At any time, or after entering all records on a journal voucher, on the menu bar, select Related → Access Transaction Summary Info (FGIJSUM)

This page is helpful when checking for errors - e.g., when an out of balance situation occurs; JV detail is not equal to document total. In this page, you can review the status of each record (each line in the JV), which can be either Postable, Error or NSF.

In the example below, the Document Total $500.00 is not equal to the Transaction Detail total $501.00.

To print an In Progress JV
When the JV is displayed in the FGIJSUM page, click Tools from the menu bar and select Print Screenshot.