

Denying a Journal from the Manage Approvals page

Updated on 5/14/2024

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

Procedure

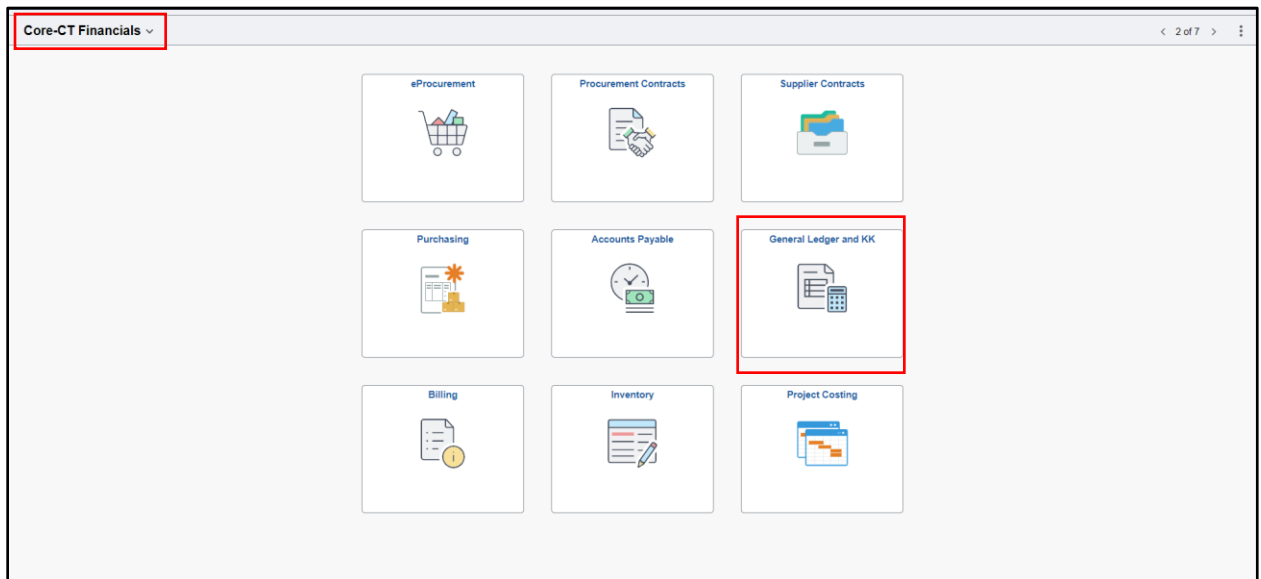
Navigation: Nav Bar > Menu > Core-CT Financials > General Ledger and KK > Approvals

