



In Core-CT 9.1 all journals in the accrual (ACCRL) ledger group with a Source of OSC or ONL must be approved. Journals in all other ledger groups do not require approval.

There is one level of approval in Core-CT 9.1 General Ledger.

Submitting a Journal for Approval

Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries

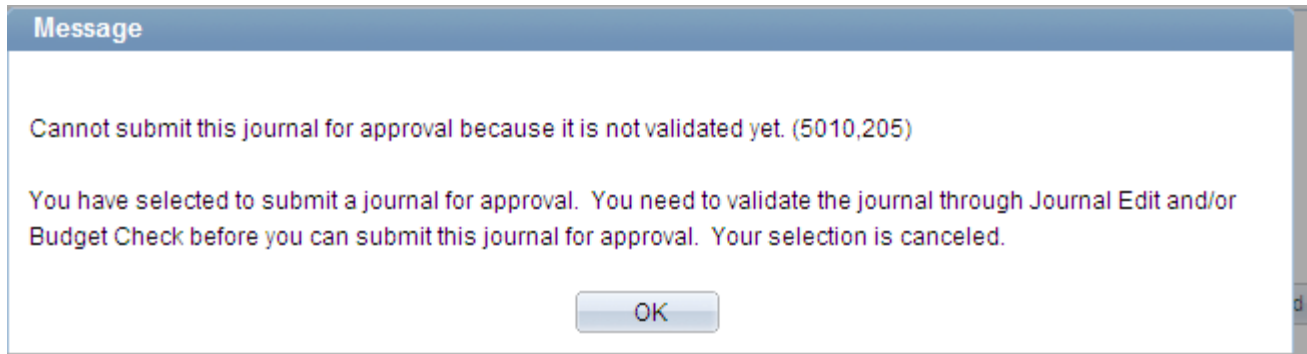
Enter journal information on the **Header** and **Lines** pages.

Click the **Approval** tab.

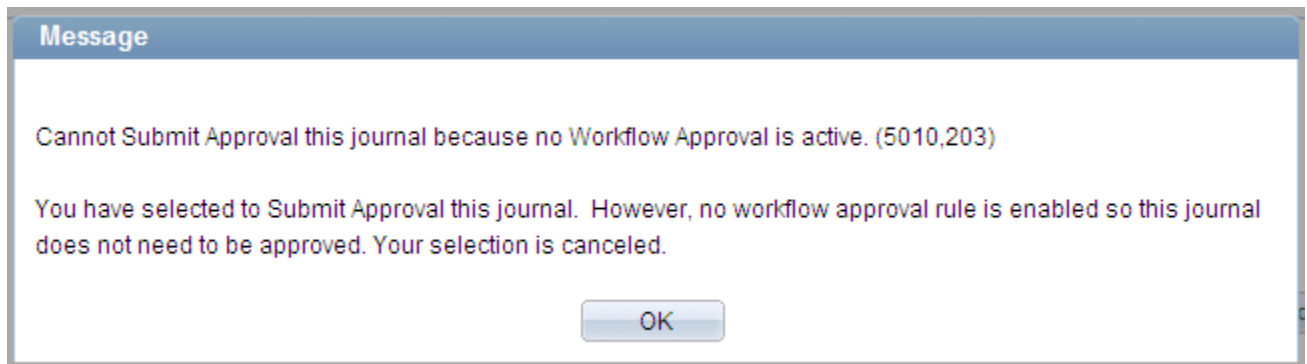
Click the **Submit** button.

The approval routing for the journal displays in the **Stage – GL Journal Approval** section.

Journals must be edited and budget checked successfully before they can be submitted for approval. Core-CT generates the following message when a user attempts to submit a journal that has not been successfully edited and budget checked for approval.



The **Approval** tab and the **Submit** button display for journals in all ledger groups. Core-CT 9.1 generates the following message when a user attempts to submit a non ACCRL ledger group journal for approval:



Approving General Ledger Journals

Approvers can locate journals requiring approval using either the **Worklist** or **Manage Journal Approval** pages.

