Approving/Denying GL Journals from the Worklist Created on 2/19/2013 5:51:00 PM

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Approving/Denying GL Journals from the Worklist

Core-

Only journal entries for the ACCRL ledger and a source of OSC or ONL require approval. These journals must be submitted for approval when they are created using the **Approval** tab on in the **Create/Update Journal Entries** component.

Journals requiring approval are routed to an approver's **Worklist**. Journals can also be approved or denied using the **Manage Journal Approval** page.

Comments are required for any journal that is denied.

The requestor will receive an email notification that the journal has been denied and an item will be added to the requestor's worklist. A sample email notification is provided below.



In this example the **Worklist** is used to approve one journal and deny another journal.

Procedure

Navigation: Core-CT Financials >Worklist > Worklist

| ORACLE | | | | |
|---|----|------|----------|------------------|
| avorites Main Menu | | Home | Worklist | Add to Favorites |
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| Top Menu Features Description | | | | |
| Authorization Error Contact your Securi | ty | | | |
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| Step | Action |
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| 1. | Click the Worklist link. |

| | ORACLE | | | | | Home | Worklist Add to Fa | vorites Sign o | ut |
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| F | avorites Main Menu | > Worklist | t > Worklist | | | _ | | _ | |
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| | Worklist for Wals | shNa: OSC | -Walsh Nancy I | _ | | | | | |
| | Detail View | | | Work List Filters: | | 💌 🔝 Feed 🗸 | | | |
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| | From | Date From | Work Item | Worked By Activity | Priority | Link | | | |
| | OSC-Clark John F | 11/14/2012 | Transaction Approved | Approval Workflow | 2-Medium | GLJOURNAL 1900-011 N.0 Approval 1900-01-01 N.0 BUSINESS UNITSTATE JOURNAL DO001054904 JOURNAL DATE-2012-11-14 BUSINESS UNIT LN:STATE RDCA.0.R | Mark Worked | Reassign | |
| | OSC-Gribbon Robert E | 11/14/2012 | Approval Routing | Approval Workflow | 1-High • | GLJOURNAL 1900-01-01 N.0. BUSINESS UNIT-STATE JOURNAL ID:0001054912 JOURNAL DATE:2012-11-14 BUSINESS UNIT LN:STATE RDC:RA.0.A | Mark-Worked | Reassign | |
| | OSC-Clark John F | 11/14/2012 | Approval Routing | Approval Workflow | 1-High | GLJOURNALDOCVAL 61 GLJOURNAL Approval 1900-01-01 N.O. BUSINESS UNIT-STATE JOURNAL DO001054913 JOURNAL DATE-2012-11-14 BUSINESS UNIT LN:STATE RDCRA.0.A | Mark Worked | Reassign | |
| | OSC-Arn Linda | 11/14/2012 | Approval Routing | Approval Workflow | 1-High | GLJOURNALDFOVAL 81 GLJOURNAL Approval 1900-01-01. N. 0. BUSINESS UNITSTATE JOURNAL D20001054916 JOURNAL DATE:2012-11-14 BUSINESS UNIT LNSTATE RDCRA.0.A | Mark Worked | Reassign | |
| | DDS(C)-Lawton Kevin M | 11/14/2012 | Approval Routing | Approval Workflow | 1-High | GLJournalApproval. 91. GL Journal Approval. 1900-01-01. N. 0. BUSINESS UNITSTATE JOURNAL D20001054918 JOURNAL DATE:2012-11-14 BUSINESS UNIT LN:STATE RDC:RA.0.A | Mark Worked | Reassign | |
| | OSC-Wilson Julie A | 11/15/2012 | Approval Routing | Approval Workflow | 1-High | GLJournalApproval. 101. GL Journal Approval. 1900-01-01. N. 0. BUSINESS UNITSTATE JOURNAL DO001054927 JOURNAL DATE:2012-11-15 BUSINESS UNIT LN:STATE RDCRA.0.A | Mark Worked | Reassign | |
| < | | | | | | GLJournalApproval, 111, GL Journal | | > | ~ |

| Step | Action |
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| 2. | Click the GLJournalApproval , 51 , GL Journal Approval , 1900-01-01 , N , 0 , BUS link. |

| Step | Action |
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| 3. | The GL Journal Approval page displays header information and the approval routing for the journal entry. |
| | One level of approval is required. |
| | Click the Journal Lines Expand section button. |
| | ▶ Journal Lines |

