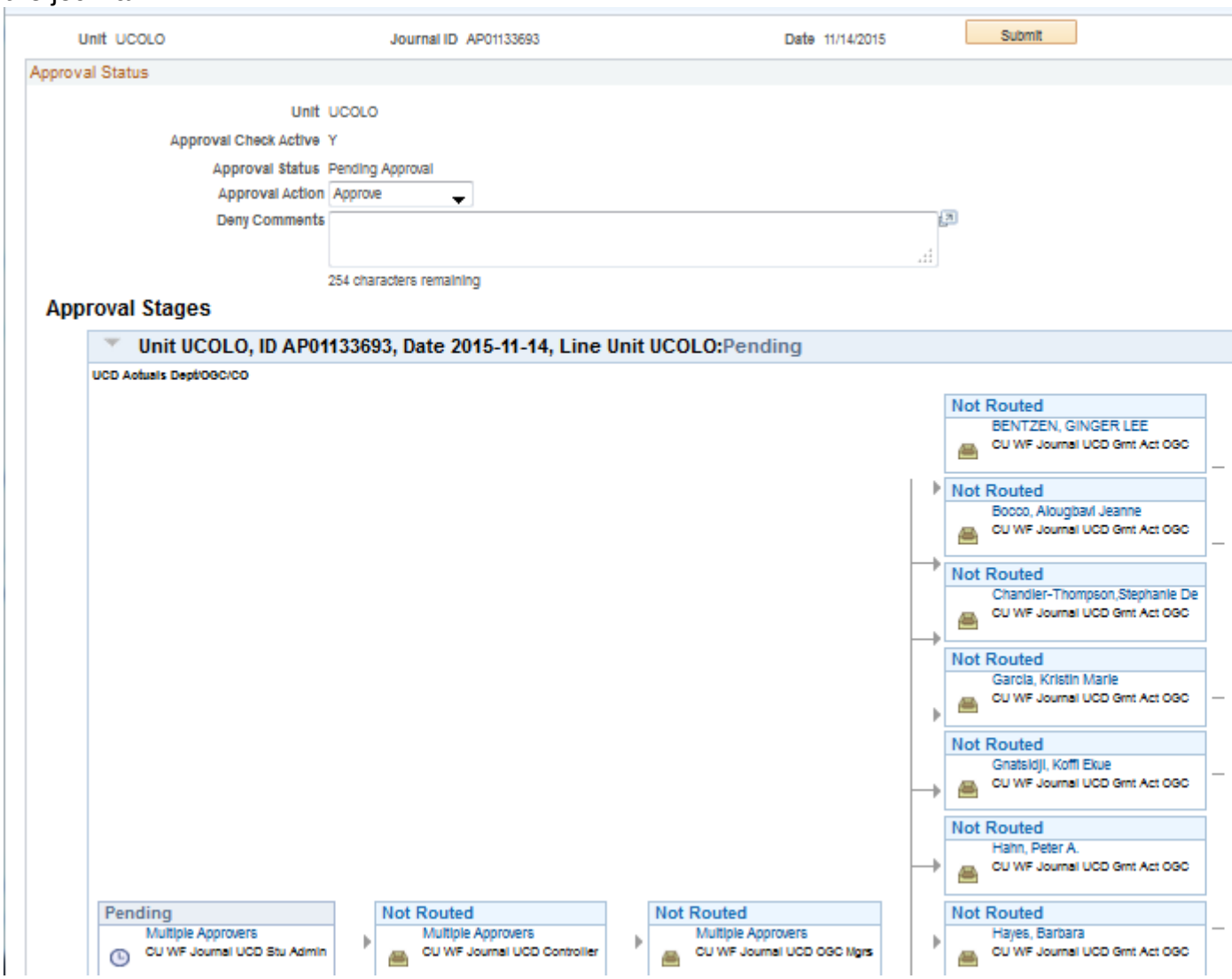
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FIN How-to: Workflow Administrator Approval [1]

As a campus workflow administrator, you have the ability to approve journals for any approver. What you do is tracked in PeopleSoft which maintains the University audit trail.

