



General Ledger Approvals

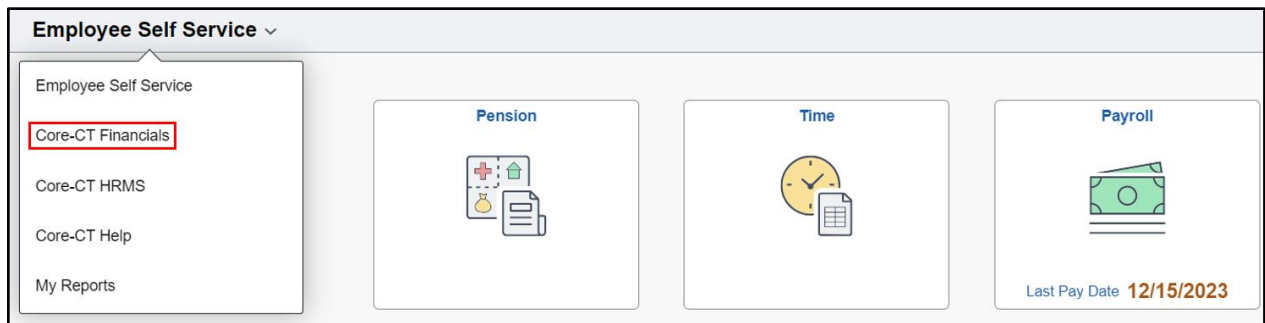
In Core-CT, General Ledger features a new process to approve vouchers. The Approvals Tab is one stop-shop for approvers to approve **Forms**, **Journal Entries**, **Grants Proposals**, **Requisitions**, and **Vouchers**. Depending on roles and permissions, some approvals will differ between users. This activity guide walks users through the basic functionalities of these enhancements.

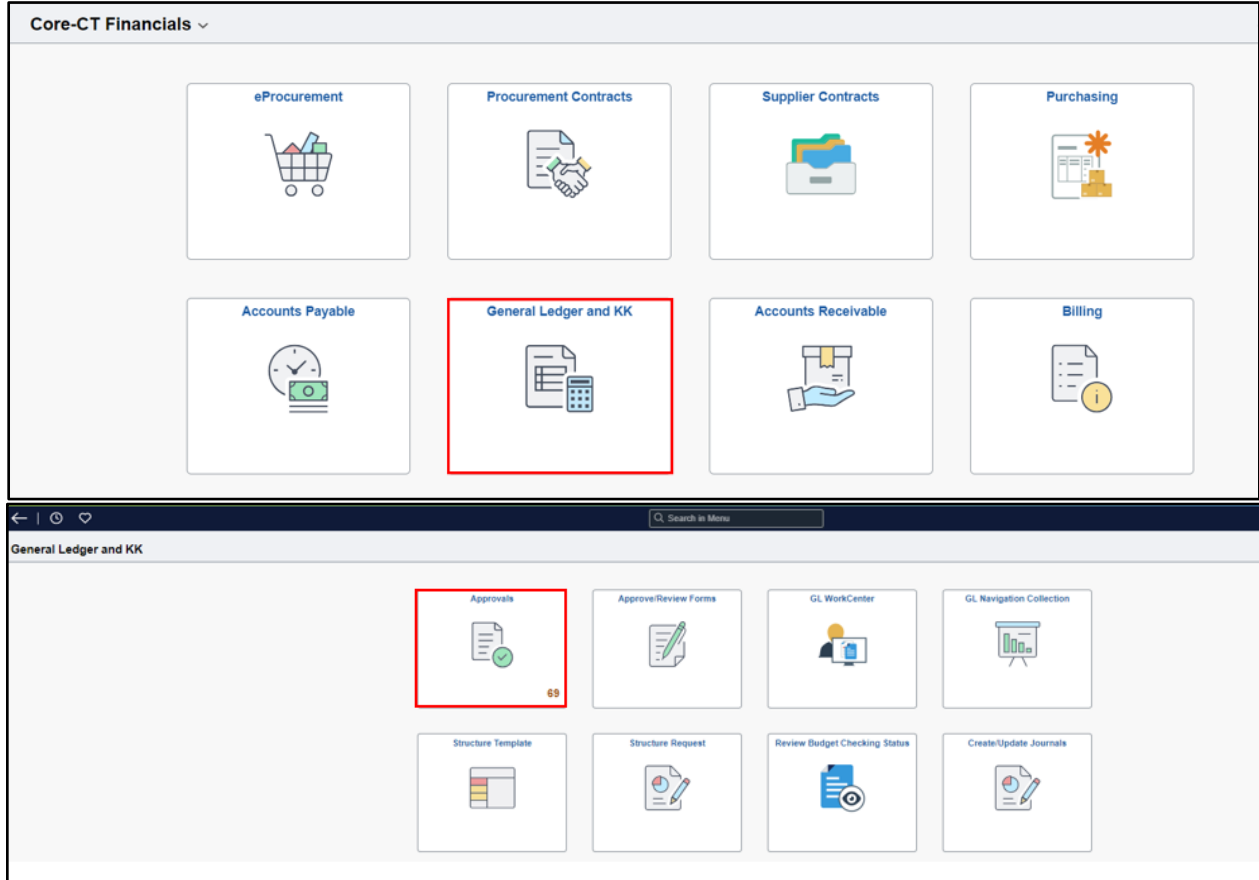
***Important Note*:** *All Journals MUST be submitted before being sent for approval.*

