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.

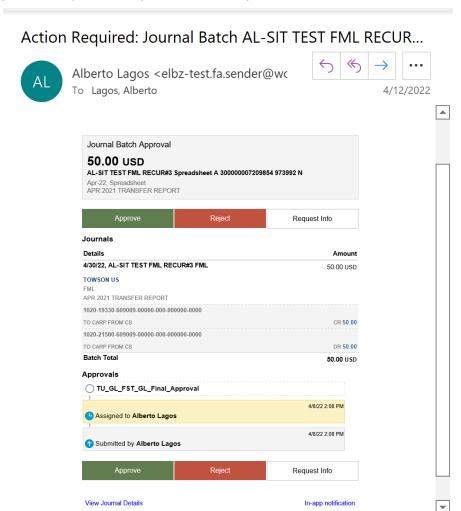
Helpful Hints: Be sure to keep in mind that...

• 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.





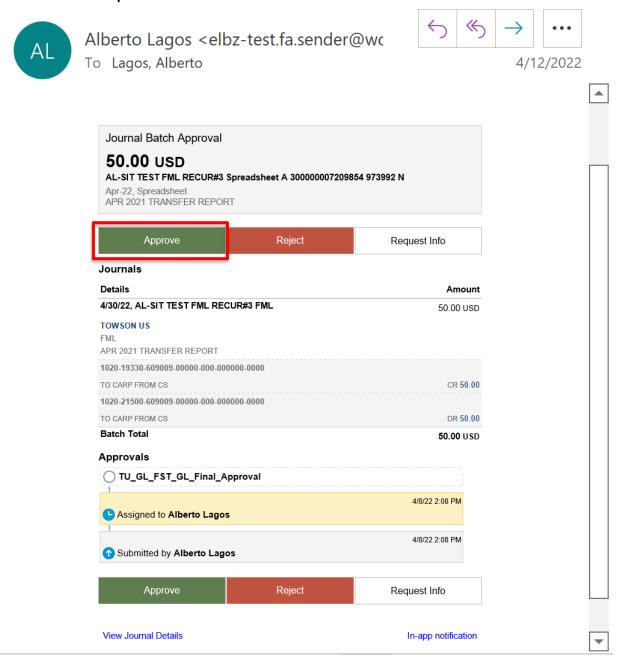
Once reviewing the contents of the email, you'll need to select one of three options: Approve, Reject, or Request Info.

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...



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...

