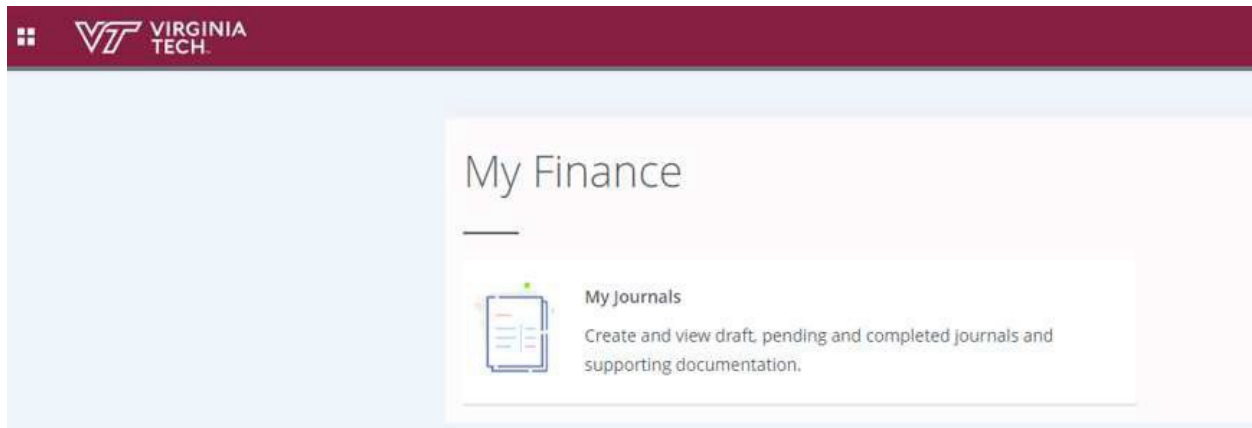


Banner Finance Self-Service User Guide

My Journals Module

Welcome to My Journals!



Introduction

My Journals is the module within Banner Finance Self-Service that enables users to submit their own journal vouchers via a simple and modern user interface. Once submitted, the Controller’s Office has configured routing queues that direct the entry to route to authorized approvers on the organizations associated with the funds in the entry. This is consistent with who is required and allowed to approve journal vouchers on the legacy paper form.

Currently, funds used in journal vouchers submitted via My Journals are limited to funds that the user submitting the entry has access to in Banner. If you need to submit a journal voucher that involves a fund that you do not have access to in Banner, this will still require the legacy form and support to be scanned and emailed to journal@vt.edu OR mailed to the Controller’s Office (please do not duplicate submissions via email and regular mail). Future enhancements that may allow proper approval routing of any fund on an entry submitted through My Journals regardless of user access may be explored at a later date.

This manual is designed to be a basic user reference guide in gaining access to My Journals, submitting entries in My Journals, and approving entries submitted through My Journals.

Any questions on the content of this manual or with the functionality of My Journals can be directed to the Manager of General Accounting.

Manual Content Outline

<u>Page No.</u>	<u>Topic</u>
3	Part I - Gaining Access to submit or approve entries in My Journals
4	Part II - Creating and Submitting a Voucher in My Journals
12	Part III – Reviewing and Approving a Voucher in My Journals
18	Appendix A – Prohibited Account Codes and Funds
19	Appendix B – Supplemental OSP Guidance
20	Appendix C – Helpful references to links and Banner pages
21	Appendix D – Refresher on Debits vs. Credits

Part 1 – Gaining Access to My Journals

Requesting Access to submit vouchers:

In order to access My Journals, a user must already have been granted Banner Finance Access.

Please use the following link to request Banner Finance access:

https://sisapps.es.cloud.vt.edu/sis-banner/vtirm.irm_forms_main.entry

You will need to select “Add/Change Administrative System Access” under request forms and follow the prompts. Then select Banner Finance access request. The field for submitting journal vouchers will be under additional access.

Additional Access

Please indicate whether you need to have access for one or more of the following areas within your query organizations/funds requested in Parts 1 and 3.

Access for submitting journal vouchers? Yes <input type="radio"/> No <input checked="" type="radio"/>	Fixed asset system update access? Yes <input type="radio"/> No <input checked="" type="radio"/>
Tuition remission system update access? Yes <input type="radio"/> No <input checked="" type="radio"/>	
Internal Service Request Recovery access? Yes <input type="radio"/> No <input checked="" type="radio"/>	if Yes, Internal Vendor # <input type="text"/>
Activity Code Set Up access? Yes <input type="radio"/> No <input checked="" type="radio"/>	

Other Information

If the user already has Banner Finance access and needs to have My Journals added, they can email genactg@vt.edu with the subject line “My Journals Access Request” and note that you are requesting access to My Journals in order to submit electronic journal vouchers on behalf of your department. Please include your PID in your request.

Requesting Access to approve journal vouchers:

Voucher approval authority is associated with HokieMart final approver authority. If you are not yet a HokieMart final approver and need to be for purchase approval authority, please fill out the proper form(s) at the link below and either mail to the Controller’s Office or send to genactg@vt.edu. Final Approver authority should **only** be requested by the department if it’s appropriate for the individual to have final purchase authority, not requested solely for the purpose of approving journal vouchers.

<https://www.procurement.vt.edu/hokiemart/forms.html>

A user must already have Banner Finance access in order to approve journal vouchers submitted through My Journals.

