

# Approving/Denying GL Journals from the Worklist

Created on 2/19/2013 5:51:00 PM

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## Approving/Denying GL Journals from the Worklist



Only journal entries for the ACCRL ledger and a source of OSC or ONL require approval. These journals must be submitted for approval when they are created using the **Approval** tab on in the **Create/Update Journal Entries** component.

Journals requiring approval are routed to an approver's **Worklist**. Journals can also be approved or denied using the **Manage Journal Approval** page.

Comments are required for any journal that is denied.

The requestor will receive an email notification that the journal has been denied and an item will be added to the requestor's worklist. A sample email notification is provided below.

From: doit.core\_emailtest@ct.gov [mailto:doit.core\_emailtest@ct.gov]  
Sent: Wednesday, January 30, 2013 1:21 PM  
To: Braga, Donna  
Subject: Journal ID "0001000865" Business Unit "STATE" Has Been "Denied"

The following journal has been "Denied".

Business Unit:	STATE
Journal ID:	0001000865
Journal Date:	2012-08-30
Line Business Unit:	STATE

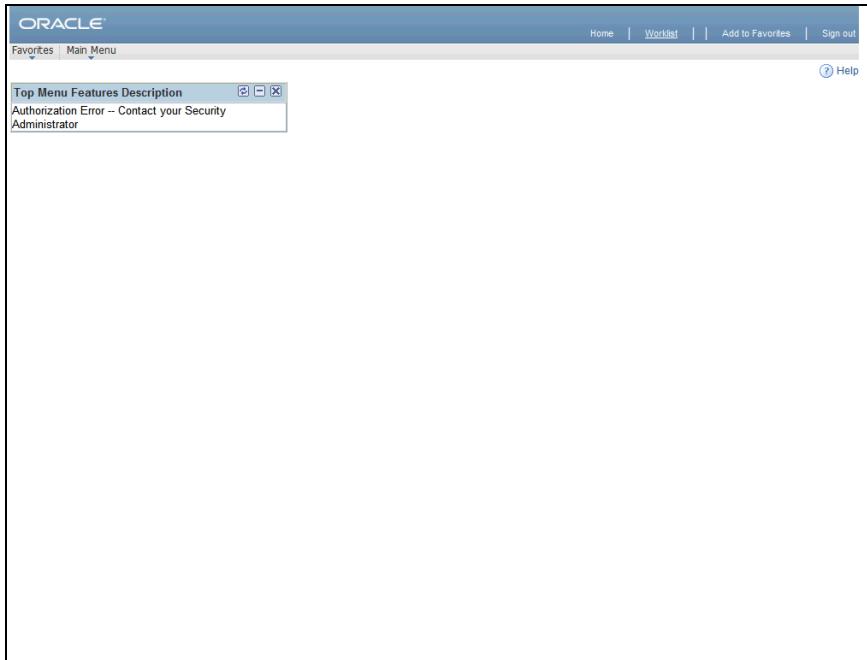
You can navigate directly to the journal entry page for more information by clicking the link below.

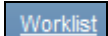
[http://corect-web002.doit.state.ct.us:13650/psp/F91TST/EMPLOYEE/ERP/c/PROCESS\\_JOURNALS.JOURNAL\\_APPROVAL.GBL?Page=JOURNAL\\_APPROVAL&Action=U&BUSINESS\\_UNIT=STATE&JOURNAL\\_ID=0001000865&JOURNAL\\_DATE=2012-08-30&BUSINESS\\_UNIT\\_LN=STATE](http://corect-web002.doit.state.ct.us:13650/psp/F91TST/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_APPROVAL.GBL?Page=JOURNAL_APPROVAL&Action=U&BUSINESS_UNIT=STATE&JOURNAL_ID=0001000865&JOURNAL_DATE=2012-08-30&BUSINESS_UNIT_LN=STATE)