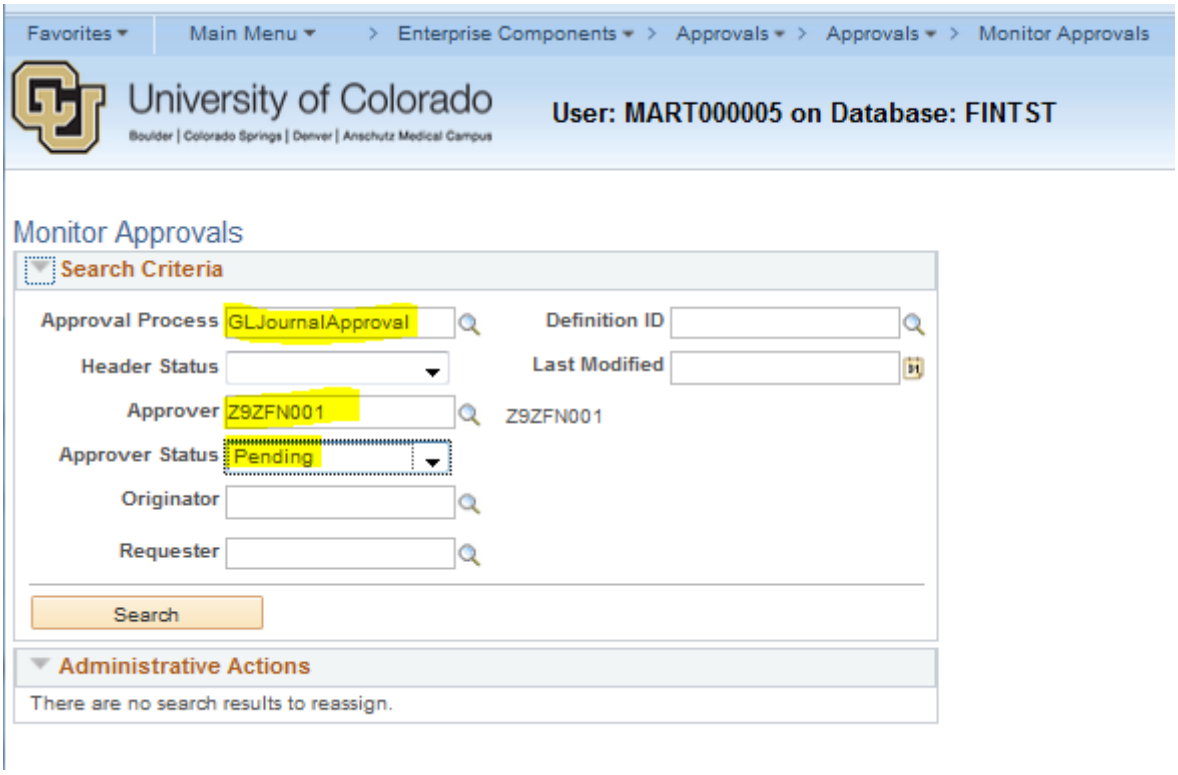
Read the procedures

1. Determine the approvers you need to approve for by reviewing the approval chain on the journal.

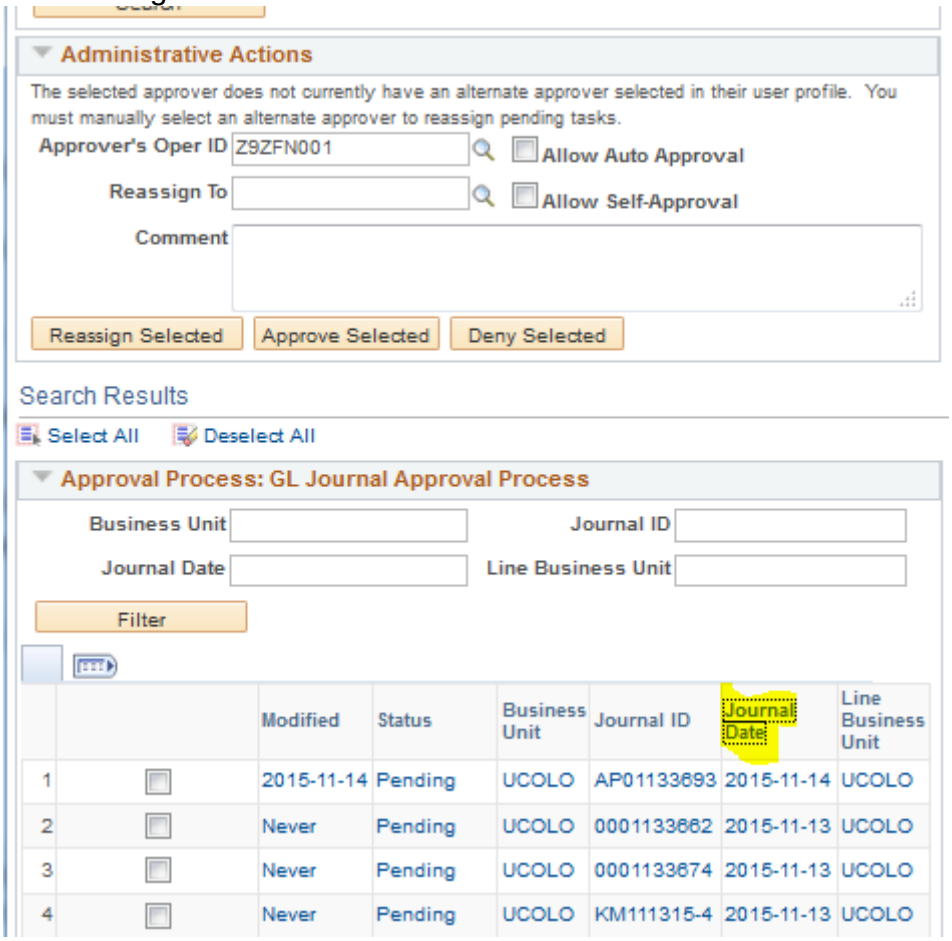


2. Click on the NavBar icon, in the upper right corner of the screen. Then, click on Navigator. A navigation menu will open to the right.
3. Navigate to the Workflow Administration area, using the