Please use the following link to request Banner Finance access:

https://sisapps.es.cloud.vt.edu/sis-banner/vtirm.irm_forms_main.entry

If you are already a HokieMart final approver and already have Banner Finance Access, there should be no further action needed to be able to approve journal vouchers in Banner (see guidance on approving journal vouchers in **Part III** of this manual).

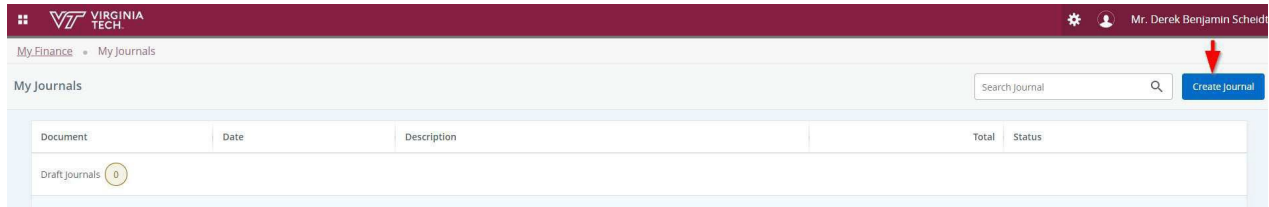
NOTE: It is our policy that we will not grant access to My Journals to submit entries if you are a final approver with authority to approve journal vouchers. If you feel you need an exception to this rule based on your individual or departmental circumstances, please contact the Manager of General Accounting.

If you are having technical problems accessing the FOAUAPP approval screen in Banner please contact genactg@vt.edu.

Part II – Creating and Submitting a Journal Voucher

Login to Banner Finance Self-Service and launch My Journals;

Click “Create Journal” in the upper right corner:



This will bring up the header portion of the entry:

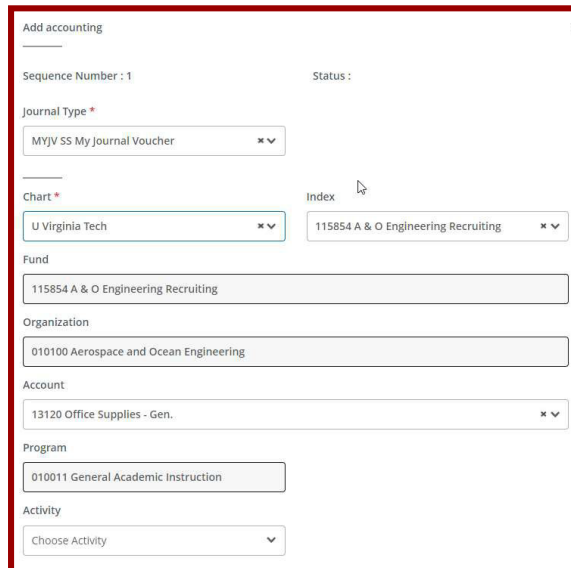
Guidance for the header portion of the entry:

- The Transaction Date should default to the current day’s date;
- For entries that specifically relate to a sponsored project cost overrun, use “MYCO” for the Journal Type, **otherwise for all other entries use the “MYJV” Journal Type;***
- The “Distribution Total” is the sum total of debits and credits, i.e. the control total; while this is not a required field to move forward in the entry creation process, it is best practice to enter your control total here;
- **DO NOT** select “Deferred Edit”; this changes the way the voucher gets processed in a way our banner configuration does not support; If you accidentally select this box, you will see the voucher sit in “Deferred” status on your main My Journals dashboard and you will need to recall and delete the entry;
- The “Journal Voucher Explanation/Justification” box should be used for adding context to the entry and providing the necessary purpose and/or justification for the entry; Adding these comments is recommended for all entries, and required for cost overrun entries. These comments will be viewable by the reviewer and will be saved with the entry upon final posting to Banner;
- Click “CREATE” at the bottom of the header screen once the Transaction Date, Distribution Total, Journal Type, and Comments are entered;

*See guidance in Appendix B for entries submitted by the Office of Sponsored Programs.

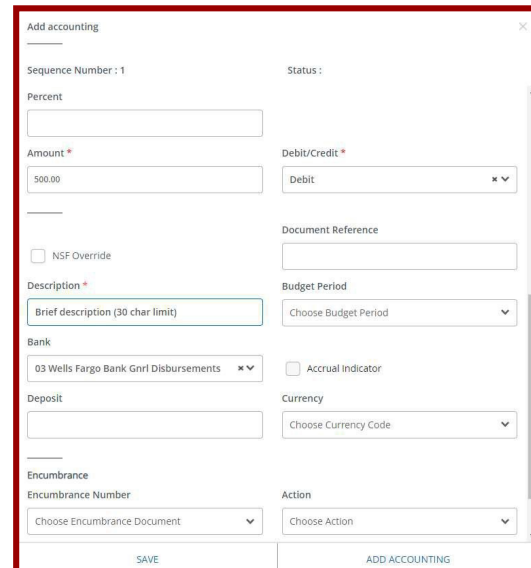
Part II – Creating and Submitting a Journal Voucher (continued)

Once the header fields have been entered and the “CREATE” button has been clicked, you are ready to enter the accounting lines of the entry:



The screenshot shows the 'Add accounting' form with the following fields populated:

- Sequence Number : 1
- Status :
- Journal Type * : MYJV 55 My Journal Voucher
- Chart * : U Virginia Tech
- Index : 115854 A & O Engineering Recruiting
- Fund : 115854 A & O Engineering Recruiting
- Organization : 010100 Aerospace and Ocean Engineering
- Account : 13120 Office Supplies - Gen.
- Program : 010011 General Academic Instruction
- Activity : Choose Activity



