

QUICK REFERENCE GUIDE

November 1, 2019

Approve GL Journals and Monitor the Process

This guide covers how to approve General Ledger journals and monitor the approval process.

There are typically two levels of approval required for GL journals:

- Agency Level: you may have the ability to enter the journal and approve it for your agency (self-approve). If you cannot self-approve, the transaction will be routed to someone in your agency that has the role to approve the journal.
- Central Level: staff in MMB's General Accounting Unit will also need to approve. They will also post the journal.

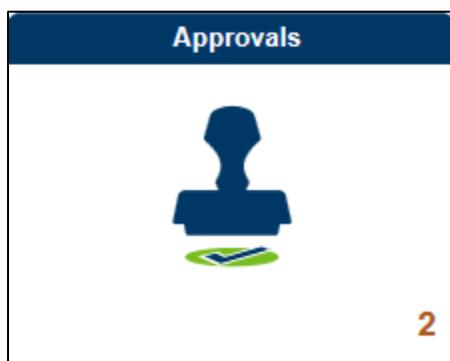
Steps to complete:

- Step 1: Select a Journal to Review from the Approvals Tile
- Step 2: Approve or Deny the Journal
- Step 3: MMB's General Accounting Unit only -- Post the Journal
- Step 4: Monitor the Approval Process and Verify Posting

Step 1: Select a Journal to Review from the Approval Tile

When a journal has been submitted for approval, it will display in the **Approvals** tile.

1. Click on the **Approvals** tile.



2. On the *Pending Approvals* page, select the Journal Entry option on the left-menu.

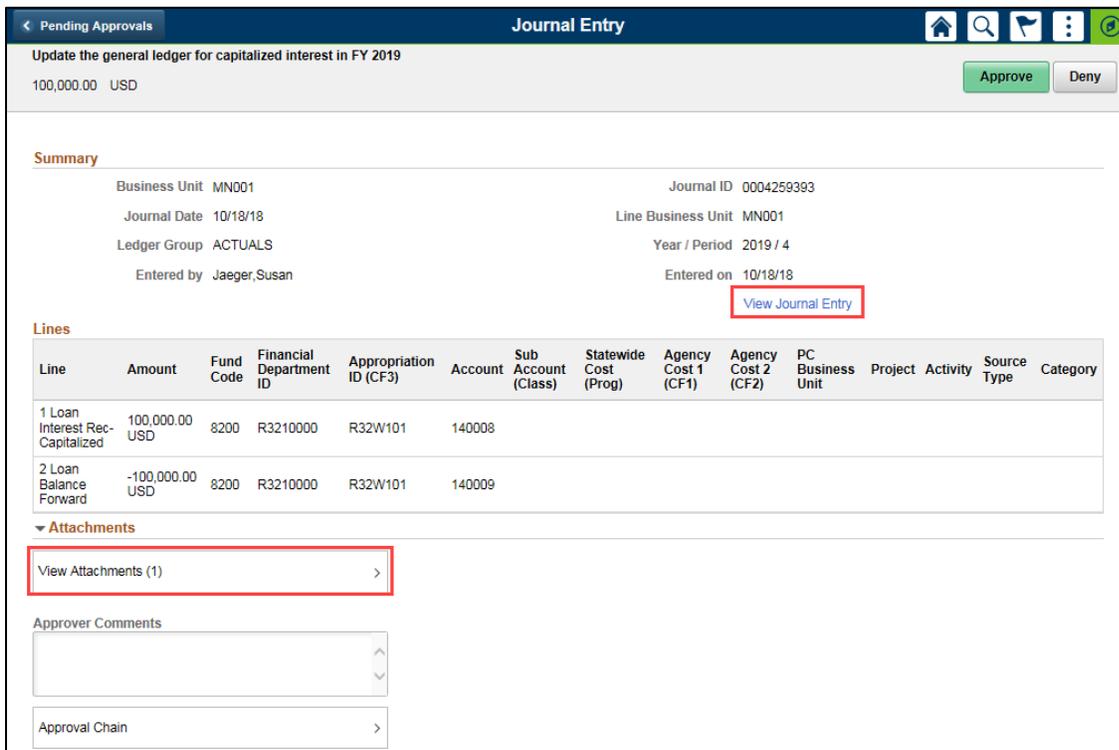


Note: All of the transactions pending your approval are listed on the right side of the page by default, and the transactions are organized by Type. You can change the display by:

