The Journal Document Imaging system is accessed through VandalWeb via the "Employee Menu" tab:

# University of Idaho Vandal Web

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Main Menu Student Information / Registration Menu	Financial Aid & Scholarships	Employee Menu	Personal Information / Address Menu
Search Go			

Under "Financial Tasks", select "Journal Document Imaging":

## **Financial Tasks**

#### **Pending Approvals**

Central launch point for all web-based financial approvals.

#### **Claim Voucher Entry**

Used by the departments to request reimbursements or non procurement payments.

## **Finance Self Service for Non-Banner Users**

Connect to Finance Self-Service for non-Banner users.

## **Purchasing Card Statements**

Manage departmental purchasing cards and purchasing card expenses.

#### **Travel Web Approvals**

This is used to approve Travel Web trips, claims, and advances

## Journal Document Imaging

Upload additional documentation to be loaded to Document Imaging

When prompted, enter the journal document number to which you wish to attach images:

Please note, the document must already exist in Banner.



Select "Choose File" to choose the files you wish to attach to the journal document. After choosing the file, select "Attach selected image" to move the file to the list of images to be Fed to Imaging. As seen below, multiple files can be attached to the same journal document. Also note as mentioned below, the images on the list will be loaded to the Imaging System on a nightly basis. The files listed below as "Not Fed" have been loaded that day and the user that originally uploaded them can also choose to delete them, (meaning that the document will not be "Fed to Imaging"). If the document contains sequences that post to a grant budget, please make sure to check the appropriate box. To exit uploading images for that document, select "Choose another document" and you will be taken back to the original screen, or simply logout.