The screenshot shows the 'Add accounting' form with the following fields populated:

- Sequence Number : 1
- Status :
- Percent :
- Amount * : \$00.00
- Debit/Credit * : Debit
- NSF Override :
- Description * : Brief description (30 char limit)
- Budget Period : Choose Budget Period
- Bank : 03 Wells Fargo Bank Gnr Disbursements
- Accrual Indicator :
- Deposit :
- Currency : Choose Currency Code
- Encumbrance Encumbrance Number : Choose Encumbrance Document
- Action : Choose Action
- SAVE button
- ADD ACCOUNTING button

Required fields:

Journal Type: If you properly selected “MYJV” in the header, the Journal Type should populate automatically for you, however if you forgot to select “MYJV” in the header screen, you can select the “MYJV” Journal type here; To reiterate, all entries should use the “MYJV” journal type, UNLESS it is a cost overrun entry in which case use “MYCO”. *

Chart: Should default to “U” and only Chart “U” should be used for My Journals;

Index: **ALWAYS** select your fund by using the index field; by doing so the proper fund, organization, and program will populate automatically and cannot be adjusted when using the index. This will prevent posting to incorrect fund/org/prog combinations;

Account: Select the proper account code here; We have built in several rules prohibiting the use of certain account codes. You will receive an error message when trying to use a prohibited account code. See Appendix A for list of account codes disallowed in My Journals;

Amount: Input the dollar amount here;

Description: Provide a brief description of the transaction here (30 character limit).

Debit/Credit: Indicate debit/credit here. **ONLY** debits/credits should be used with My Journals; do **NOT** use +/- . See Appendix D for a refresher on how to determine whether you need to debit or credit a fund.

*See guidance in Appendix B for entries submitted by the Office of Sponsored Programs.

Part II – Creating and Submitting a Journal Voucher (continued)

Add accounting

Sequence Number : 1 Status :

Journal Type *
 MyJV SS My Journal Voucher

Chart * Index
 U Virginia Tech 115854 A & O Engineering Recruiting

Fund
 115854 A & O Engineering Recruiting

Organization
 010100 Aerospace and Ocean Engineering

Account
 13120 Office Supplies - Gen.

Program
 010011 General Academic Instruction

Activity
 Choose Activity

Add accounting

Sequence Number : 1 Status :

Percent

Amount * Debit/Credit *
 500.00 Debit

NSF Override Document Reference

Description * Budget Period
 Brief description (30 char limit) Choose Budget Period

Bank
 03 Wells Fargo Bank Gnrl Disbursements Accrual Indicator

Deposit Currency
 Choose Currency Code

Encumbrance
 Encumbrance Number Action
 Choose Encumbrance Document Choose Action

SAVE ADD ACCOUNTING

Optional Fields:

Activity: If you have an activity code that you wish to apply to the voucher, enter it here;

Document Reference: Use this field to reference a prior document relevant to the voucher you are submitting. For example, if you are submitting a correcting entry, it would be best practice to put the document ID of the original transaction in the document reference field.

Fields to Disregard:

Please disregard the following fields: Percent, Budget Period, Deposit, and Currency fields. Also disregard the entire Encumbrance block of the entry submission screen, highlighted below. Neither Departmental nor OSP users should use these fields when submitting journal vouchers via My Journals.

Encumbrance

DISREGARD THIS BLOCK OF FEILDS

Encumbrance Number Action
 Choose Encumbrance Document Choose Action

Item Number Sequence Commit Type
 Choose Commit Type

Part II – Creating and Submitting a Journal Voucher (continued)

Once all accounting lines have been created, the next step is to attach the necessary support.

Required support:

- A) A cover sheet of the journal entry. This is downloaded directly from the detail screen in My Journals here:

Transaction date: 10/23/2020 Total: 100.00 Status: In Approval

Accounting Distribution

Sequence	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Organization	Account	Program	Activity	NSF Override	Description
1	MYJV	U	--	50.00	Debit	115854	115854	010100	13120	010011	--	<input type="checkbox"/>	test of multi
2	MYJV	U	--	50.00	Credit	117020	117020	010400	13120	010011	--	<input type="checkbox"/>	test of multi

Accounting total: 100.00

And looks like this:

MY JOURNAL VOUCHER

Journal Voucher Document Number#	J0881617	Document Total	100.00	Document Status	Posted
Submission Number#	0	User ID	DEREK87		
Transaction Date	10/23/2020	Activity Date	10/23/2020		
Document Comments					

Accounting Distribution

SEQ NUM#	Accounting Description	FS YR PERIOD	Budget Period	Rule Class	COA- INDEX- FUND- ORG- ACCT- PRG- ACTV- LOC- PROJ	Line Item Amount	Debit/ Credit	CRNCY Code	Bank Code	NSF IND	DOC REF NUM	Accrual Deposit Indicat Number
1	test of multiple files	21- 04		MYJV	U - 115854 - 115854 - 010100 - 13120 - 010011 - - -	50.00	D		03	N		N
2	test of multiple files	21- 04		MYJV	U - 117020 - 117020 - 010400 - 13120 - 010011 - - -	50.00	C		03	N		N
Grand Accounting Total						100.00						

DISCLAIMER - This Journal Voucher PDF was created directly from Banner Finance SS My Journals for internal Virginia Tech use only.

