

# Approving Journals Using the Manage Approvals page

Created on 2/19/2013 5:53:00 PM

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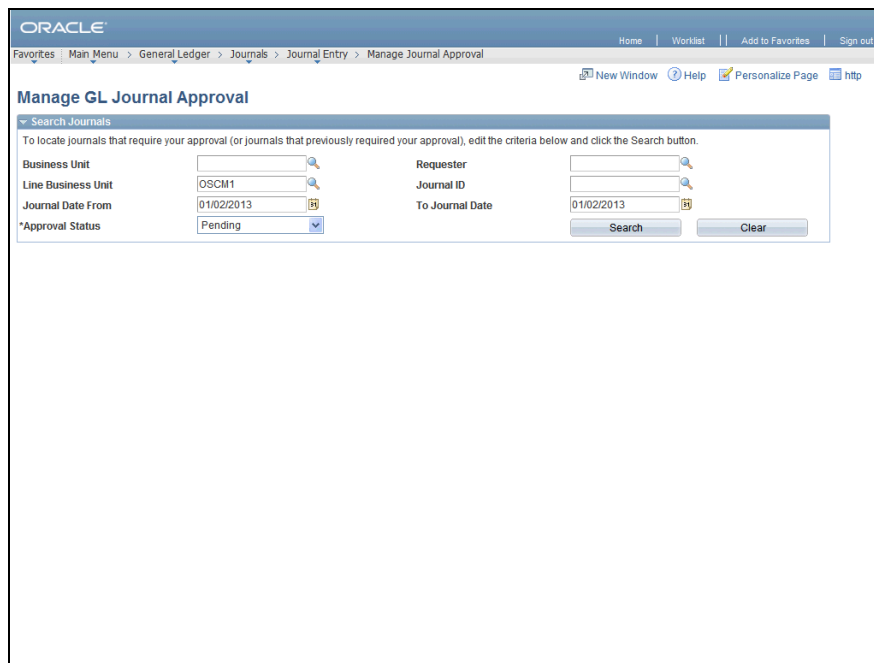
## Approving Journals Using the Manage Approvals page



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 <b>Clear</b> button to clear the values in the <b>Search Journal</b> section. <div style="text-align: center; border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">Clear</div>

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Manage Journal Approval

New Window | Help | Personalize Page | http

### Manage GL Journal Approval

Search Journals

To locate journals that require your approval (or journals that previously required your approval), edit the criteria below and click the Search button.

Business Unit

Requester

Line Business Unit

Journal ID

Journal Date From

To Journal Date

\*Approval Status

Search Clear

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

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Manage Journal Approval

New Window | Help | Personalize Page | http

### Manage GL Journal Approval

Search Journals

To locate journals that require your approval (or journals that previously required your approval), edit the criteria below and click the Search button.