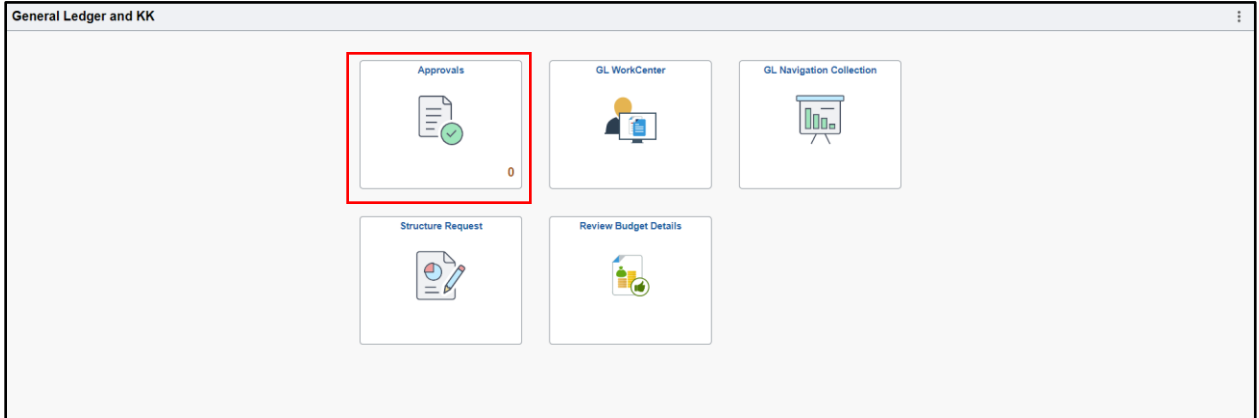
OR

Select **Core-CT Financials**

Click the **General Ledger and KK** tile

Select **Approvals** tile





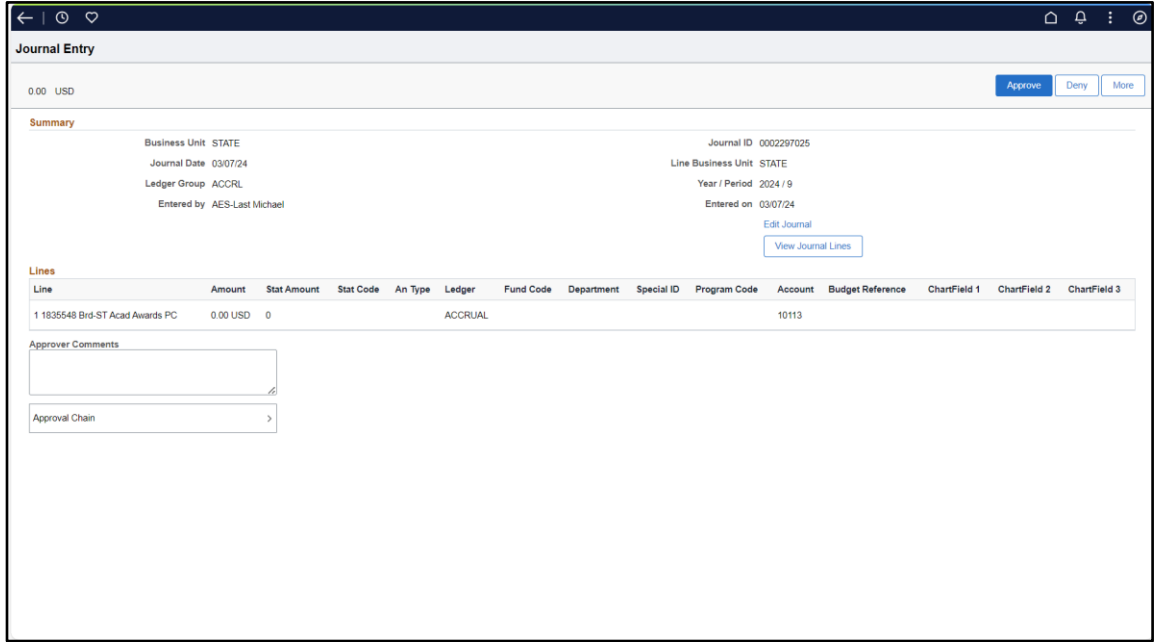
Pending Approvals

View By: Type

- All 16
- Journal Entry 11
- Structure Request 5

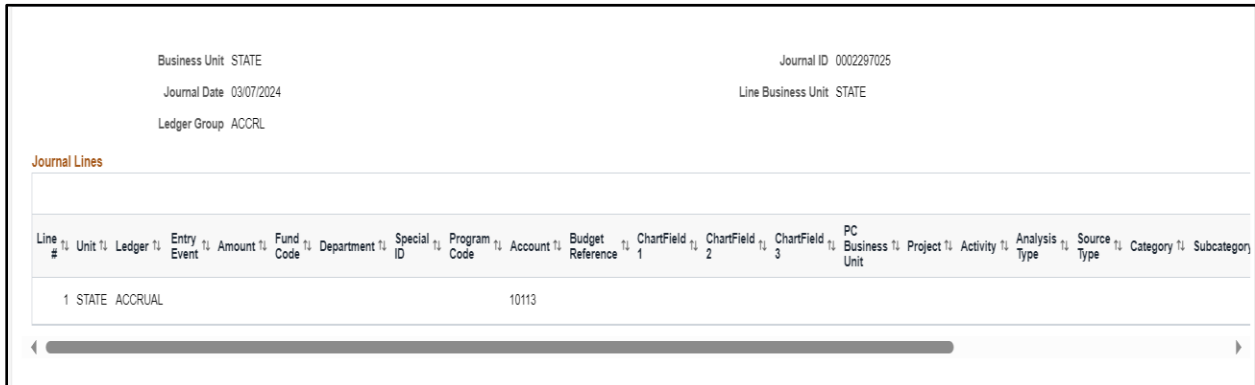
All				16 rows
Journal Entry	0.00 USD	STATE / 0002296904 / 2024-02-22 / STATE Accenture-Yash Prajapat	Routed	02/22/2024 >
Journal Entry	0.00 USD	STATE / 0002296906 / 2024-02-22 / STATE Accenture-Yash Prajapat	Routed	02/22/2024 >
Structure Request	test	STATE Special ID - STATE / 0000000019-1	Routed	02/28/2024 >
Journal Entry	0.00 USD	STATE / 0002297023 / 2024-03-07 / STATE AES-Last Michael	Routed	03/07/2024 >
Journal Entry	0.00 USD	STATE / 0002297024 / 2024-03-07 / STATE AES-Last Michael	Routed	03/07/2024 >
Journal Entry	0.00 USD	STATE / 0002297025 / 2024-03-07 / STATE AES-Last Michael	Routed	03/07/2024 >
Structure Request	test	STATE Fund Code 99991 - STATE / 0000000054-1	Routed	03/28/2024 >