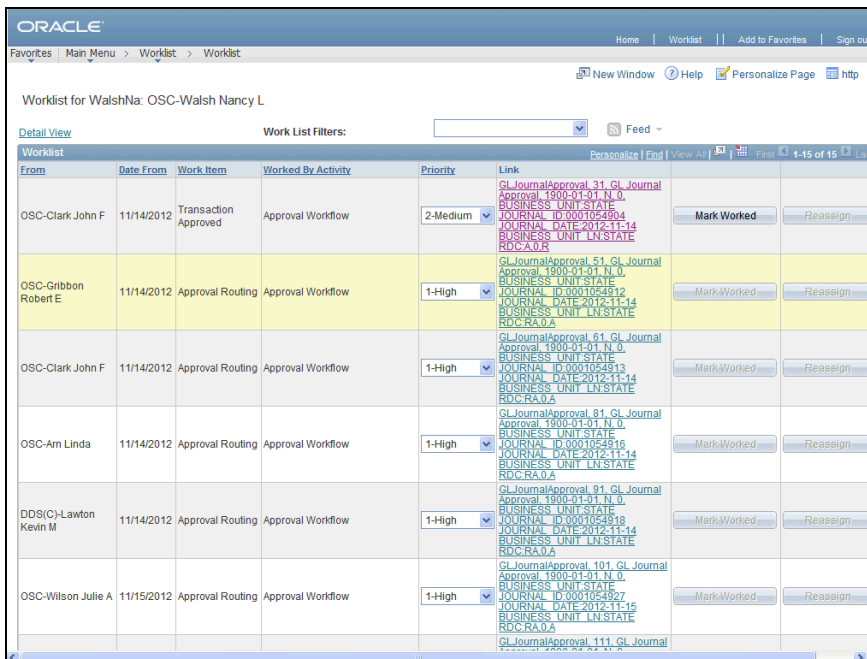
In this example the **Worklist** is used to approve one journal and deny another journal.

### Procedure

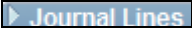
Navigation: Core-CT Financials >Worklist > Worklist

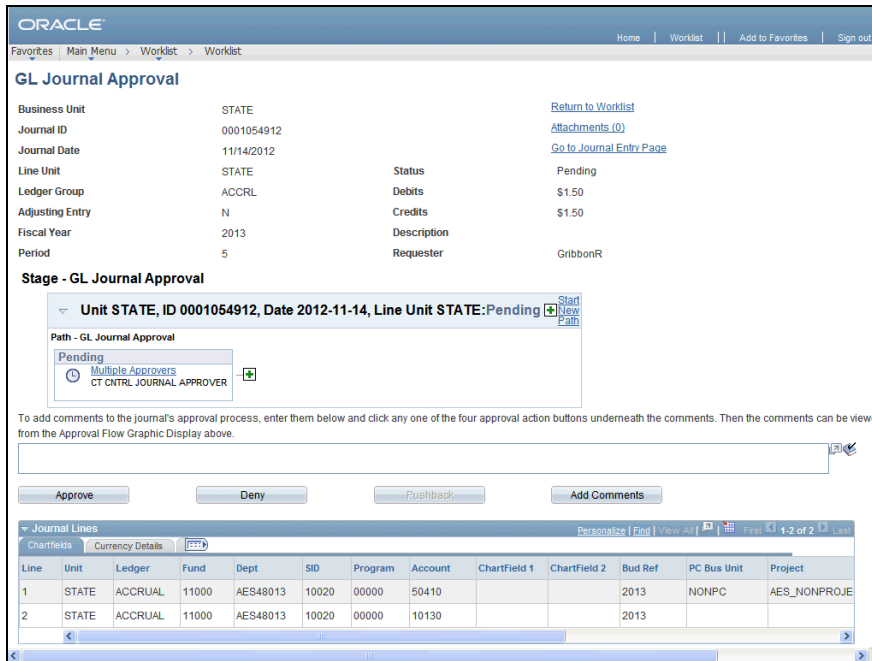


Step	Action
1.	Click the <b>Worklist</b> link. 



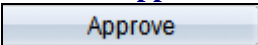

Step	Action
2.	Click the <b>GLJournalApproval, 51, GL Journal Approval, 1900-01-01, N, 0, BUS</b> link.

Step	Action
3.	<p>The <b>GL Journal Approval</b> page displays header information and the approval routing for the journal entry.</p> <p>One level of approval is required.</p> <p>Click the <b>Journal Lines Expand section</b> button.</p> 



**Journal Lines**

Line	Unit	Ledger	Fund	Dept	SID	Program	Account	ChartField 1	ChartField 2	Bud Ref	PC Bus Unit	Project
1	STATE	ACCRUAL	11000	AES48013	10020	00000	50410			2013	NONPC	AES_NONPROJE
2	STATE	ACCRUAL	11000	AES48013	10020	00000	10130			2013		