Business Unit

Requester

Line Business Unit

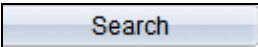
Journal ID

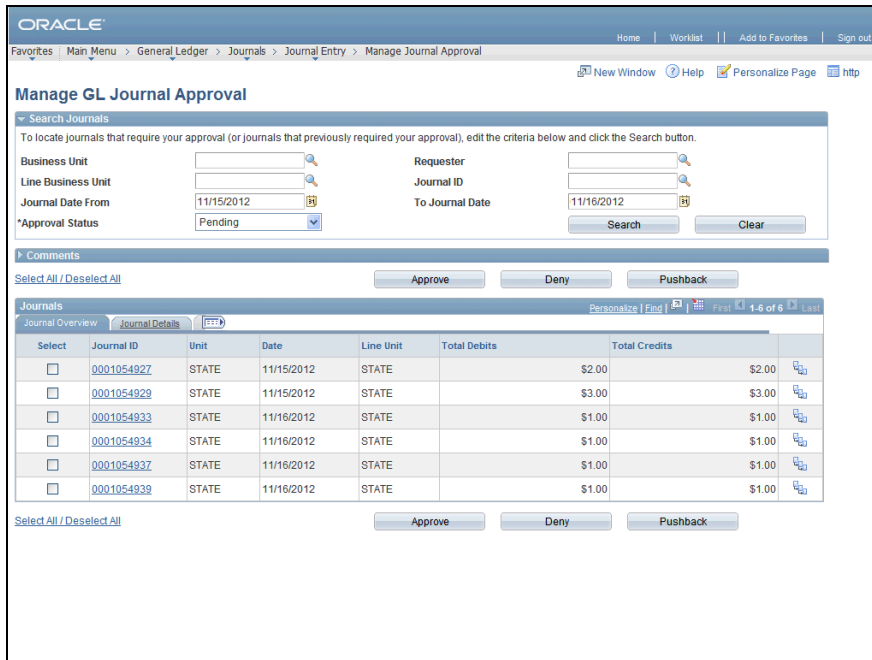
Journal Date From

To Journal Date

\*Approval Status

Search Clear

Step	Action
4.	Click the <b>Search</b> button. 



**Manage GL Journal Approval**

To locate journals that require your approval (or journals that previously required your approval), edit the criteria below and click the Search button.

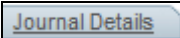
Business Unit:  Requester:   
Line Business Unit:  Journal ID:   
Journal Date From: 11/15/2012 To Journal Date: 11/16/2012  
\*Approval Status: Pending

**Comments**

Select All / Deselect All

Select	Journal ID	Unit	Date	Line Unit	Total Debits	Total Credits
<input type="checkbox"/>	0001054927	STATE	11/15/2012	STATE	\$2.00	\$2.00
<input type="checkbox"/>	0001054929	STATE	11/15/2012	STATE	\$3.00	\$3.00
<input type="checkbox"/>	0001054933	STATE	11/16/2012	STATE	\$1.00	\$1.00
<input type="checkbox"/>	0001054934	STATE	11/16/2012	STATE	\$1.00	\$1.00
<input type="checkbox"/>	0001054937	STATE	11/16/2012	STATE	\$1.00	\$1.00
<input type="checkbox"/>	0001054939	STATE	11/16/2012	STATE	\$1.00	\$1.00

Select All / Deselect All

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

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Manage Journal Approval

New Window | Help | Personalize Page | http

### Manage GL Journal Approval

Search Journals

To locate journals that require your approval (or journals that previously required your approval), edit the criteria below and click the Search button.

Business Unit:  Requester:

Line Business Unit:  Journal ID:

Journal Date From: 11/15/2012 To Journal Date: 11/16/2012

\*Approval Status: Pending

Search Clear

Comments

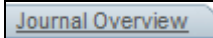


Select All / Deselect All Approve Deny Pushback

Journals

Journal Overview | Journal Details | [EFF] Personalize | Find | First 1-6 of 6 Last

Select	Ledger Group	Adjusting Entry	Fiscal Year	Period	Status	Journal Description	Requester
<input type="checkbox"/>	ACCRL	N	2013	5	Pending		WilsonJu
<input type="checkbox"/>	ACCRL	N	2013	5	Pending		COREBragaDon
<input type="checkbox"/>	ACCRL	N	2013	5	Pending		COREBragaDon
<input type="checkbox"/>	ACCRL	N	2013	5	Pending		COREBragaDon
<input type="checkbox"/>	ACCRL	N	2013	5	Pending		COREBragaDon
<input type="checkbox"/>	ACCRL	N	2013	5	Pending		COREBragaDon

Select All / Deselect All Approve Deny Pushback

Step	Action
6.	Click the <b>Journal Overview</b> tab. 
7.	Click the <b>Select</b> option for Journal ID 0001054927. 
8.	Click the <b>Select</b> option for Journal ID 0001054929. 

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Manage Journal Approval

New Window | Help | Personalize Page | http

### Manage GL Journal Approval

Search Journals

To locate Journals that require your approval (or Journals that previously required your approval), edit the criteria below and click the Search button.