menu: **Enterprise Components > Approvals > Monitor Approvals**
4. On the **Award** tab inside the Associated Project grid, click the **Project**

link.

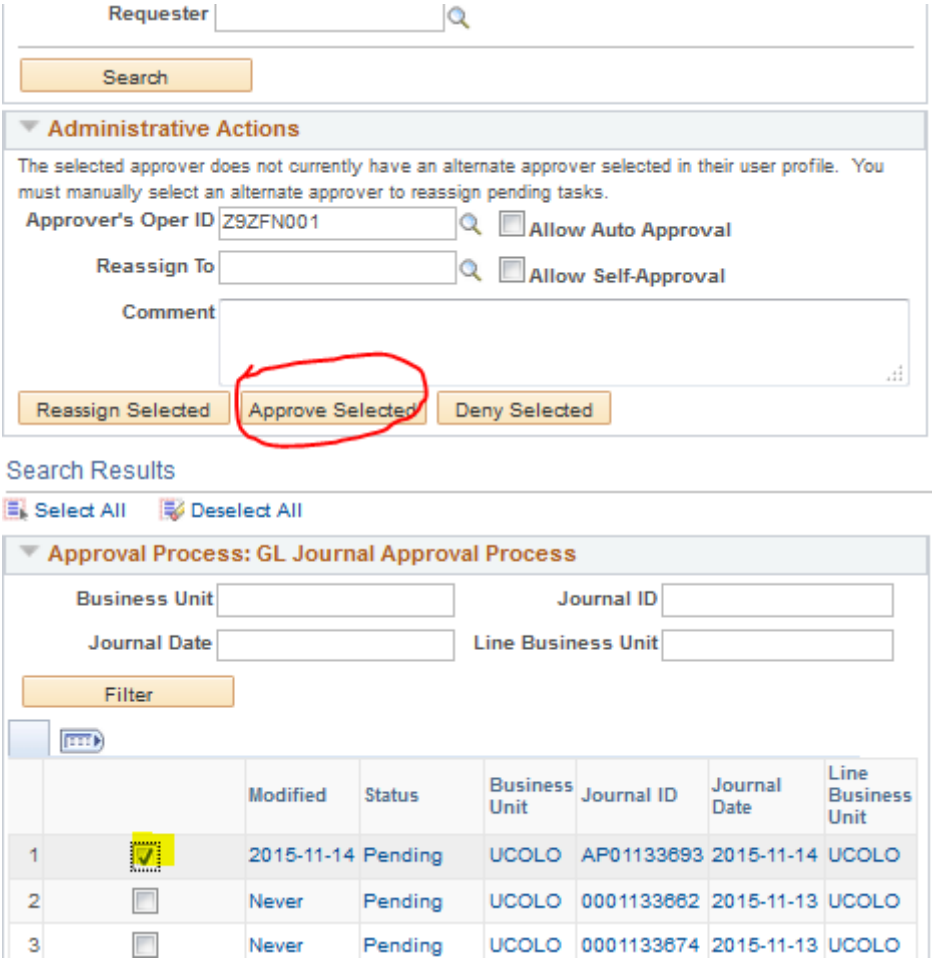


5. Click **Search**
6. The list of journals to approve appears. You can sort by clicking the column heading; in the example below, we clicked **Journal Date** twice, ascending order and then descending order.

