General Ledger – Approve a Journal

For employees approving a spreadsheet journal entry.

Purpose:	Approve a spreadsheet journal entry.
How to Access:	Navigate to the appropriate email.
Helpful Hints:	Be sure to keep in mind that…
	• Supporting documents and additional information can be attached.
Procedure:	Complete the following steps to approve a journal entry:

1. If you have a journal entry to approve, your will receive an email.

   NOTE: You also have the option to approve a journal using the bell notification in Stratus. Approving a journal entry via email (as outlined below) is the recommended method.

2. Once reviewing the contents of the email, you'll need to select one of three options: **Approve**, **Reject**, or **Request Info**.

If you need to make corrections to the journal, click **Reject** and resubmit a journal with the corrections.

If you are ready to approve the journal, click **Approve**. This will create a reply email in Outlook in which you can attach additional documentation.

The **Request Information** option is used by additional approvers in a journal workflow to request the journal originator to provide additional information.

Action Required: Journal Batch AL-SIT TEST FML RECUR...

AL   Alberto Lagos <elbz-test.fa.sender@wc

To   Lagos, Alberto   4/12/2022

Journal Batch Approval

50.00 USD
AL-SIT TEST FML RECUR#3 Spreadsheet A 300000007209854 973992 N
Apr-22, Spreadsheet
APR 2021 TRANSFER REPORT

Approve	Reject	Request Info

Journals

Details	Amount
4/30/22, AL-SIT TEST FML RECUR#3 FML	50.00 USD

TOWSON US
FML
APR 2021 TRANSFER REPORT

1020-19330-609009-00000-000-000000-0000	
TO CARP FROM CS	CR 50.00
1020-21500-609009-00000-000-000000-0000	
TO CARP FROM CS	DR 50.00

| **Batch Total** | **50.00** USD |

Approvals

○ TU_GL_FST_GL_Final_Approval

                                4/8/22 2:08 PM
🕐 Assigned to **Alberto Lagos**

                                4/8/22 2:08 PM
⬆ Submitted by **Alberto Lagos**

Approve	Reject	Request Info

View Journal Details   In-app notification

NOTE: If the journal is more than $100,000, comptroller approval is required.

3. Once the journal has been approved by the comptroller (if needed) and the financials team, you will receive a confirmation email of your journal's approval.

Approved: Journal Batch AL-SIT TEST FML RECUR#2 Spr...

Alberto Lagos <elbz-test.fa.sender@wc

To   Lagos, Alberto

4/12/2022

Journal Batch Approval

50.00 USD

AL-SIT TEST FML RECUR#2 Spreadsheet A 300000007209854 973938 N

Apr-22, Spreadsheet
DECEMBER 2021 TRANSFER REPORT

Journals

Details	Amount
4/30/22, AL-SIT TEST FML RECUR#2 FML	50.00 USD
TOWSON US	
FML	
DECEMBER 2021 TRANSFER REPORT	
1020-19330-609009-00000-000-000000-0000	
TO CARP FROM CS	CR 50.00
1020-21500-609009-00000-000-000000-0000	
TO CARP FROM CS	DR 50.00
Batch Total	**50.00** USD

Approvals

✅ Approved by **Brian Bunker**	4/12/22 1:52 PM
✅ Approved by **Alberto Lagos**	4/12/22 1:51 PM
⬆ Submitted by **Alberto Lagos**	4/8/22 1:50 PM

View Journal Details   In-app notification