- Selecting a category on the left menu.
- Clicking on the **View By** drop-down and selecting a different option including: Date Routed, From, Priority, and Requestor.
- Selecting the **Filter** (🔍) icon to limit the transactions displayed in the listing by Type, Requester, From, Date Period, or Priority. After you have made your selections on the *Filter* page, click on the **Filter** button to apply the filter.

3. Click on a journal entry awaiting your approval in the listing.

4. View the *Journal Entry* approval page as described below.



Viewing Option	Description
Header	The dollar amount and the description entered on the journal displays at the top of the page.
Summary	The Summary section displays the Journal Date, Ledger Group, the name of the person who enter the journal, the Journal ID, the Fiscal Year and Accounting Period, and the date the journal was entered.
Lines	The Lines section displays the amount and ChartFields entered on the journal.
Attachments	If attachments were entered for the journal, click on View Attachments to view the attachments in a new window.
Approval Chain	Click on the Approval Chain option to view a listing of who can approve the journal.
View Journal Entry	Click on the View Journal Entry link in the header to view the journal in a new window.

Step 2: Approve or Deny the Journal

You can approve from the Journal Entry approval page or from the Journal’s **Approval** tab. Both options are described below.

Option 1: Approve from the Journal Entry Approval page

1. From the *Journal Entry* approval page, enter a comment. A comment is required if you are denying the journal.
2. Click on the **Approve** or **Deny** button.

Journal Entry

Update the general ledger for capitalized interest in FY 2019

100,000.00 USD Approve Deny

Summary

Business Unit: MN001 Journal ID: 0004259398
 Journal Date: 10/22/18 Line Business Unit: MN001
 Ledger Group: ACTUALS Year / Period: 2019 / 4
 Entered by: Jaeger,Susan Entered on: 10/22/18

[View Journal Entry](#)

Lines

Line	Amount	Fund Code	Financial Department ID	Appropriation ID (CF3)	Account	Sub Account (Class)	Statewide Cost (Prog)	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	PC Business Unit	Project	Activity	Source Type	Category
1 Loan Interest Rec-Capitalized	100,000.00 USD	8200	R3210000	R32W101	140008									
2 Loan Balance Forward	-100,000.00 USD	8200	R3210000	R32W101	140009									

Approver Comments
 This journal is approved.

Approval Chain >

Option 2: Approve from the Journal Approve tab

1. From the *Journal Entry* approval page, click on the *View Journal* Entry link to open the GL journal in a new window.
2. After reviewing the entries, click on the **Approval** tab. The **Approval Status** displays “Pending Approval.”

The screenshot shows the 'Approval' tab in the SWIFT interface. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. Below these, the 'Approval' tab is selected. The interface displays the following information:

- Unit: MN001
- Journal ID: 0004259390
- Date: 10/18/2018
- Submit** button (highlighted with a red box)
- Approval Status** section:
 - Unit: MN001
 - Approval Check Active: Y
 - Approval Status: Pending Approval
 - Approval Action: Approve (dropdown menu, highlighted with a red box)
 - Deny Comments: [Empty text box with a 254 character limit]
- GL Approval** section:
 - Unit MN001, ID 0004259390, Date 2018-10-18, Line Unit MN001:Pending
 - Path One GL Approval:
 - Pending Multiple Approvers GL Agency Approvals (highlighted with a red box)
 - Not Routed Multiple Approvers Users by Ledger Group
- Approval History** section (collapsed)
- Buttons at the bottom: Save, Return to Search, Notify, Refresh