General Ledger Approvals

Navigation:

Core-CT Financials > General Ledger & KK > Approvals





- **Filter Options**

- There are two ways to navigate to Vouchers to approve.
- On the left pane houses the different approvals by item pending approval.
- The right-hand side houses all components in descending order to when they were routed.

Pending Approvals

View By: Type | All

Type	Amount	USD	Item ID	Vendor	Approval Role	Status	Date
Purchase Order	16,778.51	USD	TECM1 / 000001379	A & A OFFICE SYSTEMS INC	PO Amt Approver Less than \$10K	Routed	01/25/2024
Requisition	121,875.00	USD	MHAM1 / 000035974 / MMA-Abdiraham Muna R / Glead Comm Svcs #2061	GLEAD COMMUNITY SERVICES INC	Agency Service Approver	Routed	03/01/2024
Requisition	0.00	USD	DASM1 / 000005976 /	DEPT OF ADMINISTRATIVE SERVICES	DAS-BID Approver	Routed	03/01/2024
Requisition	487,719.20	USD	DPSM1 / 000020901 /	FREIGHTLINER OF HARTFORD INC	Req Amount Approver 3	Routed	03/01/2024
Purchase Order	19,056.00	USD	DPSM1 / 0000056730 /	A & A OFFICE SYSTEMS INC		Routed	03/01/2024
Journal Entry	0.00	USD	STATE / 0002296006 /			Routed	03/11/2024

69 items

1. Click the **View By** dropdown.

Pending Approvals																										
View By: Type	All																									
All 69																										
Journal Entry 4																										
Purchase Order 2																										
Requisition 61																										
Voucher 2																										
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The **View By** dropdown allows filtering through vouchers depending by:

- **Date Routed**
- **From**
- **Priority**
- **Requester**
- **Type**

2. Click **Date Routed**.

Notice The left pane now displays vouchers based on the date it was routed.

Pending Approvals																				
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General Ledger Approvals
 General Ledger
 Updated as of: July 29, 2024
 Core-CT Financials

Pending Approvals			
View By	Date Routed	All	
All	69		
This Week	3		
Last Week	12		
Two Weeks Ago	4		
Older	50		

Purchase Order 16,778.51 USD	TECM1 / 000001379 / TEC-Genualdo Cheryl / WILCOX SAVIN 7503	A & A OFFICE SYSTEMS INC
Requisition 121,875.00 USD	MHAM1 / 0000035974 / MHA-Abdiraham Muna R / Gilead Comm. Svcs #2061	GILEAD COMMUNITY SERVICES INC
Requisition 0.00 USD	DASM1 / 0000005976 / WCC-St Amand Phillip / Executive Search Services	DEPT OF ADMINISTRATIVE SERVICES

3. Select and open the **Journal Entry** that's ready for approval.

Pending Approvals			
View By	Type	Journal Entry	
All	69		
Journal Entry	4		
Purchase Order	2		
Requisition	61		
Voucher	2		

Journal Entry			
Journal Entry 0.00 USD	STATE / 000226906 /	Routed 03/11/2024	>
Journal Entry 0.00 USD	STATE / 0002297295 /	Routed 05/03/2024	>
Journal Entry 100.00 USD	STATE / APPROVAL4 /	Routed 05/08/2024	>
Journal Entry 100.00 USD	STATE / APPROVAL5 /	Routed 05/08/2024	>

