Journal Voucher System Installation

The Journal Voucher System is now available, however the way you access the system has changed.

IRT has pushed out a desktop shortcut to all the current users of the Journal Voucher System. The Journal Vouchers shortcut will look like this:

Double-click the shortcut and the Journal Voucher System will launch. A black command prompt window will open first and then the Journal Voucher System window will open. You must leave the command prompt window open while working in the Journal Voucher System, but you can minimize it. Once the system launches it should look and work the same as it has in the past.

If you do not see the shortcut on your desktop, use the following instructions to install:

- Left click on the Start button on the lower left side of your screen.
- Left click on “Software Center”. If you do not see Software Center listed type Software Center into the search field and click when it appears in the search results.
- Left click to check the box next to “Journal Vouchers with Java 7.67” and then left click the “Install Selected” button in the lower right corner.
- The Journal Vouchers shortcut will appear on your desktop.
- Double-click the shortcut and the Journal Voucher System will launch.

If you have any trouble launching the system please contact the IRT Tech Desk at 651-962-6230 or irthelp@stthomas.edu.