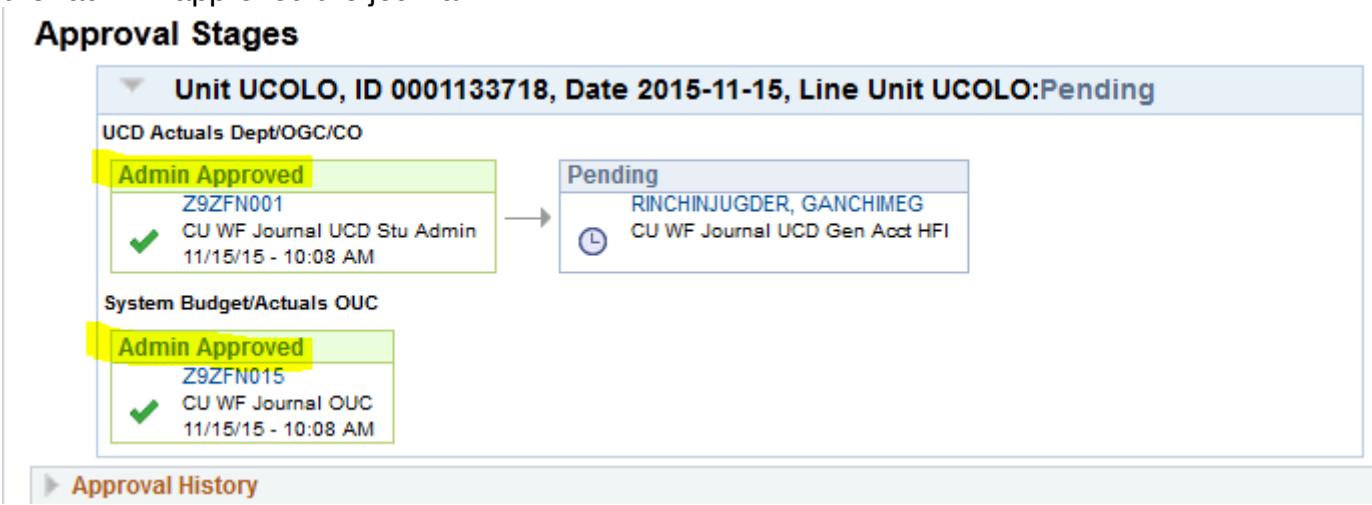


7. Check the box next to the journals you wish to approve … then click the **Approve Selected**

button.



8. Repeat this same process for all the approvers you are approving.
9. Review the journal entry to review the approvals. Notice that the journal indicates that the “admin” approved the journal.



10. You will also notice when you open the Approval History area that the journal will show

who actually completed the approval.



Approval History

Thread ID	Definition ID	Effective Date	Requester	Stage	Path	Step Number	Step Status	A
2453	GLJournalApproval	08/09/1902	MART000005	1	1	1.00	Approved	E
2453	GLJournalApproval	08/09/1902	MART000005	1	1	1.00	Approved	G
2453	GLJournalApproval	08/09/1902	MART000005	1	1	1.00	Approved	Y
2453	GLJournalApproval	08/09/1902	MART000005	1	1	1.00	Approved	Z
2453	GLJournalApproval	08/09/1902	MART000005	1	1	1.00	Approved	Z

11. You now have a fully approved journal that will be posted when the process runs next.

Have a question or feedback?

For questions or feedback contact

Source URL:https://www.cu.edu/controller/fin-how-workflow-administrator-approval

Links
[1] https://www.cu.edu/controller/fin-how-workflow-administrator-approval
[2] mailto:fss@cu.edu?subject=Question%20or%20Feedback%20&body=What%20page%20this%20is%20from:%20' + window.location.href +