Approving Journal Entries – Process Overview

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Email Notification

- When a Journal Entry has been submitted to you for approval, you will receive an email notification from the Finance System.

View Journal Entry

- To view the Journal Entry, log in to the Finance System and go to your Worklist.
- Select the transaction from your Worklist.
- View the attachments (if applicable), and select the Journal Lines to view the journal entry.

Add Additional Approver

- To add an additional approver, select the green plus sign in the Approval Stages area, and search for the additional approver.
- Select Insert.
- Select Save Approval Flow Changes.
- (Note that transactions requiring multiple levels of approval will already have that built into Workflow).

Delegate Set-Up

- If you will be out of the office, and need to establish a delegate for your approval role, contact your Campus Controller's Office.

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