE16), Chart (University of Manitoba Chart), Index, Fund (110000 - General Operating Allocation), Organization (571000 - Financial Services), Account (710404 - Lab Charges), Program (1300 - Administration Expenses), Description (University of Ottawa X51803E9), Bank (OC), Gift Date, Number of Units, Debit/Credit (Debit), Budget Period, Currency, and Percent. The 'COMPLETION' section at the bottom has 'Complete' and 'In Process' buttons. A 'SAVE' button is located in the bottom right corner.