Worklist

Navigation: Core-CT Financials > Worklist > Worklist

Detail View Work List Filters: [] Feed -

From	Date From	Work Item	Worked By Activity	Priority	Link		
OSC-Arn Linda	11/14/2012	Approval Routing	Approval Workflow	1-High	GL Journal Approval 81 GL Journal Approval 10001054943 BUSINESS UNIT STATE JOURNAL ID 0001054916 JOURNAL DATE 2012-11-14 BUSINESS UNIT STATE SC-RADA	Mark Worked	Reassign
DDS(C)-Lawton Kevin M	11/14/2012	Approval Routing	Approval Workflow	1-High	GL Journal Approval 91 GL Journal Approval 10001054943 BUSINESS UNIT STATE JOURNAL ID 0001054916 JOURNAL DATE 2012-11-14 BUSINESS UNIT STATE SC-RADA	Mark Worked	Reassign
OSC-Wilson Julie A	11/15/2012	Approval Routing	Approval Workflow	1-High	GL Journal Approval 101 GL Journal Approval 10001054943 BUSINESS UNIT STATE JOURNAL ID 0001054927 JOURNAL DATE 2012-11-15 BUSINESS UNIT STATE SC-RADA	Mark Worked	Reassign
xxxCore-CT-Braga Donna	11/15/2012	Approval Routing	Approval Workflow	1-High	GL Journal Approval 111 GL Journal Approval 10001054943 BUSINESS UNIT STATE JOURNAL ID 0001054929 JOURNAL DATE 2012-11-15 BUSINESS UNIT STATE SC-RADA	Mark Worked	Reassign

Click a link in the **Link** column.

The **GL Journal Approval** page displays.

GL Journal Approval

Business Unit: STATE [Return to Worklist](#)
 Journal ID: 0001054943 [Attachments \(0\)](#)
 Journal Date: 11/19/2012 [Go to Journal Entry Page](#)

Line Unit: STATE Status: Pending
 Ledger Group: ACCRL Debits: \$1.11
 Adjusting Entry: N Credits: \$1.11
 Fiscal Year: 2013 Description:
 Period: 5 Requester: ShendanS

Stage - GL Journal Approval

Unit STATE, ID 0001054943, Date 2012-11-19, 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 viewed from the Approval Flow Graphic Display above

[Approve](#) [Deny](#) [Passback](#) [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	AES48013	10020	00000	50190			2013	NONPC	AES_NONPROJ
2	STATE	ACCRUAL	11000	AES48013	10020	00000	10118			2013		

Expand the **Journal Lines** section to review the distribution lines for the journal.

Click the **Go to Journal Entry Page** link to review the journal entry pages for the journal. Click the **OK** button on the **Header**, **Lines**, or **Approval** pages to return to the **GL Journal Approval** page. (These actions are optional.)

Click the **Multiple Approvers** link to view a list of approvers. (Optional)

Click the **Approve** link to approve the journal.

Comments are required when a journal is denied. Add comments in the **Comments** field and click the **Deny** button.

Manage Journal Approval Component

The **Manage Journal Approval** page enables approvers to approve journals from a single page. This page can also be used to deny journals individually. Do not deny multiple journal entries simultaneously because each denial requires a unique comment explaining the reason the journal is being denied.

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

The **Manage Journal Approval** page displays.

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: STATE
Line Business Unit:
Journal Date From:
*Approval Status: Pending
Requester:
Journal ID:
To Journal Date: 01/02/2013
Search Clear

Comments

To add comments to all selected journals' approval processes, enter them below and click the Add Comments button or any one of the three approval action buttons underneath the comments. Then the comments can be viewed via the View Approval Flow icon on the Journals grid for each journal.

Add Comments

Select All / Deselect All Approve Deny Pushback

Journals

Select	Journal ID	Unit	Date	Line Unit	Total Debits	Total Credits
<input type="checkbox"/>	0001054916	STATE	11/14/2012	STATE	\$1.00	\$1.00
<input type="checkbox"/>	0001054918	STATE	11/14/2012	STATE	\$3.25	\$3.25
<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 Approve Deny Pushback

Use the **Search Journals** section to locate journals requiring approval. Pending should be selected in the **Approval Status** field.

Click the **Search** button. All journals requiring approval display in the **Journals** section. To approve multiple journals, select the check box for each journal to be approved in the **Select** column and click the **Approve** button.