

In Core-CT 9.1 all journals in the accrual (ACCRL) ledger group with a Source of OSC or ONL must be approved. Journals in all other ledger groups do not require approval.

There is one level of approval in Core-CT 9.1 General Ledger.

## Submitting a Journal for Approval

**Navigation:** General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Enter journal information on the Header and Lines pages.

Click the **Approval** tab.

| Unit: STATE Journal ID: 0001054942 Date: 1119/2012 Student   Accound Status: STATE   Approval Check Active: Y   Approval Status: Pending Approval   Approval Action: Image:   | eader Lines Totals Em  | Toris Approval       |                      |          |            |        | 🖾 New Window 🛞 Help 🔡 P |
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Click the **Submit** button.

The approval routing for the journal displays in the Stage – GL Journal Approval section.

Journals must be edited and budget checked successfully before they can be submitted for approval. Core-CT generates the following message when a user attempts to submit a journal that has not been successfully edited and budget checked for approval.

| Message   |   |
|---|---|
|   |   |
| Cannot submit this journal for approval because it is not validated yet. (5010,205)   |   |
| You have selected to submit a journal for approval. You need to validate the journal through Journal Edit and/or<br>Budget Check before you can submit this journal for approval. Your selection is canceled. |   |
| OK  | d |

The **Approval** tab and the **Submit** button display for journals in all ledger groups. Core-CT 9.1 generates the following message when a user attempts to submit a non ACCRL ledger group journal for approval:

| Message  |
|--|
|  |
| Cannot Submit Approval this journal because no Workflow Approval is active. (5010,203)   |
| You have selected to Submit Approval this journal. However, no workflow approval rule is enabled so this journal does not need to be approved. Your selection is canceled. |
| ОК   |

## **Approving General Ledger Journals**

Approvers can locate journals requiring approval using either the **Worklist** or **Manage Journal Approval** pages.

## Worklist

**Navigation:** Core-CT Financials > Worklist > Worklist

| Detail View               |            |                  | Work List Filters: |          | Feed -  |                     |               |
|---------------------------|------------|------------------|--------------------|----------|---|---------------------|---------------|
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| Ecom                      | Date From  | Work.Item        | Worked By Astivity | Erieritx | Link  |                     |               |
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Click a link in the **Link** column.

The GL Journal Approval page displays.

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| ine Un                                 | it.   |   |   | STATE                       |              | St                        | latus                                  |                     | Pending                            |                                  |                      |  |
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Expand the **Journal Lines** section to review the distribution lines for the journal.

Click the **Go to Journal Entry Page** link to review the journal entry pages for the journal. Click the **OK** button on the **Header**, **Lines**, or **Approval** pages to return to the **GL Journal Approval** page. (These actions are optional.)

Click the **Multiple Approvers** link to view a list of approvers. (Optional)

Click the **Approve** link to approve the journal.

Comments are required when a journal is denied. Add comments in the **Comments** field and click the **Deny** button.

## **Manage Journal Approval Component**

The **Manage Journal Approval** page enables approvers to approve journals from a single page. This page can also be used to deny journals individually. Do not deny multiple journal entries simultaneously because each denial requires a unique comment explaining the reason the journal is being denied.

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

The Manage Journal Approval page displays.

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Use the **Search Journals** section to locate journals requiring approval. Pending should be selected in the **Approval Status** field.

Click the **Search** button. All journals requiring approval display in the **Journals** section. To approve multiple journals, select the check box for each journal to be approved in the **Select** column and click the **Approve** button.