Step	Action
4.	<p>The Approver reviews the distribution information in the <b>Journal Lines</b> grid.</p> <p>Click the <b>Approve</b> button.</p> 
5.	<p>Click the <b>Expand</b> button to view the journal entry's approval routing.</p> 

ORACLE  
 Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Worklist > Worklist

### GL Journal Approval

Business Unit: STATE  
 Journal ID: 0001054912  
 Journal Date: 11/14/2012  
 Line Unit: STATE  
 Ledger Group: ACRL  
 Adjusting Entry: N  
 Fiscal Year: 2013  
 Period: 5

Status: Approved  
 Debits: \$1.50  
 Credits: \$1.50  
 Description:  
 Requester: GibbonR

[Return to Worklist](#)  
[Attachments \(0\)](#)  
[Go to Journal Entry Page](#)

**Stage - GL Journal Approval**

Unit STATE, ID 0001054912, Date 2012-11-14, Line Unit STATE:Approved

Path - GL Journal Approval

Approved  
 OSC-Walsh Nancy L  
 CT CNTRL JOURNAL APPROVER  
 12/19/12 - 1:41 PM

To add comments to the journal's approval process, enter them below and click any one of the four approval action buttons underneath the comments. Then the comments can be viewed from the Approval Flow Graphic Display above.

Journal Lines

Line	Unit	Ledger	Fund	Dept	SID	Program	Account	ChartField 1	ChartField 2	Bud Ref	PC Bus Unit	Project
1	STATE	ACCRUAL	11000	AES48013	10020	00000	50410			2013	NONPC	AES_NONPROJ
2	STATE	ACCRUAL	11000	AES48013	10020	00000	10130			2013		

Step	Action
6.	The Approval Routing indicates that the journal has been approved.
7.	Click the <b>Return to Worklist</b> link to review a different journal. <input type="text" value="Return to Worklist"/>

ORACLE  
 Home | Worklist | Add to Favorites | Sign out

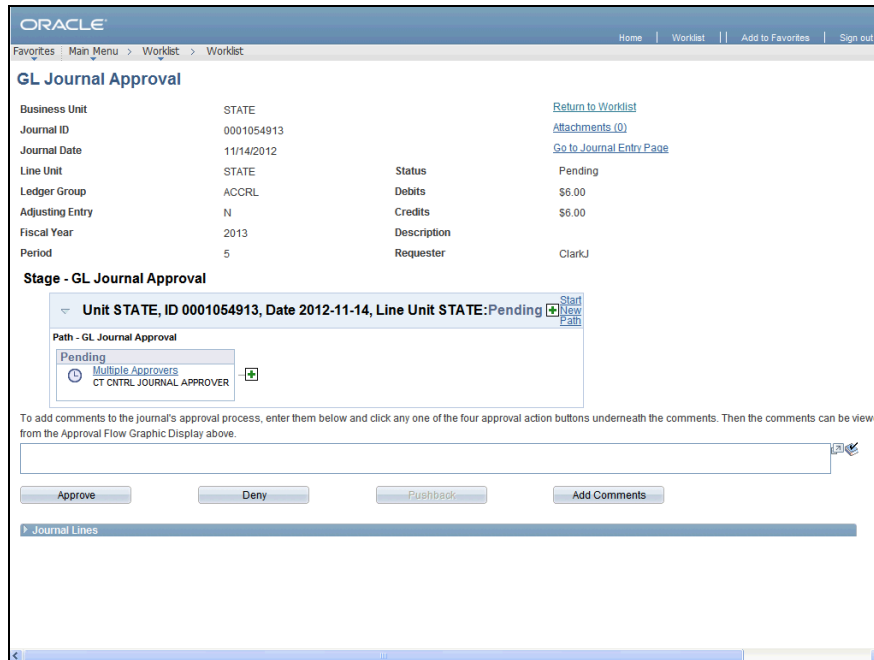
Favorites | Main Menu > Worklist > Worklist