- B) Next attach all necessary documentation to support the amount, nature, and coding of the journal voucher; this would be the support a user would normally have included in the previous paper/email based process, remembering to have the cover sheet created in A above as the first page in your support;

Part II – Creating and Submitting a Journal Voucher (continued)

Required support (continued):

Please attach **ONE** combined PDF file with the required support discussed in A and B above, with the cover sheet noted in A as the first page. Attaching this support to the voucher is accomplished by using the paperclip icon in the upper right on the entry screen:

My Finance + My Journals + J0881620

J0881620

Transaction date: 10/29/2020 Total: 100.00 Status: Draft

Search Accounting

Accounting Distribution (2)

Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Organization	Account	Program	Activity	NSF Override
1	✓	MYJV	U	--	50.00	Debit	115854	115854	010100	13120	010011	--	<input type="checkbox"/>
2	✓	MYJV	U	--	50.00	Credit	117020	117020	010400	13120	010011	--	<input type="checkbox"/>

Accounting total: 100.00

Buttons: Back, Save as draft, Submit journal

My Finance + My Journals + J0881620 + Attachments

Attachments

< J0881620

Attach File Refresh

Document Name	Document Type	Owner Name	Date of Attachment
There are no records for this journal. Please click on Attach File for attaching documents			

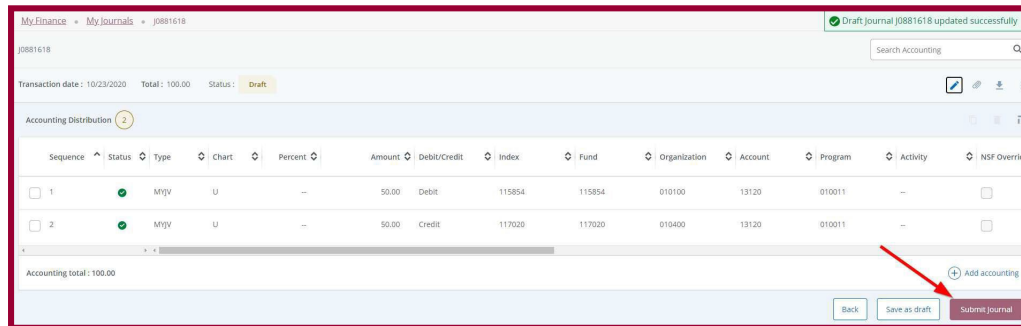
NOTE REGARDING OSP FUNDS AND COST OVERRUN ENTRY SUPPORT

Journal vouchers that involve cost transfers on sponsored program funds **must** include evidence that the PI reviewed or requested the transfer. Email documentation is sufficient for this purpose. This is to comply with [University Policy 3255](#).

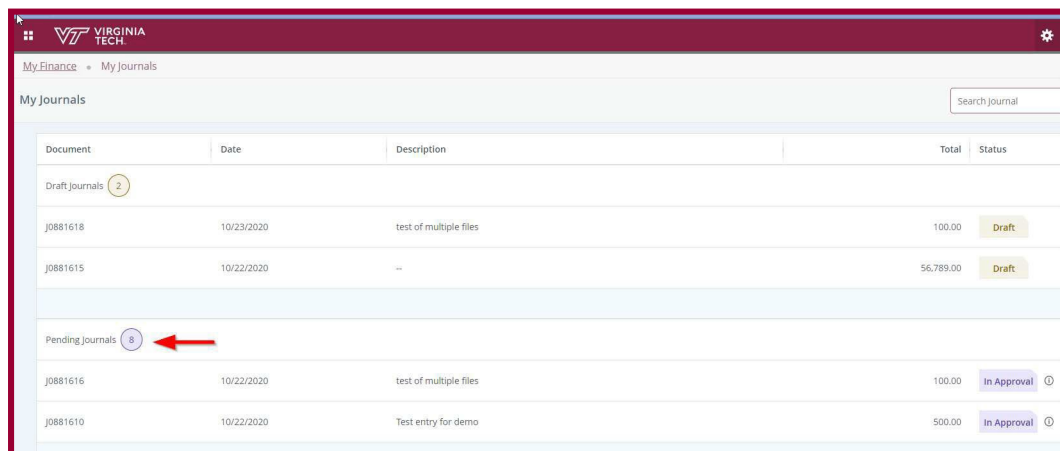
Note: If you need to correct the file that you have uploaded as your support, you can delete the file using the trash can icon, and upload a new file. There should only be ONE file attached to each entry with all the necessary support, including the required cover page.

Part II – Creating and Submitting a Journal Voucher (continued)

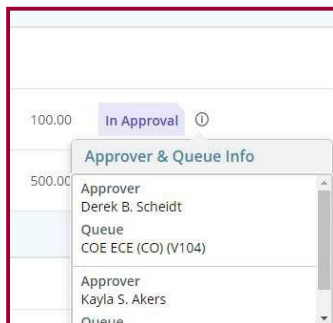
Once you have attached the supporting documentation PDF file, you are ready to submit the voucher for approval. Click here to submit voucher:



You can see that the voucher has been submitted and is awaiting approval in your summary screen:



By clicking the informational button next to the entry's status, you can see the approval queues which the entry will flow through:



Once the entry receives all necessary approvals, including final approval from the Controller's Office, it will post and appear in your "Completed Journals" section of your summary page.

Part II – Creating and Submitting a Journal Voucher (continued)

Important Considerations related to Journal Voucher Submissions

NOTE REGARDING FUNDING:

As noted earlier, users can only submit entries in My Journals if the user has access to all the funds in the entry. A voucher that needs to include a fund for which the submitter does not have access will need to be submitted via the legacy form and send to journal@vt.edu OR mailed to the Controller's Office.