Business Unit:  Requester:

Line Business Unit:  Journal ID:

Journal Date From: 11/15/2012 To Journal Date: 11/16/2012

\*Approval Status: Pending

Search Clear

Comments

Select All / Deselect All

Approve Deny Pushback

Journals


Journal Overview | Journal Details | (EFF)

Personalize | Flag | Print | Page 1 of 6 | Last

Select	Journal ID	Unit	Date	Line Unit	Total Debits	Total Credits	
<input checked="" type="checkbox"/>	0001054927	STATE	11/15/2012	STATE	\$2.00	\$2.00	
<input checked="" type="checkbox"/>	0001054929	STATE	11/15/2012	STATE	\$3.00	\$3.00	
<input type="checkbox"/>	0001054933	STATE	11/16/2012	STATE	\$1.00	\$1.00	
<input type="checkbox"/>	0001054934	STATE	11/16/2012	STATE	\$1.00	\$1.00	
<input type="checkbox"/>	0001054937	STATE	11/16/2012	STATE	\$1.00	\$1.00	
<input type="checkbox"/>	0001054939	STATE	11/16/2012	STATE	\$1.00	\$1.00	

Select All / Deselect All

Approve Deny Pushback

Step	Action
9.	Click the <b>View Approval Flow</b> button for Journal ID 0001054927. 

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Manage Journal Approval

New Window | Help | Personalize Page | http

### Approval Flow

#### Stage - GL Journal Approval

Unit STATE, ID 0001054927, Date 2012-11-15, Line Unit STATE: Pending [View/Hide Comments](#)

Path - GL Journal Approval

Skipped

OSC-Wilson, Julie A  
CT CNTRL JOURNAL APPROVER  
11/15/12 - 2:16 PM

Pending

Multiple Approvers  
CT CNTRL JOURNAL APPROVER

Comments

Return

Step	Action
10.	<p>Use the Approval Flow page to view the approval routing for a journal.</p> <p>In this example an approver is skipped because she created the journal. Requesters cannot self-approve Journals.</p> <p>Click the <b>Return</b> button.</p> <p><input type="button" value="Return"/></p>

The screenshot displays the Oracle Manage GL Journal Approval interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below this is a breadcrumb trail: 'Favorites | Main Menu > General Ledger > Journals > Journal Entry > Manage Journal Approval'. The main heading is 'Manage GL Journal Approval'. Underneath, there is a 'Search Journals' section with a text box and a 'Search' button. Below the search section are several input fields: 'Business Unit', 'Line Business Unit', 'Journal Date From' (set to 11/15/2012), 'Requester', 'Journal ID', and 'To Journal Date' (set to 11/16/2012). There is also a dropdown for '\*Approval Status' set to 'Pending'. Below these fields are 'Search' and 'Clear' buttons. A 'Comments' section follows with 'Select All / Deselect All' and 'Approve', 'Deny', 'Pushback' buttons. The main part of the page is a table titled 'Journals' with columns: 'Select', 'Journal ID', 'Unit', 'Date', 'Line Unit', 'Total Debits', and 'Total Credits'. The table contains six rows of journal entries. The first two rows are selected, indicated by checked checkboxes. The first row has Journal ID 0001054927, Unit STATE, Date 11/15/2012, Line Unit STATE, Total Debits \$2.00, and Total Credits \$2.00. The second row has Journal ID 0001054929, Unit STATE, Date 11/15/2012, Line Unit STATE, Total Debits \$3.00, and Total Credits \$3.00. The remaining four rows have Journal IDs 0001054933, 0001054934, 0001054937, and 0001054939, all with Unit STATE, Date 11/16/2012, Line Unit STATE, and Total Debits and Credits of \$1.00. Below the table are 'Select All / Deselect All' and 'Approve', 'Deny', 'Pushback' buttons.

Step	Action
11.	<p>Click the <b>Approve</b> button to approve the selected journal entries.</p> <p><input type="button" value="Approve"/></p>
12.	<p>The approved journal entries no longer display in the <b>Journals</b> section.</p>
13.	<p><b>End of Procedure.</b></p>