4. Click the **View Journal Lines** link to review all lines within a Journal.

Journal Entry											
100.00 USD											
Summary											
Business Unit STATE						Journal ID APPROVAL4					
Journal Date 05/08/24						Line Business Unit STATE					
Ledger Group ACCRL						Year / Period 2024 / 11					
Entered by						Entered on 05/08/24					
						Edit Journal View Journal Lines					
Lines											
Line	Amount	Stat Amount	Stat Code	An Type	Ledger	Fund Code	Department	Special ID	Program Code	Account	Budget Referen
1 General Office Supplies	100.00 USD	0			ACCRUAL	11000	APTS9511	10010	00000	54060	
2 Accounts Payable	-100.00 USD	0			ACCRUAL	11000	APTS9511	10010	00000	20110	
Approver Comments											
<input type="text"/>											
Approval Chain											
<input type="text"/>											

5. Click the exit button to return back to the approval page.

View Journal Lines

Journal ID APPROVAL4
 Line Business Unit STATE

2 rows

Field	ChartField	PC Business Unit	Project	Activity	Analysis Type	Source Type	Category	Subcategory	Budget Date	Reference	Journal Line Description	PC Status
	3	NONPC	APT_NONPROJECT						05/08/2024		General Office Supplies	N
									05/08/2024		Accounts Payable	N

6. Click the **Edit Journal** link.

Journal Entry

100.00 USD

Summary

Business Unit STATE	Journal ID APPROVAL4
Journal Date 05/08/24	Line Business Unit STATE
Ledger Group ACCRL	Year / Period 2024 / 11
Entered by	Entered on 05/08/24

[Edit Journal](#)
[View Journal Lines](#)

Lines

Line	Amount	Stat Amount	Stat Code	An Type	Ledger	Fund Code	Department	Special ID	Program Code	Account	Budget Reference
1 General Office Supplies	100.00 USD	0			ACCRUAL	11000	APT59511	10010	00000	54060	
2 Accounts Payable	-100.00 USD	0			ACCRUAL	11000	APT59511	10010	00000	20110	

7. Click the **Approval** tab.

Create/Update Journal Entries

Header | **Lines** | Totals | Errors | **Approval**

Unit STATE | Journal ID APPROVAL4 | Date 05/08/2024 | Errors Only

InterIntraUnit | *Process Edit Journal | Process | Line 10

Lines

Select	Line	*Unit	*Ledger	SpeedType	Fund	Dept	SID	Program	Account	Bud Ref
<input type="checkbox"/>	1	STATE	ACCRUAL		11000	APT59511	10010	00000	54060	
<input type="checkbox"/>	2	STATE	ACCRUAL		11000	APT59511	10010	00000	20110	

Lines to add 1

8. Using this page, users can identify:
- The **Approval Check Active** status
 - **Approval Status**
 - **Approval Action**
 - **Deny Comments** (if applicable)
 - Which **Stage** the Journal is in
9. Click the **Approval History** dropdown.
10. Click the **Approval History** dropdown.

General Ledger Approvals
General Ledger
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Approval History

Thread ID	Definition ID	Effective Date	Requester	Stage	Path	Step Number	Step Status	Approver	Approval Status	Datetime
8330	ACCRL Journal Approval	01/01/1901	233991	10	1	1.00	Pending		Pending	05/08/2024 11:00:56.000000AM
8330	ACCRL Journal Approval	01/01/1901	233991	10	1	1.00	Pending		Pending	05/08/2024 11:00:56.000000AM
8330	ACCRL Journal Approval	01/01/1901	233991	10	1	1.00	Pending		Skipped	05/08/2024 11:00:56.000000AM
8330	ACCRL Journal Approval	01/01/1901	233991	10	1	1.00	Pending		Pending	05/08/2024 11:00:56.000000AM
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8330	ACCRL Journal Approval	01/01/1901	233991	10	1	1.00	Pending		Pending	05/08/2024 11:00:56.000000AM
8330	ACCRL Journal Approval	01/01/1901	233991	10	1	1.00	Pending		Pending	05/08/2024 11:00:56.000000AM

11. Return to the **Approval** page.

Journal Entry

Header Lines Totals Errors **Approval**

Unit STATE Journal ID APPROVAL4 Date 05/08/2024

Approval Status

Unit STATE
Approval Check Active Y
Approval Status Pending Approval
Approval Action Approve
Deny Comments
254 characters remaining

12. Click **Approve** or **Deny**.

13. Click **More**.



14. To put a **Journal Entry** on hold, click Hold.