NOTE REGARDING MONTH-END:

It should be noted that the Controller's Office will not issue final approval on any vouchers on the day of month-end processing (the last business day of each month) after 11:00 AM in order to prepare for and facilitate accurate execution of the processes that occur on that day. Additionally, any entry that is submitted near month end but does not get approved prior to closing the month will automatically get assigned a new transaction date (the 1st of the next fiscal month) to avoid any posting errors that would result from trying to approve a voucher with a transaction date in a closed fiscal period. This transaction date change process runs in the early morning hours of the first calendar day of each month.

Therefore, it is not recommended to submit entries near month-end, however our automated transaction date-change process should avoid any processing errors.

NOTE REGARDING DOCUMENT RETENTION:

Upon receiving final approval by the Controller's Office, the entry will post to Banner and the electronic support will be loaded to the Banner Document Management System for retrieval by anyone who has access to the associated funds. This electronic support becomes the documentation of record. The approvals for the entry will also be viewable in Banner. Departments are not required to maintain duplicate copies of this digital documentation.

NOTE REGARDING SPONSORED PROJECT COST OVERRUN ENTRIES:

Whenever the costs for a sponsored project exceeds its approved budget, and the principal investigator cannot transfer the costs to another qualified sponsored project, the amount of the cost overrun must be transferred to a departmental fund. Transfers to remove cost overruns must include an explanation for the transfer and should state "to remove cost overrun on sponsored project" in the description entered in the header screen (Part I above). **Additionally**, as noted above, approval for the cost overrun entry by the PI **must** be evident within the support attached to the entry in My Journals. Including an email from the PI stating their approval, or an email request from the PI to fiscal staff instructing them to prepare the cost transfer are both sufficient documentation. As discussed above, **only** use the "MYCO" journal type when submitting a cost overrun entry. All other journal vouchers should use the "MYJV" journal type (see separate guidance for entries submitted by OSP).

Part II – Creating and Submitting a Journal Voucher (continued)

NOTE REGARDING VOUCHER SUBMISSION BY THOSE WITH APPROVAL AUTHORITY

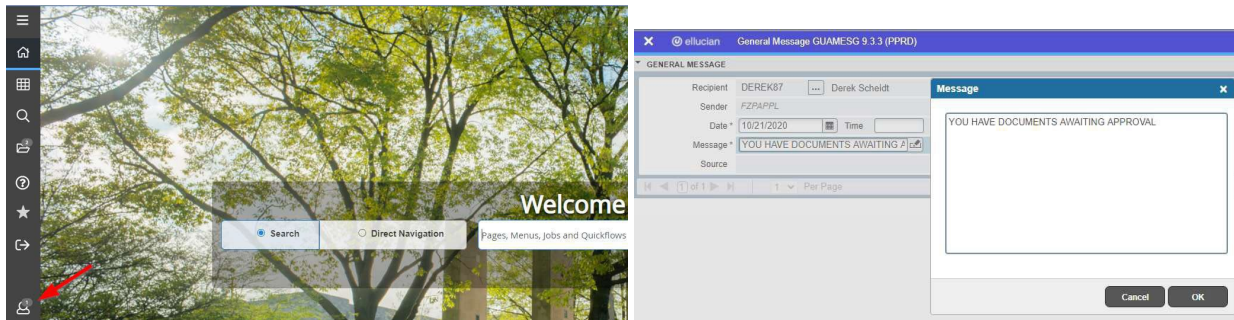
Entries submitted by a user who has approval authority and is in the approval queue for which the entry will route are automatically approved by Banner. This is a built-in configuration that cannot be changed. Generally, our policy is to disallow approvers to have access to My Journals to submit vouchers, however there are limited circumstances where exceptions will be made. Therefore, in those circumstances, if a user that is in the approval queue submits a journal voucher it is best practice to include in your supporting documentation attached to the voucher evidence that the entry was reviewed by another individual with approval authority that equals or exceeds their own. The exception to this guidance would be an entry that would route to OSP, as the entry would be reviewed by their office prior to being final reviewed by the Controller's Office.

Part III – Approval Routing and Approver Guidance

As noted earlier, any user with Banner Finance access who is a HokieMart final approver will have access to approve journal vouchers in Banner. If you feel you meet these criteria but encounter technical problems, please reach out to genactg@vt.edu for assistance.

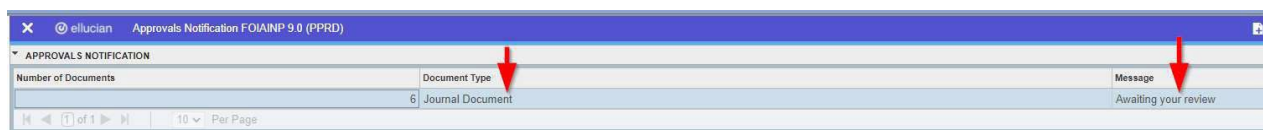
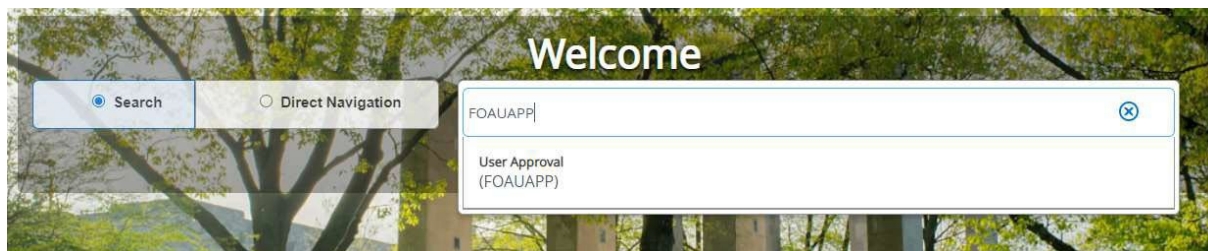
In order to review and approve a journal voucher, login to Banner (Not Banner Self-Service). If there are entries awaiting your approval upon logging in you will be notified of this in two ways:

- 1) An indicator signifying you have a message that will say you have documents awaiting approval.