Worklist for WalshNa: OSC-Walsh Nancy L

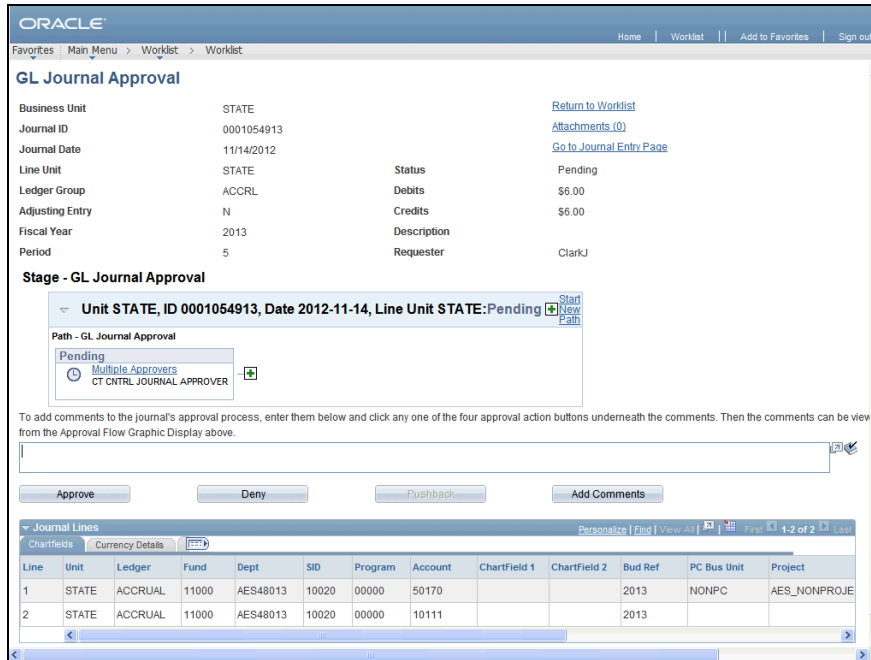
Detail View | Work List Filters:  | Feed

From	Date From	Work Item	Worked By Activity	Priority	Link		
OSC-Clark John F	11/14/2012	Transaction Approved	Approval Workflow	2-Medium	<a href="#">GL JournalApproval 31 GL Journal Approval 1900-01-01 N 0 BUSINESS UNIT STATE JOURNAL ID 0001054904 JOURNAL DATE 2012-11-14 BUSINESS UNIT LN STATE RDCRADA</a>	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>
OSC-Clark John F	11/14/2012	Approval Routing	Approval Workflow	1-High	<a href="#">GL JournalApproval 61 GL Journal Approval 1900-01-01 N 0 BUSINESS UNIT STATE JOURNAL ID 0001054913 JOURNAL DATE 2012-11-14 BUSINESS UNIT LN STATE RDCRADA</a>	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>
OSC-Arn Linda	11/14/2012	Approval Routing	Approval Workflow	1-High	<a href="#">GL JournalApproval 81 GL Journal Approval 1900-01-01 N 0 BUSINESS UNIT STATE JOURNAL ID 0001054916 JOURNAL DATE 2012-11-14 BUSINESS UNIT LN STATE RDCRADA</a>	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>
DDS(C)-Lawton Kevin M	11/14/2012	Approval Routing	Approval Workflow	1-High	<a href="#">GL JournalApproval 91 GL Journal Approval 1900-01-01 N 0 BUSINESS UNIT STATE JOURNAL ID 0001054918 JOURNAL DATE 2012-11-14 BUSINESS UNIT LN STATE RDCRADA</a>	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>
OSC-Wilson Julie A	11/15/2012	Approval Routing	Approval Workflow	1-High	<a href="#">GL JournalApproval 101 GL Journal Approval 1900-01-01 N 0 BUSINESS UNIT STATE JOURNAL ID 0001054927 JOURNAL DATE 2012-11-15 BUSINESS UNIT LN STATE RDCRADA</a>	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>
yxCore-CT-Braga Donna	11/15/2012	Approval Routing	Approval Workflow	1-High	<a href="#">GL JournalApproval 111 GL Journal Approval 1900-01-01 N 0 BUSINESS UNIT STATE JOURNAL ID 0001054929 JOURNAL DATE 2012-11-15 BUSINESS UNIT LN STATE RDCRADA</a>	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>
					<a href="#">GL JournalApproval 121 GL Journal Approval 1900-01-01 N 0 BUSINESS UNIT STATE JOURNAL ID 0001054930 JOURNAL DATE 2012-11-15 BUSINESS UNIT LN STATE RDCRADA</a>	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>

