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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?

For questions or feedback contact

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] mailto:fss@cu.edu?subject=Question%20or%20Feedback%20&body=What%20page%20this%20is%20from:%20' + window.location.href +