- The GL Approval workflow path is displayed. The journal must be approved by your agency level approver and then by MMB’s General Accounting Unit. The approval path shows you if the approval is pending, approved, denied or has not yet been routed. You can click on the *Multiple Approvers* link to see the individuals who can approve the journal for your agency and MMB.
3. Accept the *Approval Action* “Approve” or change it to “Deny.”
 4. If you deny the journal, you must enter a comment in the *Deny Comments* field.
 5. Click on the **Submit** button.
 - The Agency Approval Path is updated to show the journal was approved or denied. In this example, the journal was approved.
 - If you approved the journal, it is routed to the next approver (MMB’s General Accounting Unit) in the approval workflow path.
 - If you denied the journal, it will be routed back to the person who entered the journal along with your comments.
 6. Proceed to **Step 4** to monitor the approval process and verify posting of the journal.

Step 3: MMB's General Accounting Unit only -- Post the Journal

After MMB's General Accounting Unit has reviewed and approved the journal, they will post it following the instructions in this step. If they deny the journal, it will be routed back to the agency with their comments.

To post the journal:

1. Click on the **Lines** tab.
2. Select the "Post Journal" option from the **Process** drop-down listing.
3. Click on the **Process** button.

The screenshot shows the 'Create/Update Journal Entries' interface. The 'Lines' tab is active. The 'Process' dropdown menu is set to 'Post Journal', and the 'Process' button is highlighted with a red box. The 'Lines' table shows two lines with the following data:

Select	Line	SpeedType	Fund	Fin DeptID	Appropriation ID (CF3)	Account	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	PC Bus Unit
<input type="checkbox"/>	1		8200	R3210000	R32W101	140008					
<input type="checkbox"/>	2		8200	R3210000	R32W101	140009					

The 'Totals' table shows the following data:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MN001	2	100,000.00	100,000.00	V	V

4. Click the "Yes" button at the **Messages** asking whether you want to post the journal and whether you want to wait for confirmation that the post process is complete. After the posting process is complete, the *Journal Status* will change to "P" (Posted).

The screenshot shows the 'Create/Update Journal Entries' interface. The 'Lines' tab is active. The 'Process' dropdown menu is set to 'Edit Journal', and the 'Process' button is highlighted with a red box. The 'Lines' table shows two lines with the following data:

Select	Line	SpeedType	Fund	Fin DeptID	Appropriation ID (CF3)	Account	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	PC Bus Unit
<input type="checkbox"/>	1		8200	R3210000	R32W101	140008					
<input type="checkbox"/>	2		8200	R3210000	R32W101	140009					

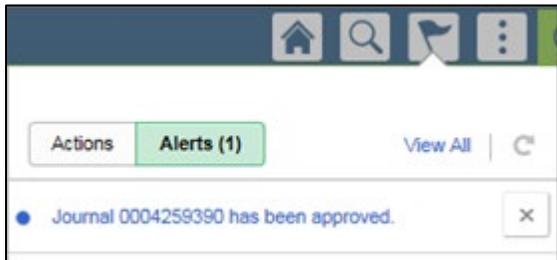
The 'Totals' table shows the following data:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MN001	2	100,000.00	100,000.00	P	V

