

## JOURNAL APPROVER QUICK FACTS SHEET

**Department Use:** For use by department journal approvers in the journal approval workflow. Journal entries are used to correct a prior journal entry or to record a transaction in the general ledger that does not run through a PeopleSoft Finance module.

- Journal approvers must work with central finance to complete journal approval training.
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**Step 1:** A notification will arrive via email when a journal requires approval.

**Step 2:** Navigate to the journal.

- Click the link in the email which will take the approver directly to the approval page of the journal.  
OR
- Navigate to the approvals queue in PeopleSoft Finance.
  - Navigator-General Ledger-GL Work Center-Journals Pending My Approval

**Step 3:** Review the journal by clicking on the link, "Go to Journal Entry Page."

- Ensure there is appropriate backup on the header tab.
- Ensure the journal balances on the lines tab.
- Ensure the chartfields are appropriate and correct on the lines tab.
- Ensure the journal description is concise and gives an accurate representation of the journal. (This description flows to general ledger reports).

**Step 4:** Approve or deny the journal.

- If the journal requires correction, the approver can make corrections or enter comments and deny the journal.
  - Approver makes corrections:
    - Save the journal.
    - The journal will re-enter the journal edit and budget check process (every two hours).
  - Approver denies entry with comments:
    - The journal routes back to the individual who entered the journal. The deny comments can be viewed on the approvals tab.
    - The individual who entered the journal will receive an automated email that the journal was denied.
    - Once the journal is corrected, the submit button must be clicked for the journal to re-enter the workflow after it has been denied.
- If the journal does not require correction, the approver can make any comments and click approve. (Comments are not required on journals that are approved).

**Step 5:** The journal will route to the next approval stop.

**Step 6:** To check the status of a journal, navigate to the GL workcenter and select "find an existing value." Key in the business unit of UND01 as well as the journal id and navigate to the approval tab.