To clear this message, click the “Delete” button in the upper right, then click “Save” in the lower left. You should receive a green indicator message in the upper right that the record was successfully deleted.

- 2) Upon your initial login of your Banner session you will receive another notification:



You can clear the FOIAINP notification using the “X” in the upper left.

Part III – Approval Routing and Approver Guidance (continued)

You are now ready to navigate to the approval screen, FOAUAPP, to begin your review:

Your PID should pre-populate. If it does not, enter your Virginia Tech PID. Leave the “Next Approver” box checked. Click “Go” when ready to proceed

Now you should be viewing all the entries awaiting your approval in list form. Click on the entry you wish to review, and click “Detail”

NSF	Document Type	Document Number	Change Sequence	Submission	Originating User	Document Amount	Queue Type	Next Approver
	JV	J0881602			0 DEREK87	1,000.00	DOC	Y
	JV	J0881603			0 DEREK87	1,000.00	DOC	Y
	JV	J0881604			0 ROSANNAR	6,000.00	DOC	
	JV	J0881605			0 DEREK87	6,000.00	DOC	
	JV	J0881607			0 DEREK87	6,000.00	DOC	
	JV	J0881608			0 DEREK87	500.00	DOC	Y
	JV	J0881609			0 DEREK87	500.00	DOC	Y
	JV	J0881610			0 DEREK87	500.00	DOC	Y
	JV	J0881616			0 DEREK87	100.00	DOC	Y

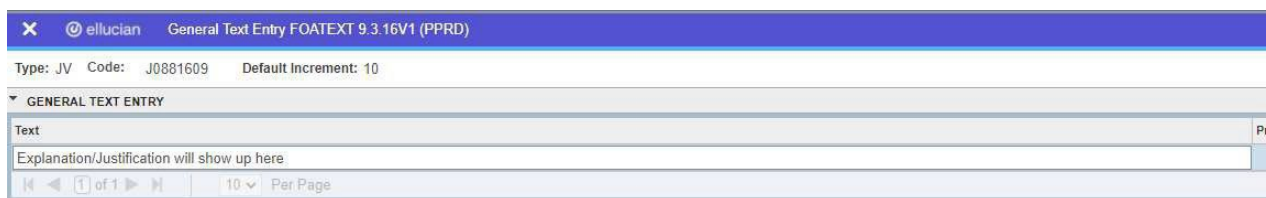
You will be directed to the detail screen where you can view the accounting of the entry to verify its accuracy. Use the navigation arrows at the bottom left to toggle between accounting lines:

Part III – Approval Routing and Approver Guidance (continued)

The user who submitted the entry should have put comments in the header when preparing submission that provide the justification/explanation for the entry. To access those comments, within the Detail screen, click “Related”, then “Text Information” in the upper left:



The comments will appear like this:

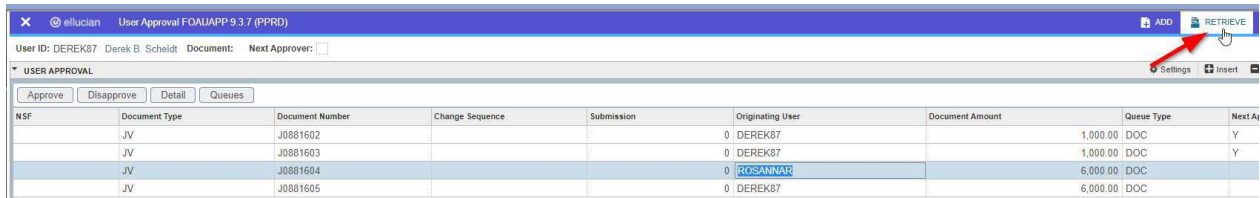


If the preparer of the entry failed to include comments, or you wish to supplement the comments, the reviewer has the ability to add comments directly on this Text Information screen using the “Insert” then “Save” buttons. (The reviewer could also reject the entry, directing the preparer to provide the justification/explanation, see guidance on the following page regarding rejecting an entry).

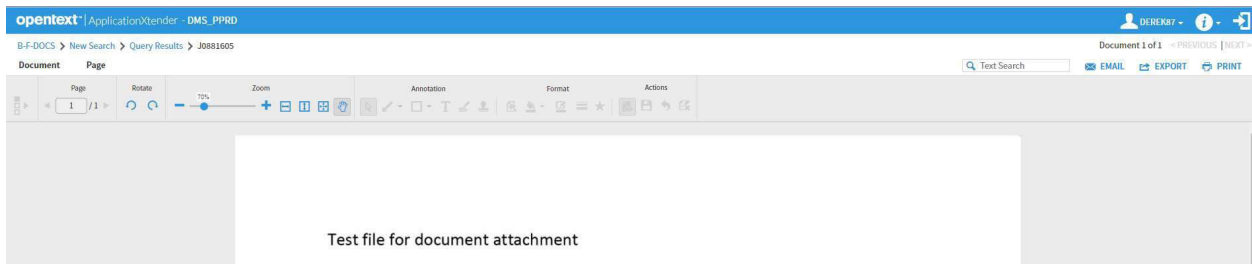


Part III – Approval Routing and Approver Guidance (continued)

