FIN How-to: Using Notify on Journal Entries [1]

Watch the video

Read the procedures

Use notify to:

- Tell someone you fixed an earlier error they asked you to correct.
- Ask someone for help because you have a journal error you can't resolve.
- Let someone else step in and review the journal, like if you want your supervisor to decide if the journal is ready to Submit for approval.
- 1. On the Journal Lines page, it's a good idea to complete the Edit check process so that the journal is in V, which stands for Valid, status.
- 2. Then, click the **Notify** button in the lower left corner.
- 3. In the dialog box that appears, create your email cover message by adding recipients, a subject line and a message ... and click **OK**.
- 4. The individuals you identify will receive an email message with a link directly to the journal.

Have a question or feedback?

Questions & Feedback [2]

Feedback or Question *		
Your Name		
Your Email Address		

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent

automated spam submissions.

Submit

Source URL:https://www.cu.edu/controller/fin-how-using-notify-journal-entries

Links

- [1] https://www.cu.edu/controller/fin-how-using-notify-journal-entries
- [2] https://www.cu.edu/controller/forms/questions-feedback-0