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| Business | s Unit | | | STATE Return to Worklist | | | | | | | | |
| Journal I | D | | | 0001054912 | | | | | Attachments (| 0) | | |
| Journal [| Date | | | 11/14/2012 | | | | | Go to Journal | Entry Page | | |
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| Adjusting | g Entry | | 1 | N | | Cr | edits | | \$1.50 | | | |
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| Step | Action |
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| 4. | The Approver reviews the distribution information in the Journal Lines grid. |
| | Click the Approve button. Approve |
| 5. | Click the Expand button to view the journal entry's approval routing. |
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| To add | comments | o the journal's | approval p | rocess, enter th | em below | and click an | y one of the fo | ur approval acti | on buttons unde | rneath the c | omments. Then t | he comments can be view |
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| Step | Action |
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| 6. | The Approval Routing indicates that the journal has been approved. |
| 7. | Click the Return to Worklist link to review a different journal. Return to Worklist |

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| OSC-Am Linda | 11/14/2012 | Approval Routing | Approval Workflow | 1-High 💌 | GL JournalApproval. 81. GL Journal Approval. 1900.01-01. N.O. BUSINESS. UNIT:STATE JOURNAL. ID:0001054916 JOURNAL. DATE:2012-11-14 BUSINESS. UNIT:LN:STATE RD:CRA0.A | Mark Worked | Reassign |
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| 8. | The journal that was just approved no longer displays on the worklist. |
| | Click the GLJournalApproval , 61 , GL Journal Approval , 1900-01-01 , N , 0 , BUS link. |

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| Favorites Main Menu > Work | list > Worklist | | Home Worklist Add | to ravontes Sign out |
| GL Journal Approv | al | | | |
| Business Unit | STATE | | Return to Worklist | |
| Journal ID | 0001054913 | | Attachments (0) | |
| Journal Date | 11/14/2012 | | Go to Journal Entry Page | |
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| Adjusting Entry | N | Credits | \$6.00 | |
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| To add comments to the journal from the Approval Flow Graphic | 's approval process, enter them be Display above. | low and click any one of the four appr | roval action buttons underneath the comments. Then the | comments can be viewed |
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| 9. | Click the Journal Lines Expand section button. |
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| from th | e Approval F | low Graphic D | isplay above | 9. | | | | | | | | | | 70 |
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| Step | Action |
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| 10. | The Approver reviews the distribution information for the journal in the Journal Lines grid. |
| 11. | Comments are required for denials. Enter This journal is denied because into the Comments field. |

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| GL Journal Ap | proval | | | | | | | | | - | |
| Business Unit | ST | TATE | | | | | Return to Wor | klist | | | |
| Journal ID | 00 | 0001054913 | | | | | Attachments (0) | | | | |
| Journal Date | 11 | 11/14/2012 | | | | | Go to Journal Entry Page | | | | |
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| Fiscal Year | 20 | 013 | | Des | scription | | | | | | |
| Period | 5 | | | Rec | quester | | ClarkJ | | | | |
| Stage - GL Journ | nal Approval | | | | | | | | | | |
| 👻 Unit ST | TATE, ID 0001054 | 1913, Date 2 | 012-11- | 14, Line | Unit STATI | E:Pending | Start New Path | | | | |
| Path - GL Journa Pending O Multiple CT CNTR To add comments to the | Approval Approvers RL JOURNAL APPROVER e journal's approval pri | | m below a | ind click any | one of the fou | r approval actio | n buttons under | meath the cor | nments. Then the | comments can be view | |
| from the Approval Flow This journal is denied | Graphic Display above because | l. | | | | | | | | 17 (C) | |
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| Step | Action |
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| 12. | Click the Deny button. Deny |
| 13. | Click the View/Hide Comments link to view the comments. View/Hide Comments |

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| djusting Entry | | | N | | Credits | \$6.00 | | | | |
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| eriod | | | 5 | | Requester | ClarkJ | | | | |
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| | omments | | | | | | | | | |
| ⊂ Co | omments C-Walsh Nan | 1cy L at 12/19 |)/12 - 1:42 PM | | | | | | | |
| ▼ Co OS Th | omments C-Walsh Nan is journal is de | n cy L at 12/1 9 nied because | 9/12 - 1:42 PM | | | | | | | |
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| Step | Action |
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| 14. | The approval routing for the journal entry indicates that the journal entry has been denied. |
| | Comments are stamped with the approver's name and the date and time. |
| | The reqestor will receive an email notification that the journal has been denied and an item will be added to the requestor's worklist. |
| 15. | |
| | End of Procedure. |