Approving Journals Using the Manage Approvals page
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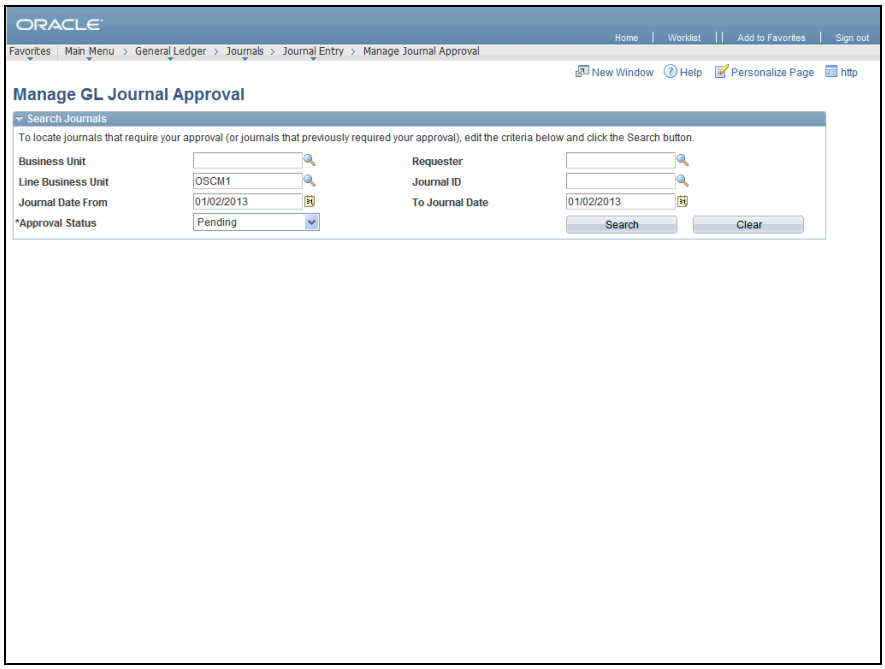
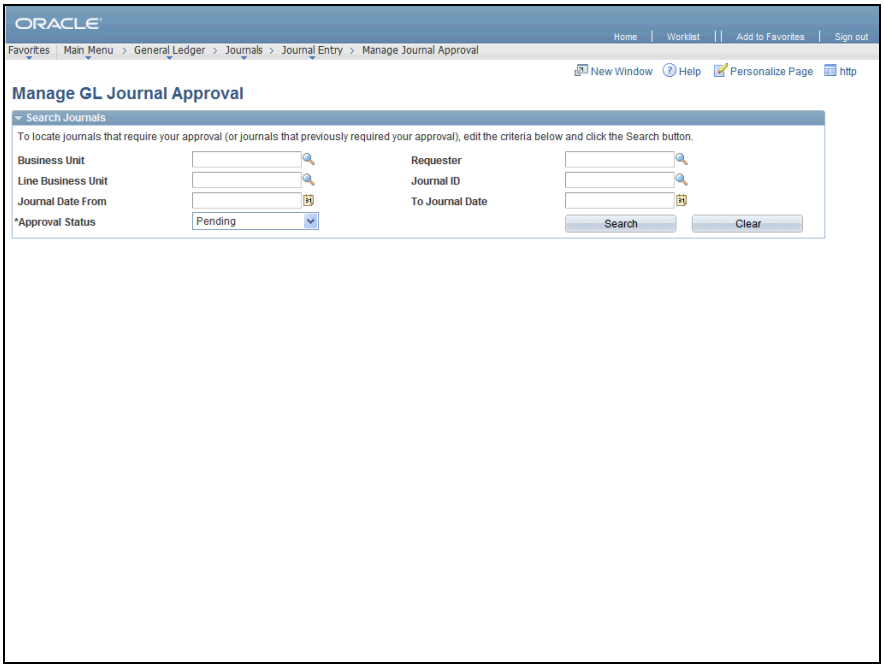
Journals requiring approval are routed to an approver's **Worklist**. They can also be approved or denied using the **Manage Journal Approval** page. Multiple journals can be approved at the same time on this page.