Step 4: Monitor the Approval Process and Verify Posting

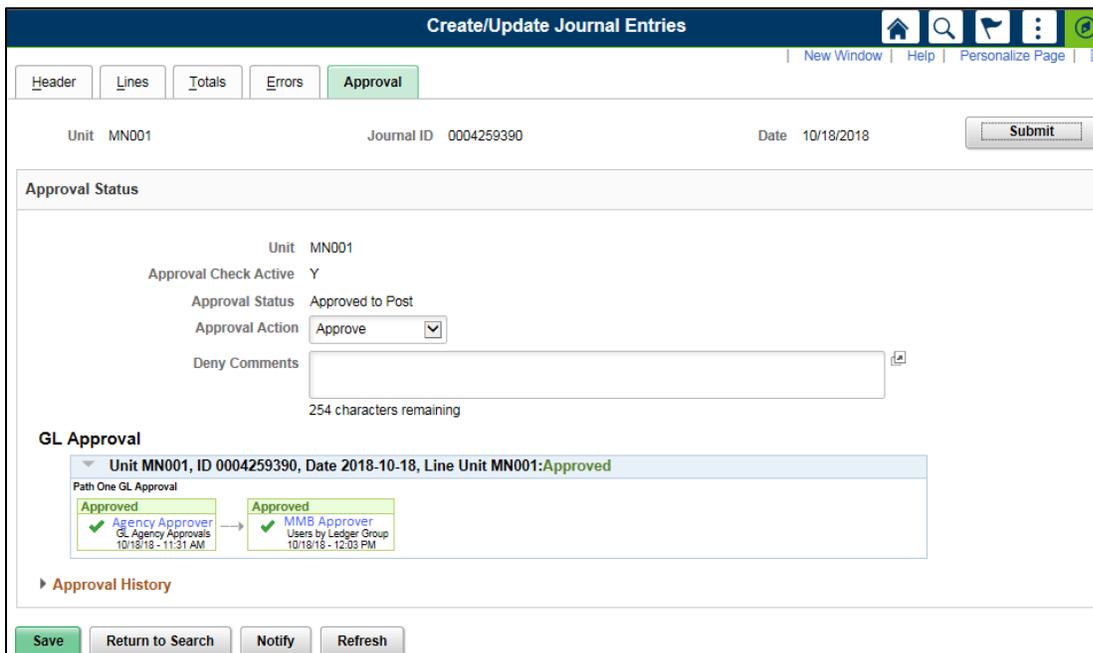
You can monitor the approval process by checking your **Notifications** () **Alerts** tab or by viewing the **Approval** tab of the journal. MMB’s General Accounting Unit will approve and post the journal.

1. After the journal has been approved by all the required approvers (or denied), the transaction will appear in your **Notifications – Alerts** tab. Click on the link to navigate to the journal and verify posting.



TIP: You can also search for the journal by navigating to the *Create/Update Journal Entries* page, clicking on the **Find an Existing** tab, and searching by *Journal ID* or other criteria (**Navigation:** General Ledger, GL Process, Create/Update Journal Entries). If the Journal has been posted, the *Journal Status* on the **Lines** tab will be “P” for Posted.

2. Click on the **Approval** tab and verify that all levels have been approved.



3. Click on the **Lines** tab of the journal and verify that the Journal Status is “P” for Posted.

The screenshot displays the 'Create/Update Journal Entries' interface. At the top, there are navigation tabs: Header, **Lines**, Totals, Errors, and Approval. The 'Lines' tab is active, showing a table with two journal lines. Below the table, the 'Totals' section provides a summary for Unit MN001, including Total Lines (2), Total Debits (100,000.00), Total Credits (100,000.00), Journal Status (P), and Budget Status (V). The Journal Status and Budget Status cells are highlighted with a red box.

Select	Line	SpeedType	Fund	Fin DeptID	Appropriation ID (CF3)	Account	Sub Acct	SW Cost	Agency Cost 1 (CF1)	Agency Cost 2 (CF2)	PC Bus Unit	Pr
<input type="checkbox"/>	1		Q 8200	R3210000	R32W101	140008						
<input type="checkbox"/>	2		Q 8200	R3210000	R32W101	140009						

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
MN001	2	100,000.00	100,000.00	P	V

- If the journal is posted, it is complete.
- If the journal has not been posted:
 - a. Ensure the journal has been submitted and the agency level approval has occurred.
 - b. Contact MMB’s General Accounting Unit.