

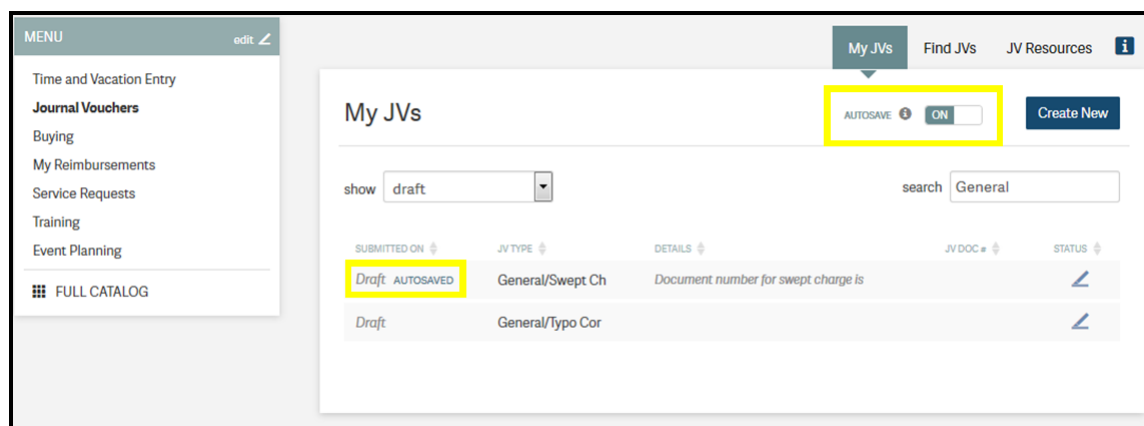
Journal Vouchers Auto Save

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This documentation refers to the Atlas Online Gateway.
You can access Atlas at <https://atlas.mit.edu/>

About Autosave

The Journal Vouchers enhancements from Atlas Release 6 include an optional autosave feature. The autosave icon displays on the **My JVs** screen and is set to "on" by default. When autosave is on, after 20 minutes of inactivity, a JV draft will be saved automatically. After a draft is autosaved, it will be indicated on the **My JVs** screen.



More About Autosave

- Autosave will never submit a journal voucher.
- The autosave feature is for **drafts** only. Autosave will not be triggered for rejected journal vouchers, clones, or reversals.
- Autosave will not save invalid entries.
- When a draft is autosaved, a success message will display.

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JV Resources



Create JV (Step 2 of 3)

✓ Autosaved at 3:19 pm

save

cancel

delete

JV TYPE (HEADER TEXT)

General/Swept Ch

COMPANY CODE

CUR

ORIGINAL TRANS. DATE

07/23/2015

POSTING DATE

07/28/2015

SA 01 2016

	COST OBJECT	G/L ACCOUNT	DESCRIPTION	REVISED TRANS. DATE	DEBIT	CREDIT
1	1395100 ⓘ	Swept Cred... (420255) ✎ ⓘ			\$	\$ ⓘ
2					\$	\$ ⓘ
Add 1 Line ↕					\$0.00	\$0.00

DETAILS (provide original document number and details of the expense) ⓘ

Document number for swept charge is

OPTIONAL: Attach Supporting Documents ⓘ

Browse

The maximum file upload size is 5MB

Does this JV contain any PARTIAL TRANSFERS? ⓘ

☒ Yes ☐ No

Continue

Save Draft and Exit