

QUICK REFERENCE GUIDE

November 1, 2019

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.

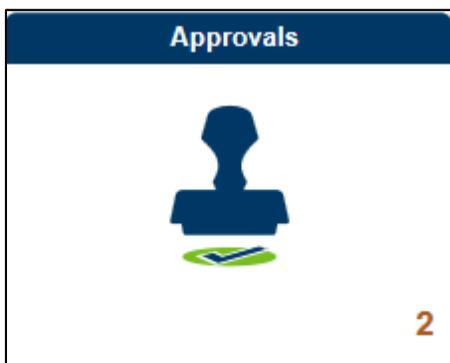
An anticipated budget transfer journal is used in this guide to show the approval process steps. Anticipated Budget Transfers require executive budget officer (EBO) approval and your agency may be configured to require approval at the agency level before the EBO approves. Transactions can be approved,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



- 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.

The screenshot shows the 'Pending Approvals' interface. On the left, a navigation menu lists various transaction types: All (13), Credit Invoice (2), Journal Entry (1), **KK Budget Transfer (3)**, KK Journal Approval (1), and Purchase Order (4). The 'KK Budget Transfer' option is highlighted with a red box. On the right, a table displays pending transactions. One transaction is highlighted with a red box: 'KK Budget Transfer' (MN001 / 0004271252 / 2018-12-05 / 0) by Boehmer, Barbara K, routed on 12/05/2018. A filter icon is visible above the table.

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

The screenshot shows the summary page for a transaction. The header displays 'Actual Transfer to Admin MS. 4'. The 'Summary' section contains the following information: Business Unit MN001, Journal ID 0004271248, Journal Date 12/04/18, Year / Period 2019 / 6, Ledger Group KK_APPROP, Entered On 12/04/18, and Entered by Boehmer, Barbara K. A 'View Budget Transfer' button is highlighted with a red box. Below the summary are sections for 'Approver Comments' and 'Approval Chain'.

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.

Delete	Line	Ledger	Budget Period	SpeedType	Fund	Fin DeptID	Appropriation ID (CF3)	Currency	Amount
<input type="checkbox"/>	1	KK_APP_BUD	2019		1000	G1010000	G100001	USD	-20,000.00
<input type="checkbox"/>	2	KK_APP_BUD	2019		1000	G021ADMN	G027100	USD	20,000.00

Lines to add: 1 + - Journal Line Copy Down

Totals: Total Lines 2, Total Debits 20,000.00, Total Credits 20,000.00

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.

Budget Header
Budget Lines
Budget Errors
Approve

Group Box

Unit: MN001
Journal ID: 0004271252
Journal Date: 12/05/2018

KK Transfer Approval

▼ MN001,0004271252,2018-12-05:Pending

Approver Path1 - XAT or XTN

Pending

Multiple Approvers
KK Approval1

Not Routed

Multiple Approvers
KK Approval2

Comments

This anticipated transfer is approved at the agency level.

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1-1 of 1

	Name	Long Description	Approval Status	
1	Boehmer, Barbara K		Submitted	12/05/18 1:27PM

Approve

Deny

Pushback

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.

Budget Header | Budget Lines | Budget Errors | **Approve**

Group Box

Unit: MN001 Journal ID: 0004271252 Journal Date: 12/05/2018

KK Transfer Approval

MN001,0004271252,2018-12-05:Pending

Approver Path1 - XAT or XTN

Approved [McGlynn, Ruth Ann] 12/05/18 - 4:29 PM
 Pending [Multiple Approvers] KK Approval2

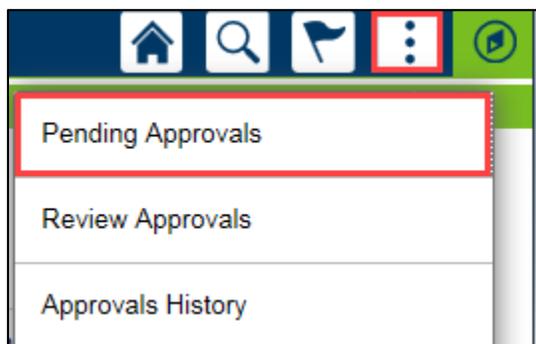
Comments

Name	Long Description	Approval Status	
1 Boehmer, Barbara K		Submitted	12/05/18 1:27PM
2 McGlynn, Ruth Ann	This anticipated transfer is approved at the agency level.	Approved	12/05/18 4:29PM

Approve Deny Pushback

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**.



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.

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

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.



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.

Budget Header | Budget Lines | Budget Errors | **Approve**

Group Box

Unit: MN001 Journal ID: 0004271252 Journal Date: 12/05/2018

KK Transfer Approval

MN001,0004271252,2018-12-05:Approved

Approver Path1 - XAT or XTN

Approved

McGlynn, Ruth Ann
KK Approval1
12/05/18 - 4:29 PM

Approved

McAndrews, Alisha C
KK Approval2
12/06/18 - 8:59 AM

Comments

Name	Long Description	Approval Status	
1 Boehmer, Barbara K		Submitted	12/05/18 1:27PM
2 McGlynn, Ruth Ann	This anticipated transfer is approved at the agency level.	Approved	12/05/18 4:29PM
3 McAndrews, Alisha C	This transfer is approved.	Approved	12/06/18 8:59AM

Approve
Deny
Pushback

- All *Approval Statuses* are listed below:

Approval Status	Description
Pending (blue)	Approvers who have received the transaction in the routing process but have not yet approved it will show “Pending”.

Approval Status	Description
Not Routed (blue)	Approvers who have not yet received the transaction for approval will show a status of "Not Routed".
Approved (green)	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.
Deny (red)	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.
Pushback (EBO only) (blue)	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".

- 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.