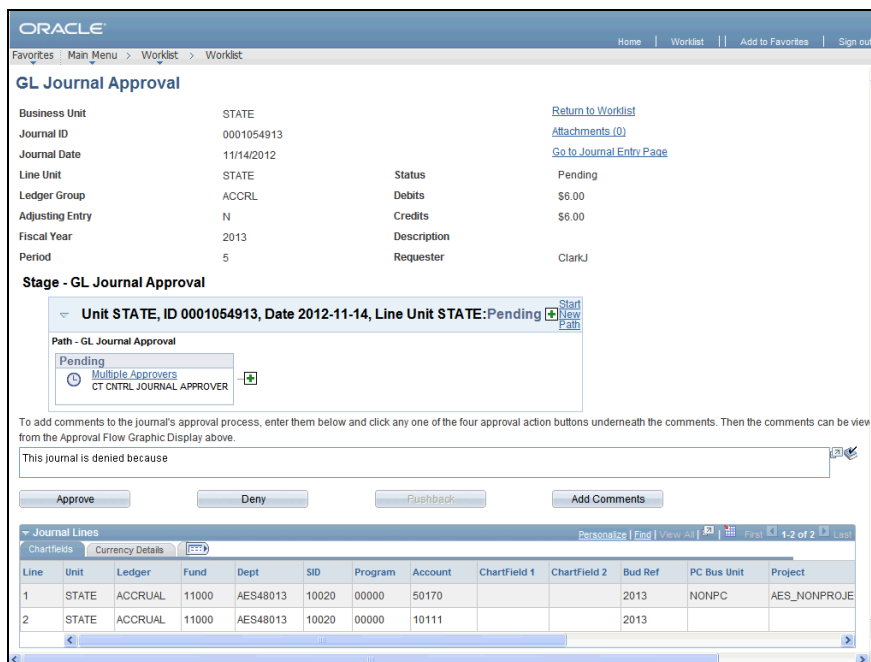
Step	Action
8.	The journal that was just approved no longer displays on the worklist.  Click the <b>GLJournalApproval, 61, GL Journal Approval, 1900-01-01, N, 0, BUS</b> link.




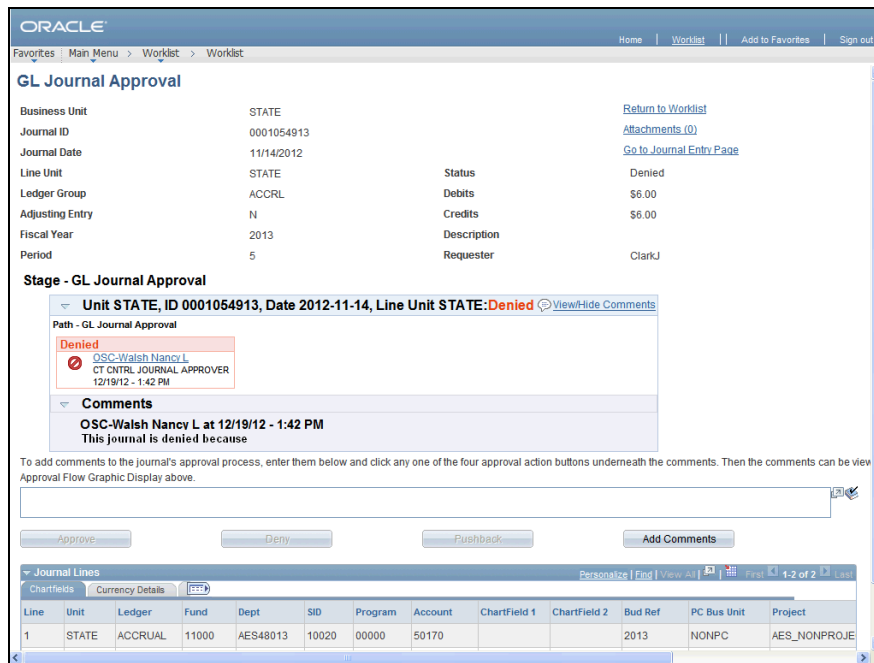
Step	Action
9.	Click the <b>Journal Lines Expand section</b> button. 



Step	Action
10.	The Approver reviews the distribution information for the journal in the <b>Journal Lines</b> grid.
11.	Comments are required for denials.  Enter <b>This journal is denied because</b> into the <b>Comments</b> field.



Step	Action
12.	Click the <b>Deny</b> button. 
13.	Click the <b>View/Hide Comments</b> link to view the comments. 



Step	Action
14.	The approval routing for the journal entry indicates that the journal entry has been denied.  <b>Comments</b> are stamped with the approver's name and the date and time.  The requestor will receive an email notification that the journal has been denied and an item will be added to the requestor's worklist.
15.	<b>End of Procedure.</b>