

Banner My Journals – Quick Reference Guide

Journal Voucher Preparers

Detailed self-paced training available on Page Up: <https://vtemployees.pageuppeople.com/learning/9202>

Reminders before you begin:

- You must already have Banner Finance Access; to obtain Banner Finance Access click here and follow the instructions: https://sisapps.es.cloud.vt.edu/sis-banner/vtirm.irm_forms_main.entry
- To gain access to My Journals (check the link to My Journals below to see if you have access) send a request to 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.
- My Journals direct login link: <https://apps.es.vt.edu/FinanceSelfService/ssb/financeCommonDashboard>
- Please note that we will generally not grant final Hokiemark approvers access to submit vouchers in My Journals, as this will bypass the preparer/reviewer internal control process.

Journal Vouchers Submission CRITICAL REMINDERS:

- 1) Once logged into My Journals, click “Create Journal” in the upper right to begin;
- 2) Only use MYJV or MYCO rule code (OSP users may use JVSP rule code);
- 3) You **MUST** download the cover sheet and use it as your first page of the support file that goes with the submission. Download the cover sheet using the “View PDF” selection:

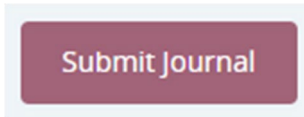


- 4) Attach your supporting documentation as **one single PDF file with the cover sheet as page 1**.



****Failure to follow the two steps above will result in the entry being returned to the submitter for correction and resubmission****

- 5) Once all lines have been entered and the proper support attached, click “Submit Journal”:



- 6) If a voucher is disapproved for any reason in the approval process, it will be returned to the user who submitted it and it will appear in draft status in My Journals. Any disapproval comments can be viewed by the informational button on the far right:

J0881610	10/22/2020	Test entry for demo	500.00	Disapproved ⓘ
J0881608	10/22/2020	TEST	500.00	Disapproval Text

Disapproval Text
Dollar total is incorrect. Please revise and re-submit.

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