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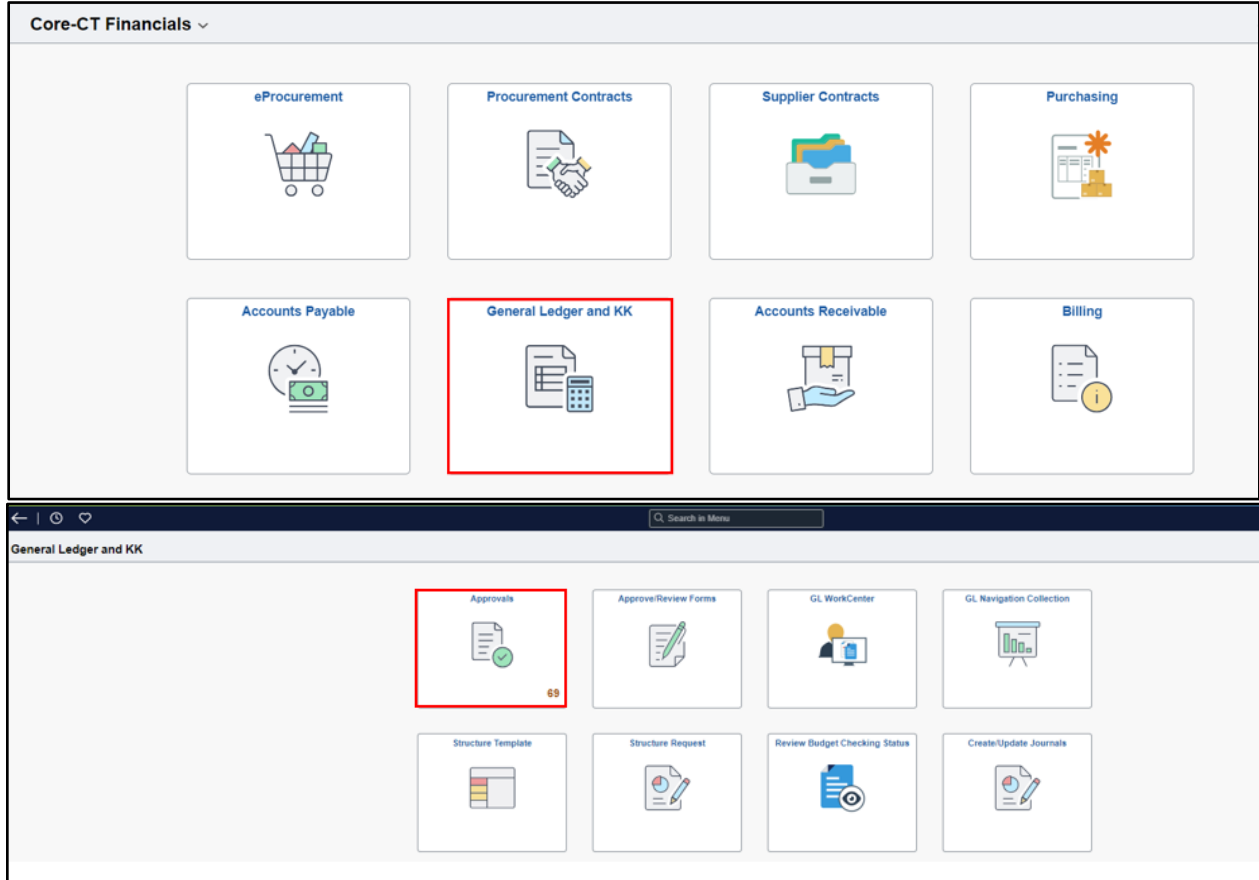
Important Note: *All Journals MUST be submitted before being sent for approval.*

General Ledger Approvals

Navigation:

Core-CT Financials > General Ledger & KK > Approvals
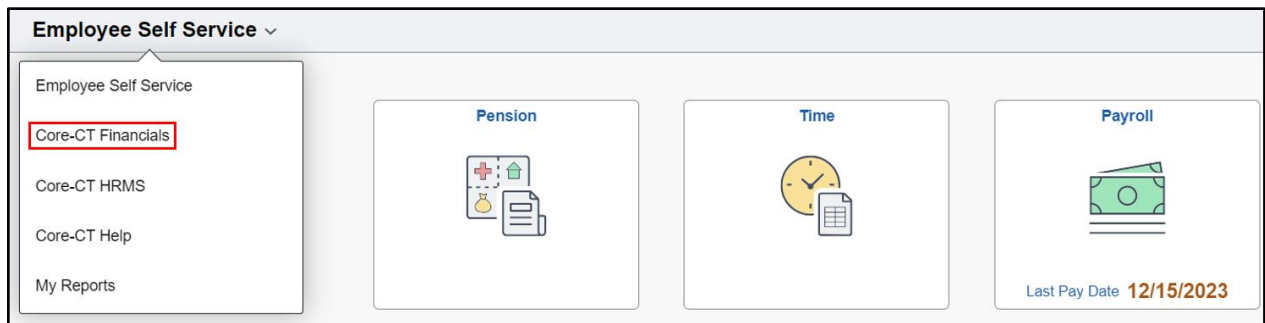
- **Filter Options**
- There are two ways to navigate to Vouchers to approve.
- On the left pane houses the different approvals by item pending approval.
- The right-hand side houses all components in descending order to when they were routed.

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

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.*

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

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

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

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

7. Click the **Approval** tab.

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

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
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		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		Pending	05/08/2024 11:00:56.000000AM

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

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

13. Click **More**.

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