Denying a Journal from the Manage Approvals page Created on 2/19/2013 5:55:00 PM

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Denying a Journal from the Manage Approvals page

Core-

Journals requiring approval are routed to an approver's **Worklist**. They can also approved or denied using the **Manage Journal Approval** page. Do not deny multiple journal entries simultaneously because each denial requires a unique comment explaining the reason the journal is being denied.

Procedure

Navigation: General Ledger > Journals > Journal Entry > Manage Journal Approval

o locate jou dusiness Ur ine Busine ournal Date	rnals that require yo it ss Unit From	11/15/201	journals that previous	sly required your app Req Jou To J	oroval), edit the crit uester rnal ID Iournal Date	eria below and click th	the Search button.		
Comments Select All / Deselect All Journals				Appr	ove	Deny Persor	Pushback	First K 1-4 of 4	D Last
Select	Journal ID	Unit	Date	Line Unit	Total Debits	т	otal Credits		
	0001054933	STATE	11/16/2012	STATE		\$1.00		\$1.00	680
	0001054934	STATE	11/16/2012	STATE		\$1.00		\$1.00	620
	0001054937	STATE	11/16/2012	STATE		\$1.00		\$1.00	820
	0001054939	STATE	11/16/2012	STATE		\$1.00		\$1.00	9 ₂₀
elect All / De	select All			Appr	ove	Deny	Pushback		

Step	Action
1.	Click the 0001054933 link to display the GL Journal Approval page for the journal entry. 0001054933

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avorites Main Menu > Genera	al Ledger > Journals > Journal Er	ntry > Manage Journal Approval	Home Vvorklist	Add to Favorites	Sign out
GL Journal Approv	al v v				
	41				
Business Unit	STATE		Return to Manage Approval		
Journal ID	0001054933		Attachments (0)		
Journal Date	11/16/2012		Go to Journal Entry Page		
Line Unit	STATE	Status	Pending		
Ledger Group	ACCRL	Debits	\$1.00		
Adjusting Entry	N	Credits	\$1.00		
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Approve	Deny	Pushback	Add Comments		
> Journal Lines					

Step	Action
2.	Click the Journal Lines Expand section button.
	▶ Journal Lines

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2	STATE	ACCRUAL	11000	D0T57112	10020		10404							
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Step	Action
3.	Review distribution information for the journal in the Journal Lines section.

Step	Action
4.	Comments are required for denials.
	Enter This journal is denied because into the Add Comments field.

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2	STATE	ACCRUAL	11000	D0T57112	10020		10404						
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Step	Action
5.	Click the Deny button. Deny
6.	Click the View/Hide Comments link to view the comments. View/Hide Comments

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Step	Action
7.	The approval routing for the journal entry indicates that the journal entry has been denied. The comments in the Add Comments field are stamped with the approver's name
	and the date and time.
8.	Click the Return to Manage Approval link. Return to Manage Approval

Manage GL Journal Approval Search Journals To locate journals that require your approval (or journals that previously Business Unit Line Business Unit Journal Date From			required your approval), edit the criteria Requester Journal ID To Journal Date		teria below and click t	below and click the Search button.				
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Journal Over	Journal ID	is ()	Date	Line Unit	Total Debits		Fotal Credits			
	0001054934	STATE	11/16/2012	STATE		\$1.00		\$1.00	620	
	0001054937	STATE	11/16/2012	STATE		\$1.00		\$1.00	E.,	
	0001054939	STATE	11/16/2012	STATE		\$1.00		\$1.00	880	
ielect All / De	select All			App	prove	Deny	Pushback			

Step	Action
9.	The denied journal entry no longer displays in the Journals section.
10.	End of Procedure.