Journal Entry Approvals

Accessing Journals for Approval
Approvers may access Journal Entry transactions for approval in several ways: through the Worklist (for primary approvers), by navigating to General Ledger > Journals > Journal Entry > Manage Journal Approval, or alternately, through either the Approval WorkCenter or the General Ledger WorkCenter.

Routing for Approval
Journals are simultaneously routed to the primary approver and to a pool of one or more alternate approvers. A journal needing approval will remain in the primary approver’s queue until it has been approved. In the case that a journal has not been approved or sent back within five days, the preparer will be notified by a system-generated email. Journal preparers will follow up with the approver when a journal has not been approved within the five days.

Taking Action on Journals Needing Approval
Criteria for approving a journal remain the same. For details on required documentation of journal entries refer to University Policy. When taking action on journals from the Approval WorkCenter, complete the following steps:

1. Click the My Work <Journals> link to open the Approval list.
2. Click the Journal ID from the Approval list.
3. Review the Header page details.
4. Review the Lines details.
5. Review any attachments indicated with a number next to the <Attachments> link.
6. Select the appropriate approval action from the GL Journal Approval page:
   - **Approve**: If the transaction meets policy and procedure, click <Approve>. Criteria for approving a journal remain the same.
   - **Send Back**: Enter information into the Approval Comments field to instruct the preparer on what must be changed or to cancel the journal. Click <Send Back>.
   - **Hold**: Prevents any other individuals—including other approvers—from taking action on the transaction, effectively stops the processing of the transaction. Transaction will only proceed through the approval process when it is taken “off Hold.”
7. Enter comments as required when selecting <Send Back> or <Hold>.
Journal Entry Approvals (cont.)

If no action has been taken on the journal within five days, EFS will send the preparer an email to alert them that it has not been approved. At that time, they can work with the approver(s) to resolve any issues. If you are designated as both the DeptID and Certified Approver for the same line, you will only need to take action once and it will be recorded for both the DeptID and CA approvals at once.

Alternate Method to Review and Approve

8. After locating the journal (as in Steps 1 and 2 above), click <Go to Journal Entry Page> to open and review the journal pages individually.

9. On the Approval page, select the appropriate approval action; enter comments for the “Send Back” or “Hold” option.

10. Click <Submit> at the top of the Approval page.