

Approve/Disapprove a journal voucher

1. If you receive an email that you have a journal voucher to approve, log into Murphy Online-Finance and select journal vouchers in order to approve this document.
2. You are now at the Journal Voucher Screen. Under “Feeds waiting for Action” select the journal voucher that you would like to approve.

The screenshot shows a web browser window with the address bar displaying `http://preprod1.insideust.stthomas.edu/controllersoffice/aje/aje.html`. The page title is "Main (ENDULL)". The main heading is "Journal Vouchers - TRNG". Below the heading are two buttons: "Create a Journal Voucher" and "View Your Previous Journal Vouchers".

Below these buttons is a section titled "Feeds Waiting for Action". This section contains three buttons: "Open Feed", "Delete", and "Refresh". Below the buttons is a table with the following data:

Feed Originator	Feed #	Status	Submit Date	Next Approver
KMMULLER	11	Pending - Waiting for Approval	Apr 18, 2008	ENDULL, Controller's Office
KMMULLER	5	Pending - Waiting for Approval	Apr 18, 2008	GLTHYEN, JASWEDBERG, ENDULL
KMMULLER	4	Pending - Waiting for Approval	Apr 18, 2008	GLTHYEN, JASWEDBERG, ENDULL
KMMULLER	3	Pending - Waiting for Approval	Apr 18, 2008	GLTHYEN, JASWEDBERG, ENDULL

At the bottom of the browser window, there is a status bar showing "Applet aje started" and "Trusted sites".

3. Click on “Open Feed” to review the journal voucher

http://preprod1.insideust.stthomas.edu/controllersoffice/aje/aje.html - Microsoft Internet Explorer

Main (ENDULL) Feed #11 (View Only)

Create a Journal Voucher

Select the type of journal voucher you would like to create:

Department Journal Voucher (VJV)

Your journal entry must provide a thorough explanation to ensure that any questions arising regarding your voucher can be answered by reviewing the transaction description and additional notes. The explanation should include the purpose of the journal voucher, reference to any relevant supporting documentation and the basis for the related amounts. Please enter a detailed explanation of your entry below:

A purchase made to ACUA for annual membership dues was erroneously charged to the Accounts Payable department when it should have been charged to the Controller's Office.

Incomplete explanations will result in the rejection of the voucher for additional information.

Attach a supporting document, if applicable:

Applet aje started Trusted sites

4. The section where the initiator provided the journal voucher explanation will be displayed. Please note that you cannot add or delete any text within this section. In addition, if there is a document attached to the journal voucher, you can click on "Open" to review the attachment.
5. Review the explanation and press continue. You are now at the screen where you can either approve or disapprove.

http://preprod1.insideust.stthomas.edu/controllersoffice/aje/aje.html - Microsoft Internet Explorer

Main (ENDULL) Feed #11 (View Only)

< Back Approve Return for Correction View Approvals Close Help

Fiscal Year: 2008 Effective Date (date activity occurred): 2007 Dec 18

Seq #	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Amount	D/C	Description (appears in Banner)
1		12	53010	76203	45			30,000.00	D	ACUA membership reclassification
2		12	53070	76203	45			30,000.00	C	ACUA membership reclassification

[Get Excel Upload Template](#)
[View Account List - Revenue](#)
[View Account List - Expense](#)

Total Debits: 30,000.00 Total Credits: 30,000.00 Document Total: 60,000.00

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- In addition, if you click on the “View Approvals” button, you can see what approvals have been met for this journal voucher thus far. The approval queues that are highlighted in green are the ones that have been approved thus far.