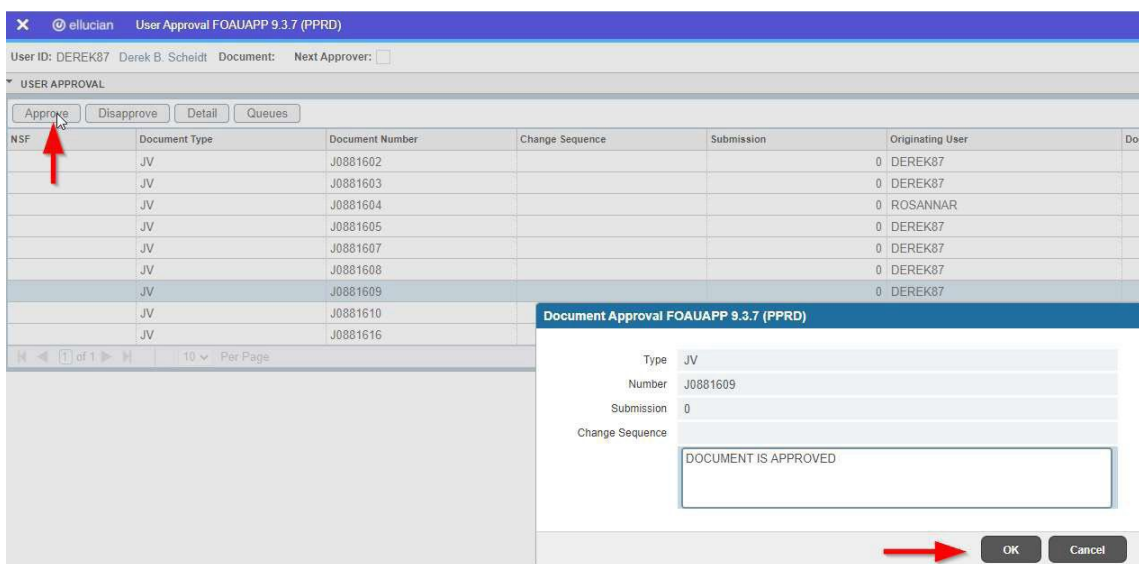
To view the support that the preparer attached to the entry, click “Retrieve” in the upper right corner.



Once you click the “Retrieve” button, the attached support will open in another browser tab. If the preparer did not upload proper support as instructed in Part II, the reviewer should reject the entry and instruct the preparer to correct the support information.

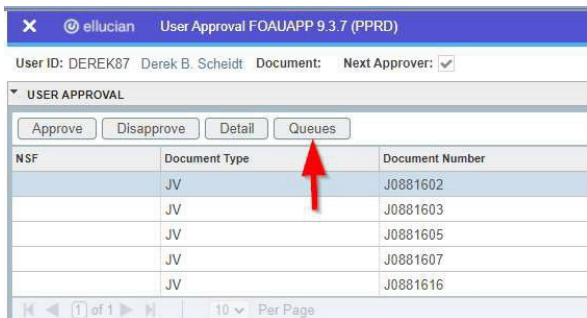


Once you are comfortable with the details of the entry and text comments, close the detail screen using the upper left “X”, returning you to the list of entries to approve. Select the entry you wish to approve and click “Approve”. You will receive a pop-up window where you click “OK” to provide final approval.



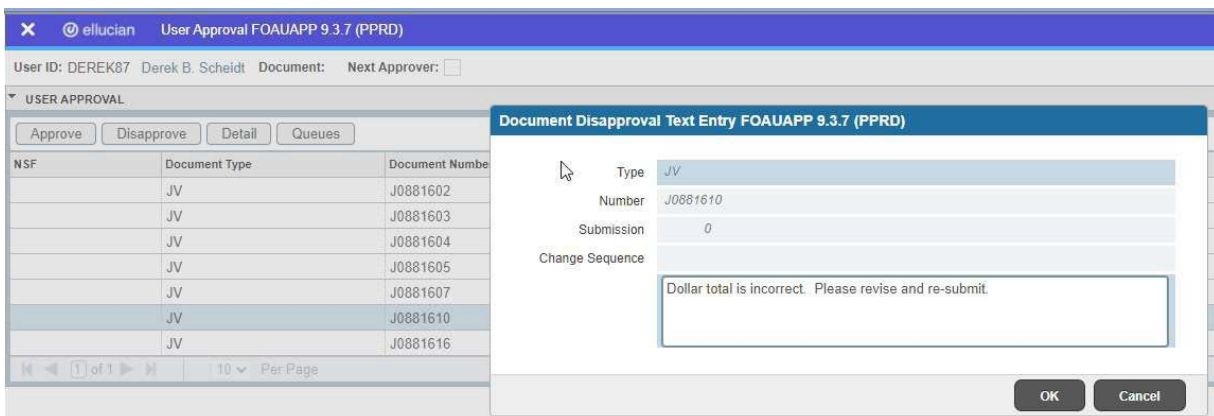
Part III – Approval Routing and Approver Guidance (continued)

The Queues button is another useful tool when you have the question of who needs to approve a document. This button provides information on the queue levels still requiring approvals as well as who the approvers are for each level of the queue. After clicking “Queues” you will be redirected to the form FOAAINP, which will have the journal voucher number pre-populated. Simply click “Go” to view the queue information on the voucher. Exit the form by clicking the “X” in the upper left on the FOAAINP form, which will take you back to FOAUAPP to finish your review. You can always navigate directly to FOAAINP as well if you have a voucher number you wish to look up.



