

Banner My Journals – Quick Reference Guide

Journal Voucher Approvers

Detailed training available on Page Up (see specific section for Approvers):

<https://vtemployees.pageuppeople.com/learning/9202>

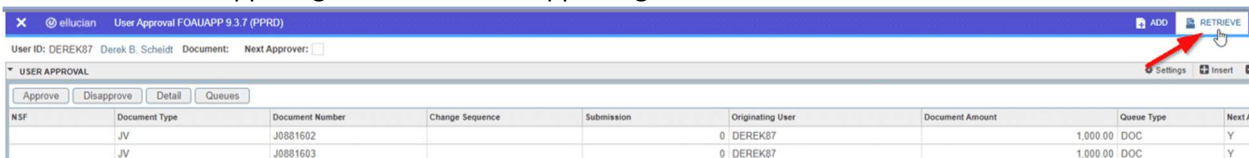
Reminders before you begin:

You must already have Banner Finance Access and have final purchase authority (i.e. HokieMart final approver) on the org related to the funds in the voucher in order to approve it in Banner; if you have both these items already, then you have the proper access to approve journal vouchers in banner.

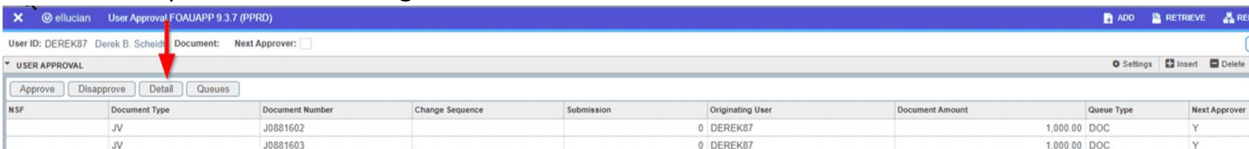
Banner Finance Login Direct Link: <http://www.login.banner.vt.edu>

Journal Voucher Approval KEY STEPS:

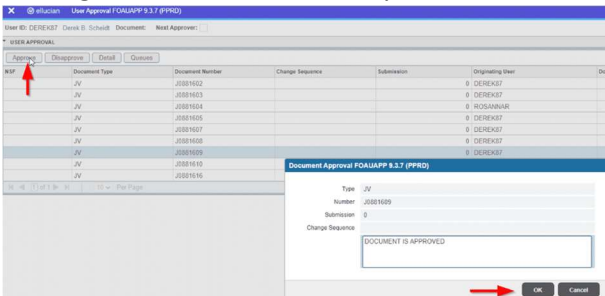
- 1) Navigate to Banner Screen **FOAUAPP** to approve an entry, enter your PID and select “GO” to view entries awaiting your approval;
- 2) Supporting documentation should be uploaded as **one single PDF file with the proper cover sheet as page 1**; Click “Retrieve” on the upper right to access the supporting documentation:



- 3) Verify the lines that will post to banner agree with the cover sheet and supporting documentation, you can view the lines that will post to banner using the “Detail” button:



- 4) Once you are satisfied with the support and you have reviewed the lines to post, click “Approve”. You may leave a message in the comment box if you like, otherwise leave the default approval message and click “OK”.



- 5) If you need to return the entry to the preparer for any reason, click the “Disapprove” button. You can customize your disapproval message to the preparer using the same screen noted in #4 above, and the original submitter will be able to view that message in My Journals when the entry is returned to them;

- 6) Any questions/concerns/technical difficulties can be sent to journal@vt.edu;