

Denying a Journal from the Manage Approvals page

Created on 2/19/2013 5:55:00 PM

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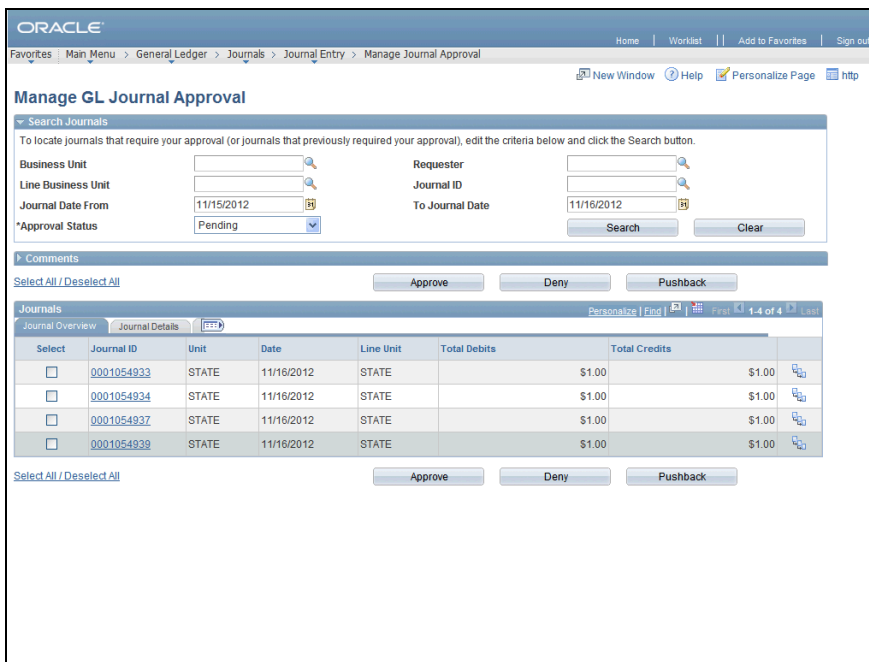
Denying a Journal from the Manage Approvals page



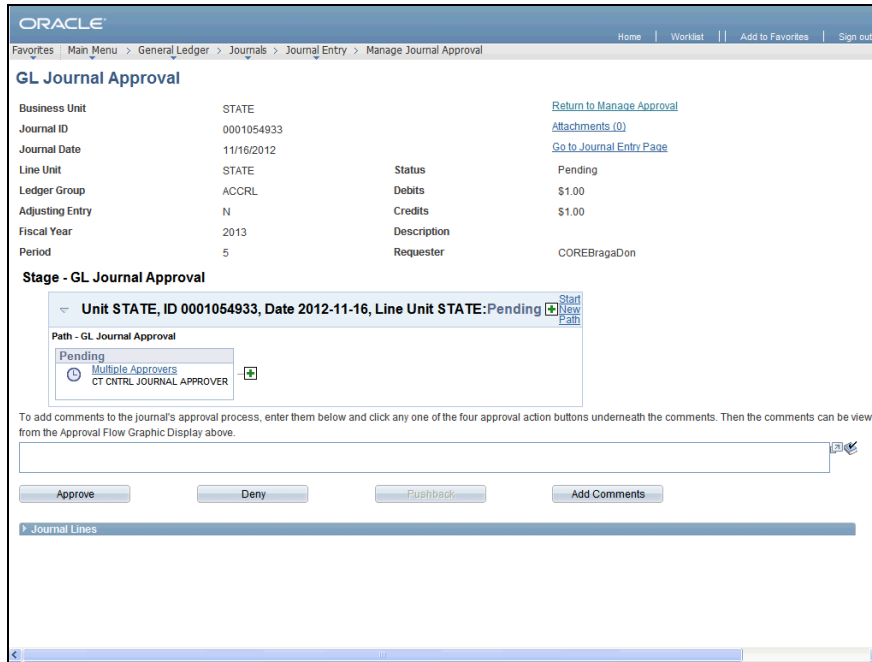
Journals requiring approval are routed to an approver's **Worklist**. They can also approved or denied using the **Manage Journal Approval** page. Do not deny multiple journal entries simultaneously because each denial requires a unique comment explaining the reason the journal is being denied.