Step	Action					
1.	Click the link of the journal you wish to deny to display the GL Journal Approval page for the journal entry. In this case we are using the below entry.					
	<table border="1"> <tbody> <tr> <td>Journal Entry</td> <td>0.00 USD</td> <td>STATE / 0002297025 / 2024-03-07 / STATE AES-Last Michael</td> <td>Routed</td> <td>03/07/2024 ></td> </tr> </tbody> </table>	Journal Entry	0.00 USD	STATE / 0002297025 / 2024-03-07 / STATE AES-Last Michael	Routed	03/07/2024 >
Journal Entry	0.00 USD	STATE / 0002297025 / 2024-03-07 / STATE AES-Last Michael	Routed	03/07/2024 >		



Step	Action
2.	Click the View Journal Lines button.



[View Journal Lines](#)



Step	Action
3.	Review distribution information for the journal in the Journal Lines section.

Step	Action
4.	<p>Comments are required for denials.</p> <p>Enter This journal is denied because into the Approver Comments field.</p>

The screenshot shows the 'Journal Entry' interface. At the top right, there are buttons for 'Approve', 'Deny', and 'More'. Below this is a 'Summary' section with fields for Business Unit (STATE), Journal Date (03/07/24), Ledger Group (ACCRL), Entered by (AES-Last Michael), Journal ID (0002297025), Line Business Unit (STATE), Year / Period (2024 / 9), and Entered on (03/07/24). There are also links for 'Edit Journal' and 'View Journal Lines'. Below the summary is a 'Lines' table with columns: Line, Amount, Stat Amount, Stat Code, An Type, Ledger, Fund Code, Department, Special ID, Program Code, Account, Budget Reference, ChartField 1, ChartField 2, and ChartField 3. The table contains one row: Line 1, Amount 0.00 USD, Stat Amount 0, Ledger ACCRUAL, Account 10113. Below the table is the 'Approver Comments' section, which contains a text area with the text 'This journal is denied because of training purposes' and a 'Deny' button. The text area and the 'Deny' button are highlighted with a red box. Below the comments is an 'Approval Chain' section with a right-pointing arrow.

Step	Action
5.	<p>Click the Deny button.</p> 
6.	<p>Navigate to the Approval tab and click the View/Hide Comments link to view the comments.</p> 

Create/Update Journal Entries

Unit STATE Journal ID 0002297025 Date 03/07/2024 [Submit](#)

Approval Status

Unit STATE

Approval Check Active Y

Approval Status Denied

Approval Action

Deny Comments

254 characters remaining

Stage - ACCRL Journal Approval

Unit STATE, ID 0002297025, Date 2024-03-07, Line Unit STATE:Denied [View/Hide Comments](#)

Path ACCRL journal Approval

Denied

OSC-Rosales Marie
CT CNTRL JOURNAL APPROVER
05/14/24 - 1:53 PM

Comments

> [Approval History](#)

Step	Action
7.	The approval routing for the journal entry indicates that the journal entry has been denied. The comments in the Comments field are stamped with the approver's name and the date and time.
8.	Navigate back to the Approvals page using Core-CT Financials > General Ledger and KK > Approvals.

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Pending Approvals

View By: Type

- All 15
- Journal Entry 10
- Structure Request 5

All

15 rows

Journal Entry 0.00 USD	STATE / 0002296904 / 2024-02-22 / STATE Accenture-Yash Prajapat	Routed 02/22/2024	>
Journal Entry 0.00 USD	STATE / 0002296906 / 2024-02-22 / STATE Accenture-Yash Prajapat	Routed 02/22/2024	>
Structure Request test	STATE Special ID - STATE / 000000019-1	Routed 02/28/2024	>
Journal Entry 0.00 USD	STATE / 0002297023 / 2024-03-07 / STATE AES-Last Michael	Routed 03/07/2024	>
Journal Entry 0.00 USD	STATE / 0002297024 / 2024-03-07 / STATE AES-Last Michael	Routed 03/07/2024	>
Structure Request test	STATE Fund Code 99991 - STATE / 0000000054-1	Routed 03/28/2024	>
Structure Request test email	STATE CharField 3 MODERNIZE - STATE / 0000000056-1	Routed 03/28/2024	>

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