Rejecting/Disapproving an entry:

If the entry is not accurate or complete and you need to reject the entry and return it to the preparer, click “Disapprove” and include any comments/remarks that you wish to inform the preparer.



Part III – Approval Routing and Approver Guidance (continued)

Once the reviewer clicks “Disapprove” the entry will revert back to draft status in the preparer’s dashboard within My Journals. Any comments the reviewer provided when disapproving the entry will be viewable by the preparer using the “i” informational button next to the status of the entry in My Journals:

J0881610	10/22/2020	Test entry for demo	500.00	Disapproved ⓘ
J0881608	10/22/2020	TEST	500.00	Disapproval Text Dollar total is incorrect. Please revise and re-submit.

The preparer will then be able to adjust and re-submit the entry, at which point it will flow through approvals once again.

Once a journal voucher has received all approvals at the department and/or from OSP, all entries they route to a final Controller’s Office review queue for final approval. Once approved by the Controller’s Office, the entry will post and the attached support will be automatically loaded to Banner document management and available for retrieval within Banner.

Appendix A

My Journals Account Code and Fund Code Prohibitions

The use of certain account codes has always been prohibited when submitting a journal voucher and was enforced by manual review within the Controller's Office. Using My Journals in conjunction with configurations in Banner, we are now able to systematically control the use of account codes on journal vouchers submitted by departments, making it easier for users and the Controller's Office to avoid posting entries using improper account codes. The list below are the account codes that are disallowed for use within My Journals under the "MYJV" Journal Type*.

- 6100 – Claim on Cash
- 7200 – Accounts Payable
- 3912 – Revenue Control Account
- 3916 – Expenditure Control Account
- 4100 – Fund Balance
- 11100 – 11199 – Payroll Fringe Expense Codes
- 111F1 – 111F8 – Negotiated Fringe Expense Codes*
- 11200 – 11399 – Payroll Salary Account Codes
- 11400 – 11499, 11600 – 11699 – Payroll Wage Account Codes
- 14210, 14216 – 14219, 14240 – 14248 – Fellowship and Tuition Remission Codes
- OH100 – OH399 – Overhead Charge Codes*

Also as noted in the introduction to this manual, the funds available for use when submitting an entry in My Journals is limited to the funds the user has access to within Banner Finance.

*See guidance in Appendix B for entries submitted by the Office of Sponsored Programs.

Appendix B

Specific Guidance for the Office of Sponsored Programs

Rule Code Guidance

A separate rule code and routing configuration has been set up for journal vouchers submitted by the Office of Sponsored programs.

Entries submitted directly by the Office of Sponsored programs should **always** use the “JVSP” Journal Type (note that access to both MYJV and JVSP will not be granted). This accommodates certain allowances not available with “MYJV”, consistent with current allowances and authority under University, Controller’s Office, and Office of Sponsored Programs policies and procedures, namely:

- Bypasses departmental approval. Only approval by designated OSP approvers is necessary for the voucher to process;
- Allows posting to Negotiated Fringe Expense and Overhead Charge account codes;

OSP Approval Threshold

In accordance with OSP policies, journal vouchers submitted by departments that are affecting an OSP fund that have total charges under \$2,000 will not require specific review by OSP in order to proceed to the Controller’s Office for final review. A system process has been implemented in Banner whereby any voucher submitted by departments that is routed to the OSP queue that has a document total (sum of debits and credits) of \$4,000 or less will receive an automatic OSP approval and proceed to the Controller’s Office review. This auto approval process will run every 5 minutes behind the scenes, and auto-approvals will be associated with a banner finance user ID, not any OSP employees.

With the exception of the differences listed here in Appendix B, all other guidance in this manual applies to entries submitted by OSP in the same way it applies to departmental user submissions.

Appendix C

Links and References

Link to Banner Self-Service My Journals:

<https://apps.es.vt.edu/FinanceSelfService/ssb/financeCommonDashboard>

REMINDER: Users can only submit entries where they have access to all funds in the entry. Entries with funds that the user does not have access to will need to be submitted via the legacy form and send to journal@vt.edu OR mailed to the Controller's Office.

Relevant/Useful Banner Pages:

FOAUAPP – User approval screen. Use this screen to review and approve a journal entry;

FOIAINP – Screen that notifies a user upon initial login that documents are awaiting approval. Users can also navigate to this screen at any time and if documents are awaiting their approval the alert will appear;

FOAAINP – Use this screen to see what queues and approvers the entry is awaiting approval from (preparers can also view this in My Journals as noted in Part II above);

FOADOCU - This page allows you to query documents prepared by a user. This form will default your User ID (your VT PID), but you can also change it to another User ID to do the following:

- See a list of all documents of different statuses (such as completed, approved, incomplete, cancelled or all) that were prepared by a user.
- Find out the document number of a transaction prepared by a using an activity date range.
- View documents prepared by a user in a particular fiscal year or for a particular chart of accounts.

Questions regarding My Journals can be directed to journal@vt.edu.

Appendix D – Debits & Credits

It is often confusing to know whether you need to debit or credit a fund when preparing a journal voucher.

The following can be relied upon as a general rule:

Charging a fund = Debit

Recovering a fund = Credit

If you are still uncertain when preparing your voucher, you should start by reaching out to a business manager in your org. Additional questions can be directed to journal@vt.edu.