Procedure

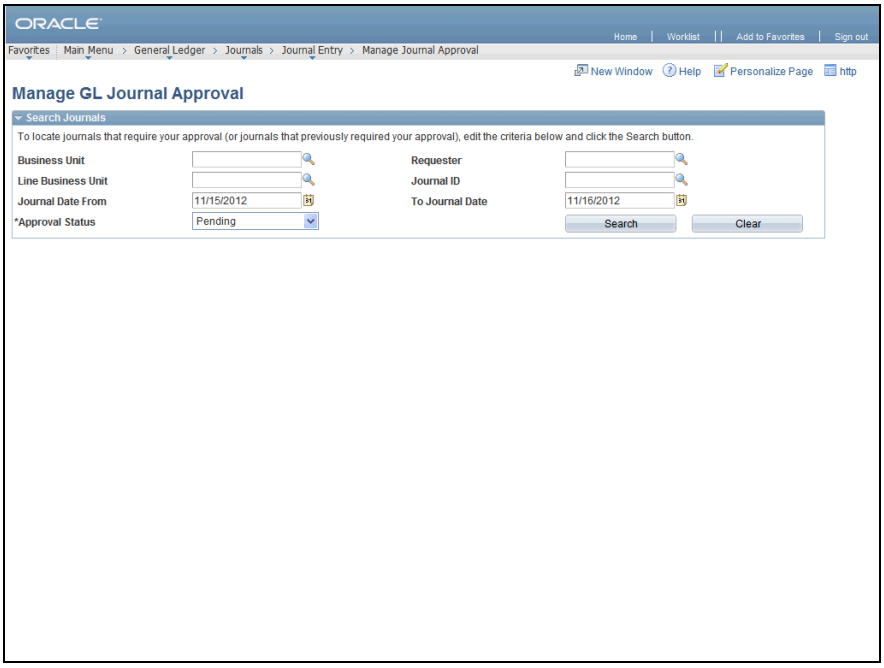
Navigation: General Ledger > Journals > Journal Entry > Manage Journal Approval

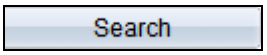


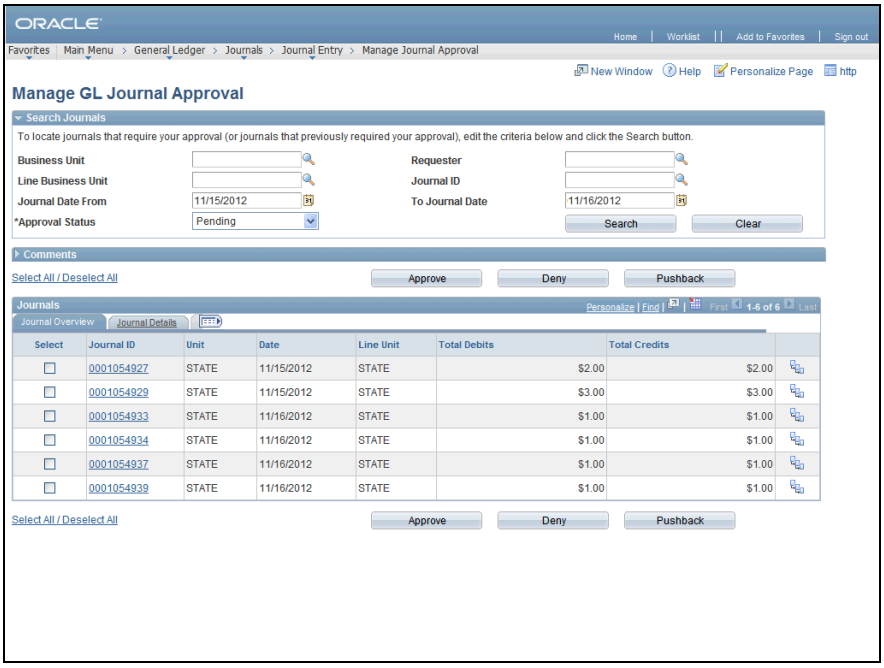
Step	Action
1.	Click the **Clear** button to clear the values in the **Search Journal** section.

