Zero Line Items are not allowed on Journal Vouchers with Budget Rule Codes in INB

If a journal voucher with a budget rule code (‘BD’ or ‘BT’) in INB contains any line items with a zero dollar amount, the document will suspend.

To clear a line with a zero amount on a Journal Voucher

- FGAJVCVM
- Enter document number; next block to Journal Voucher Detail
- Select line with zero amount
- Select ‘Record’ from the menu bar at top of screen
- Select ‘Clear’. This will remove only this line from the document.

To delete journal voucher that is still incomplete:

- FGAJVCVM
- Enter document number; next block to Journal Voucher Document Header
- Select ‘Record’ from the menu bar at top of screen
- Select Remove’ twice. This will remove the entire document.

To extract transactions to excel in INB

- From main form (FGITRND for operating ledger, FGIGLAC for general ledger)
- Type in fund code, account code, etc.
- Next block
- Select ‘Help’ from menu bar at top of screen
- Select ‘Extract Data No Key’ or ‘Extract Data with Key’
- Change to ‘xls’

To extract a posted document to excel

- FGIDOCR (Document Retrieval)
- Type document number
- Next block
- Help – Extract Data No Key
- Change to ‘xls’

To search for specific types of transaction in INB

- From main form (FGITRND for operating ledger, FGIGLAC for general ledger)
- Type in fund code, account code, etc.
- Next block
- Enter query (F7)
- Enter data element to be searched (ex. Enter ‘YTD’ in ‘Field’ column to pull actuals and omit budget and encumbrance entries)
- Execute query (F8)