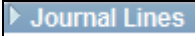
Procedure

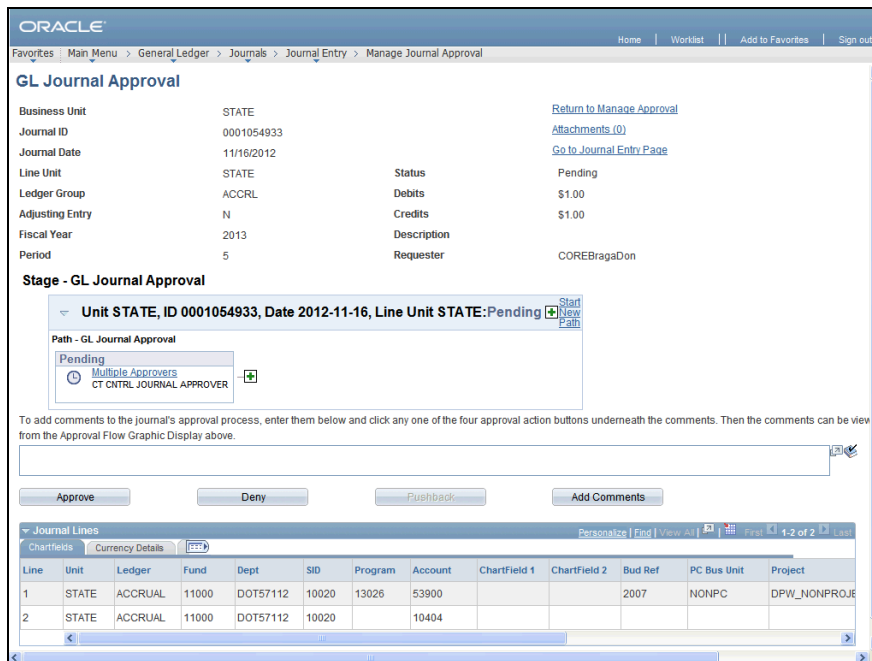
Navigation: General Ledger > Journals > Journal Entry > Manage Journal Approval



Step	Action
1.	Click the 0001054933 link to display the GL Journal Approval page for the journal entry. 0001054933



Step	Action
2.	Click the Journal Lines Expand section button. 



Step	Action
3.	Review distribution information for the journal in the Journal Lines section.

Step	Action
4.	Comments are required for denials. Enter This journal is denied because into the Add Comments field.

ORACLE

Home | Worklist | Add to Favorites | Sign out

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

GL Journal Approval

Business Unit: STATE [Return to Manage Approval](#)
 Journal ID: 0001054933 [Attachments \(0\)](#)
 Journal Date: 11/16/2012 [Go to Journal Entry Page](#)
 Line Unit: STATE Status: Pending
 Ledger Group: ACCRL Debits: \$1.00
 Adjusting Entry: N Credits: \$1.00
 Fiscal Year: 2013 Description:
 Period: 5 Requester: COREBragaDon

Stage - GL Journal Approval

Unit STATE, ID 0001054933, Date 2012-11-16, Line Unit STATE:Pending [Start New Path](#)

Path - GL Journal Approval

Pending [Multiple Approvers](#)
 CT CNTRL JOURNAL APPROVER

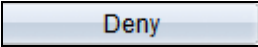

To add comments to the journal's approval process, enter them below and click any one of the four approval action buttons underneath the comments. Then the comments can be view from the Approval Flow Graphic Display above.

This journal is denied because

Approve Deny Pushback Add Comments

Journal Lines

Line	Unit	Ledger	Fund	Dept	SID	Program	Account	ChartField 1	ChartField 2	Bud Ref	PC Bus Unit	Project
1	STATE	ACCRUAL	11000	DOT57112	10020	13026	53900			2007	NONPC	DPW_NONPROJE
2	STATE	ACCRUAL	11000	DOT57112	10020		10404					

Step	Action
5.	Click the Deny button. 
6.	Click the View/Hide Comments link to view the comments. 

ORACLE

Home | Worklist | Add to Favorites | Sign out

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

GL Journal Approval

Business Unit: STATE [Return to Manage Approval](#)
 Journal ID: 0001054933 [Attachments \(0\)](#)
 Journal Date: 11/16/2012 [Go to Journal Entry Page](#)

Line Unit: STATE Status: Denied
 Ledger Group: ACCRL Debits: \$1.00
 Adjusting Entry: N Credits: \$1.00
 Fiscal Year: 2013 Description:
 Period: 5 Requester: COREBragaDon

Stage - GL Journal Approval

Unit STATE, ID 0001054933, Date 2012-11-16, Line Unit STATE: Denied [View/Hide Comments](#)

Path - GL Journal Approval

Denied
 OSC-Walsh Nancy L
 CT CNTRL JOURNAL APPROVER
 01/02/13 - 1:02 PM

Comments
 OSC-Walsh Nancy L at 01/02/13 - 1:02 PM
 This journal is denied because...

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 view Approval Flow Graphic Display above.

Journal Lines [Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | [1-2 of 2](#) | [Last](#)

Line	Unit	Ledger	Fund	Dept	SID	Program	Account	ChartField 1	ChartField 2	Bud Ref	PC Bus Unit	Project
1	STATE	ACCUAL	11000	DOT57112	10020	13026	53900			2007	NONPC	DPW_NONPROJE

Step	Action
7.	<p>The approval routing for the journal entry indicates that the journal entry has been denied.</p> <p>The comments in the Add Comments field are stamped with the approver's name and the date and time.</p>
8.	<p>Click the Return to Manage Approval link.</p> <p>Return to Manage Approval</p>

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: 01/02/2013

*Approval Status: Pending

Search Clear

Comments

Select All / Deselect All

Approve Deny Pushback

Journals

Journal Overview | Journal Details | **EFFA** Personalize | Flag | Print | Page 1 of 3 | Last

Select	Journal ID	Unit	Date	Line Unit	Total Debits	Total Credits	
<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.	The denied journal entry no longer displays in the Journals section.
10.	End of Procedure.