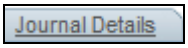


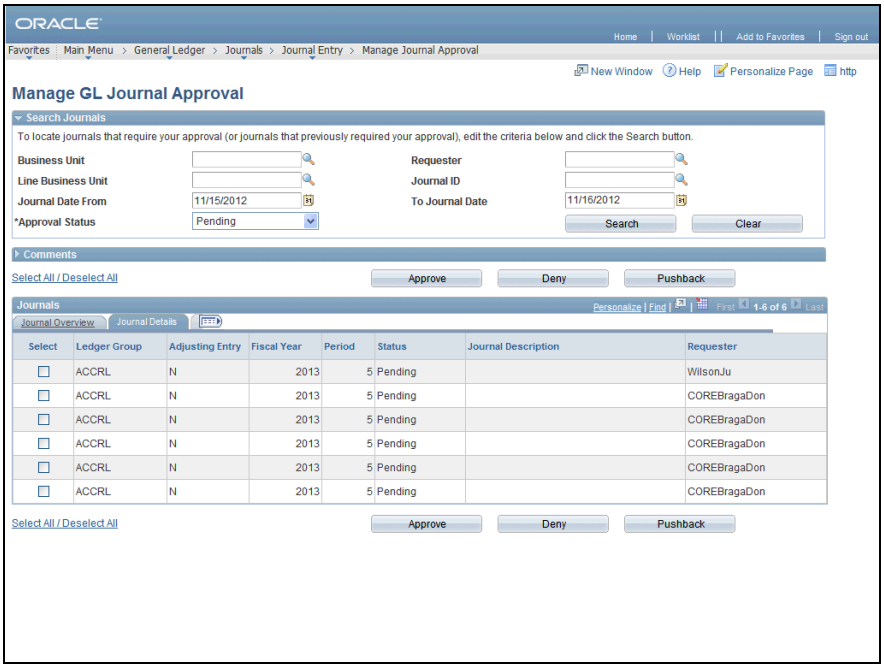
Step	Action
2.	Enter **11/15/2012** into the **Journal Date From** field.
3.	Enter **11/16/2012** into the **To Journal Date** field.

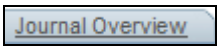


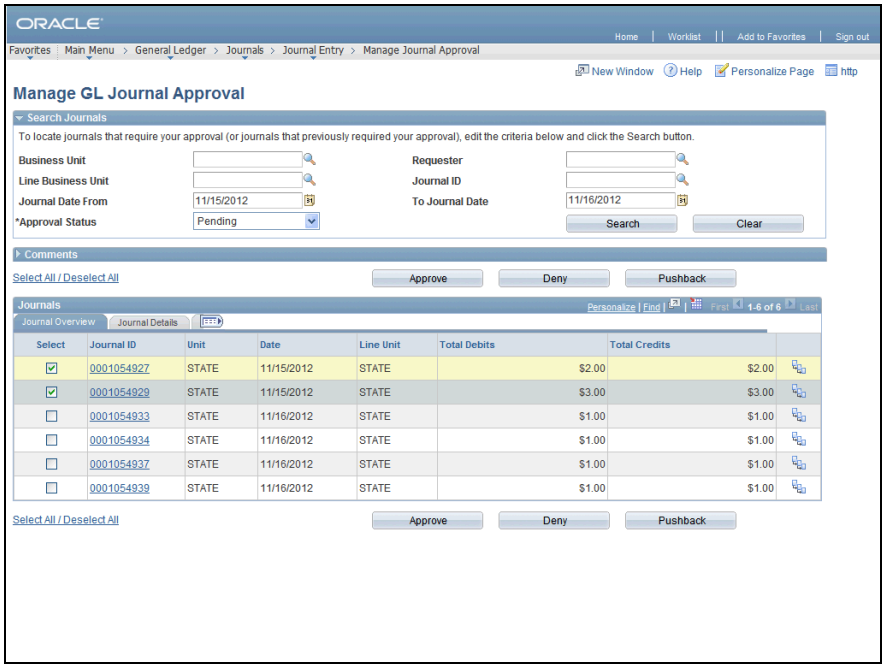
Step	Action
4.	Click the **Search** button. 



