Approve Budget Journal and Monitor Process

In this guide, you will learn how to approve budget journals and monitor the approval process. The approval process is the workflow that is within SWIFT that allows for electronic approval of transactions. The levels of approval required for budget journals will depend on the type of budget journals you are entering and your agency workflow configuration. For example, workflow is optional for expense budgets.

An anticipated budget transfer journal is used in this guide to show the approval process steps. Anticipated Budget Transfers require executive budget officer (EBO) approval and your agency may be configured to require approval at the agency level before the EBO approves. Transactions can be approved, denied, or pushbacked a level by your EBO for further review.

Steps to complete:

- Step 1: Select a Journal to Review from the Approval Tile
- Step 2: Approve or Deny the Journal
- Step 3: Monitor the Approval Process and Post

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

1. Select the Approvals tile on your homepage.
2. On the **Pending Approvals** page, select the **KK Budget Transfer** option in the left-menu to approve appropriation transfers or the **KK Journal Approvals** option to approve expense or revenue budgets.

![Image of Pending Approvals page]

**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. Select a transaction to approve in the listing displayed on the right.

4. View the summary page which displays high-level information. The journal description displays in the header. The **Summary** section includes the Journal Date, Ledger Group, the person who requested the approval, the Journal ID, Year / Period, and the date the transaction was entered.
Step 2: Approve or Deny the Journal

1. On the approval summary page, click on the View Budget Transfer or View Budget Journal link to view the journal and approve or deny the transaction. A new window opens displaying the journal.

2. Review the Budget Line tab information.

3. Select the Approve tab. In this anticipated transfer example, the journal must be approved by your agency level approver and then by your agency’s executive budget officer (EBO).

   - The KK Approval workflow path is displayed. 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 for your EBO.
4. Enter a comment in the **Comments** field. A comment is required if you are denying the transaction. Comments will display in the **Long Description** field in the history at the bottom of the page.

5. Click on the **Approve** or **Deny** 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 (your EBO) 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.
   - If you are an EBO, you can select the **Pushback** button to push the transaction a level back for the Agency approver to re-review and either approve or deny.
6. If you have additional transactions to approve, close the new window to return to the journal approval summary page.
   a. Click on the Pending Approvals Back button to return to the Pending Approvals page.
   b. Select the next transaction pending approval.

   **TIP:** When you approve from the journal Approve tab, the transaction does not automatically drop from your pending list. To refresh your list, you will need to select “Pending Approvals” from your Actions listing or go back to your Homepage and return to Approvals.

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**Step 2: Monitor the Approval Workflow and Post**

After the journal has been approved by all the required approvers, it will need to be posted to finish the process. If the transaction is denied, it will be routed back for appropriate action. If you have submitted the transaction for approval, you can monitor the approval process by checking your Notifications, Alerts tab.
**TIP:** You can also view the Approval tab of the journal to see the approval status. Search for the journal by navigating to the Enter Budget Journals or Enter Budget Transfer page, clicking on the Find an Existing tab, and searching by the Journal ID or for Budget Header Status not = “Posted”.

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

   ![Journal Approval](image)

   - Journal 0004271252 has been approved.
   - Journal 0004271251 has been approved.

2. Click on the Approve tab to view the approval routing information and comments in the history displayed at the bottom of the page. In this example, the transfer has been approved at the agency and EBO level and it is ready to post.

   ![Approval History](image)

   - All Approval Statuses are listed below:

<table>
<thead>
<tr>
<th>Approval Status</th>
<th>Description</th>
</tr>
</thead>
</table>
   | Pending (blue)  | Approvers who have received the transaction in the routing process but have not yet approved it will show “Pending”.

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<table>
<thead>
<tr>
<th>Approval Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Routed (blue)</td>
<td>Approvers who have not yet received the transaction for approval will show a status of “Not Routed”.</td>
</tr>
<tr>
<td>Approved (green)</td>
<td>Approvers who have submitted their approval; the box around their name (group) changes to green. After all approvers have approved, the submitter is able to finish processing the journal.</td>
</tr>
<tr>
<td>Deny (red)</td>
<td>The Approver(s) who have denied their approval; the box around their name (group) changes to red and the Approval Status = “Denied”. If approval is denied, the submitter has the opportunity to revise the transaction, Budget Check and re-submit for approval. The approval workflow is restarted but the Approval Activity Log continues to display the history.</td>
</tr>
<tr>
<td>Pushback (EBO only)</td>
<td>The Approver(s) who have pushed back for review; the box around their name (group) changes to purple and the Approval Status = “Pushback”. The transaction is pushed a level back for the Agency approver to re-review and either approve or deny. The Approval Status for the Agency approver reverts to “Pending”.</td>
</tr>
</tbody>
</table>

3. If the transaction was approved at all levels, click on the Budget Lines tab, accept the “Post Journal” Process option and click on the Process button to post the transaction.