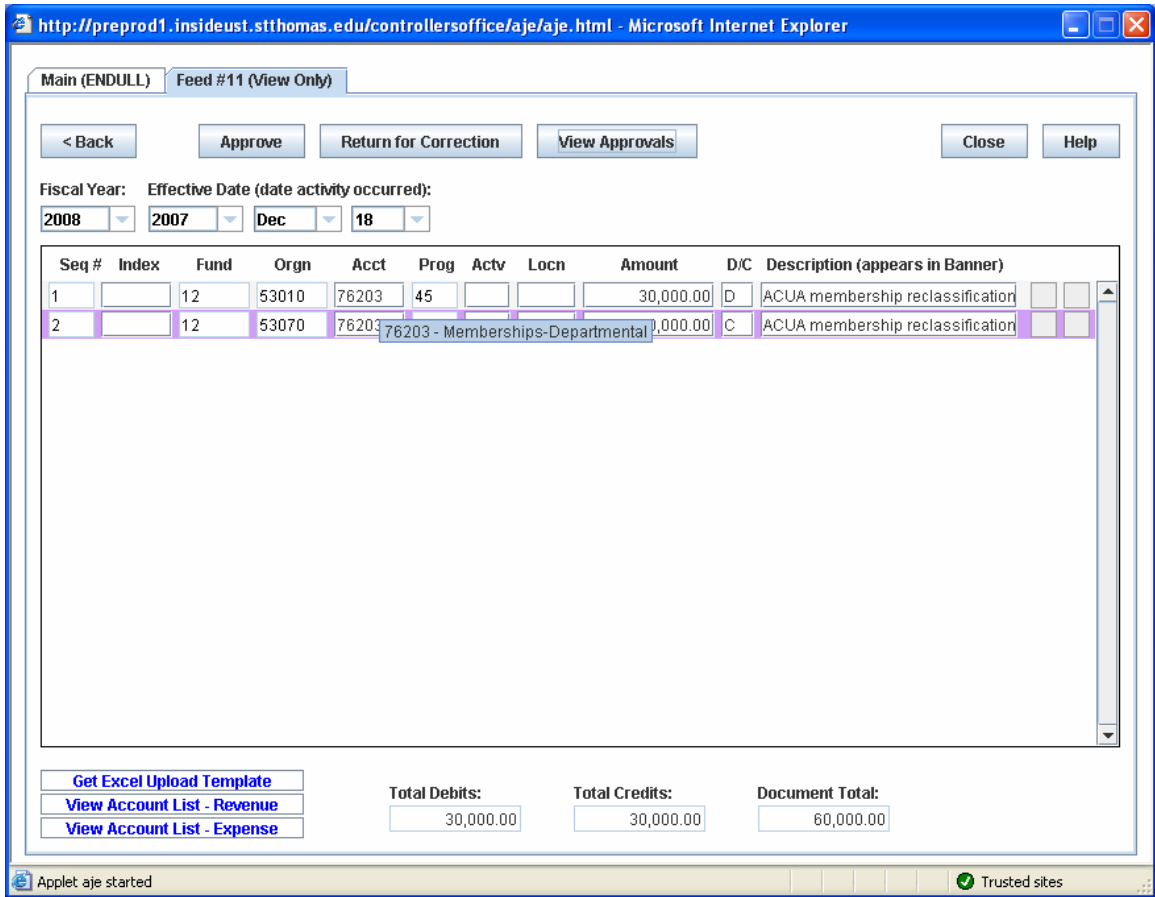
Feed approval status ✖

Approval status for feed #: 11
Feed created by: KMMULLER

Queues that are approved are displayed in green.

Fund	Orgn	Amount	Queue	Approvers
12	53010	\$30,000.00	D054	JASWEDBERG
			A008	JASWEDBERG
			COFF	Controller's Office
12	53070	\$30,000.00	B021	ENDULL
			A008	GLTHYEN, JASWEDBERG
			COFF	Controller's Office

- Also, when reviewing the journal voucher, if you put your cursor over any of the FOAPAL fields, the description of the FOAPAL element should pop up. In this case, it shows give the account code description of 76203 as Memberships-Departmental.



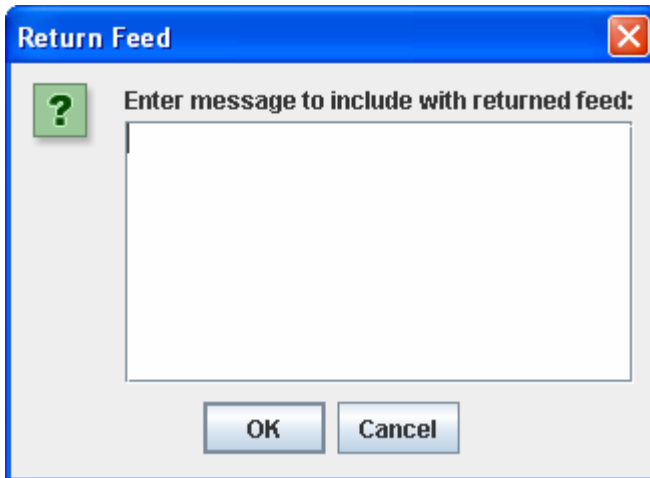
8. If you are okay with the journal voucher, click on "Approve"

9. The system will ask you if you want to approve the journal voucher.

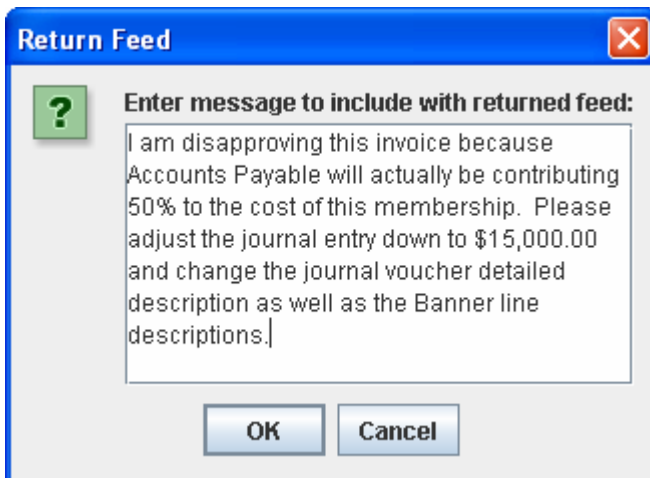


10. Click "Yes" and your approval of the voucher will be recorded.

11. If you want to disapprove the journal voucher, click on "Return for Correction"



12. The system will ask you to provide an explanation on why you are disapproving the invoice. For this example, we will enter
 - a. I am disapproving this invoice because Accounts Payable will actually be contributing 50% to the cost of this membership. Please adjust the journal entry down to \$15,000.00 and change the journal voucher detailed description as well as the Banner line descriptions.



13. Click OK
14. You will then get a message that the journal voucher has been returned to the originator for correction.



15. Click OK

16. Click Close

17. You have now approved or disapproved a journal voucher.