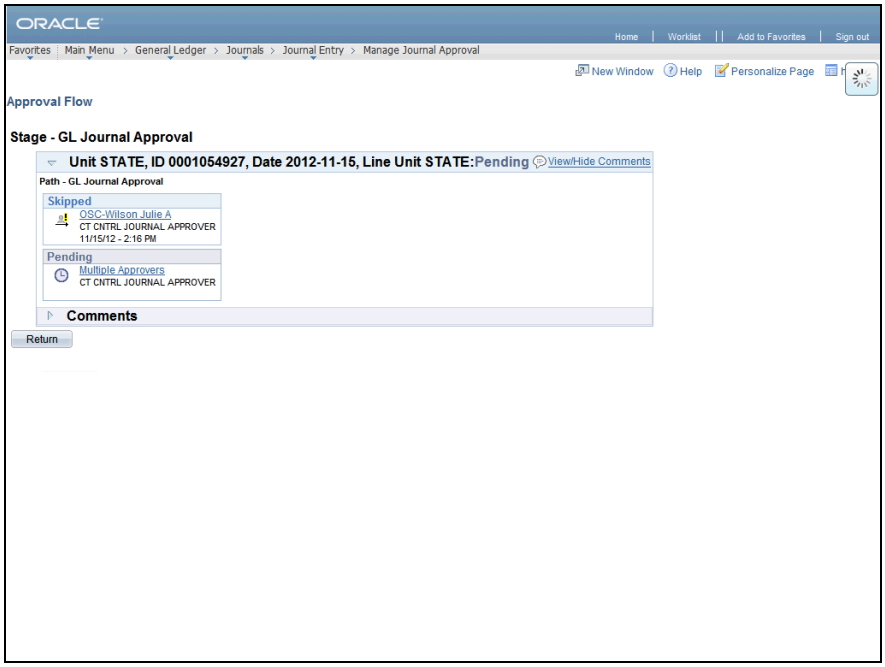
Step	Action
5.	Core-CT returns a list of journals in the **Journals** section that meet the search criteria. Click the **Journal Details** tab to review additional journal information. 



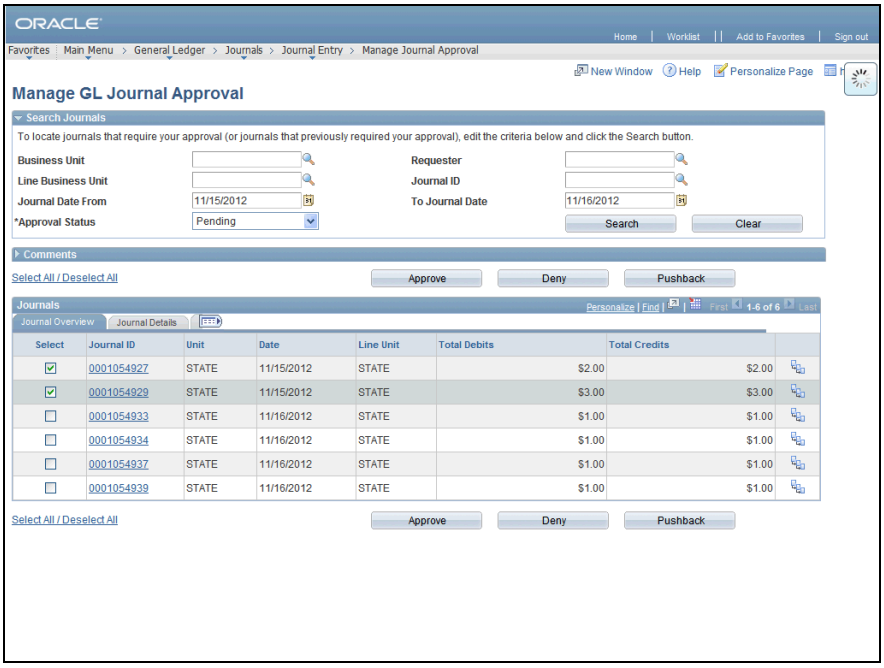
Step	Action
6.	Click the **Journal Overview** tab. 
7.	Click the **Select** option for Journal ID 0001054927.
8.	Click the **Select** option for Journal ID 0001054929.



Step	Action
9.	Click the **View Approval Flow** button for Journal ID 0001054927.



Step	Action
10.	Use the Approval Flow page to view the approval routing for a journal. In this example an approver is skipped because she created the journal. Requesters cannot self-approve Journals. Click the **Return** button. Return



Step	Action
11.	Click the **Approve** button to approve the selected journal entries. Approve
12.	The approved journal entries no longer display in the **Journals** section.
13.	**End of Procedure.**