

SUBJECT: Additional Updates on Journal Workflow and Approvals

POSTED: February 17, 2011

ANNOUNCEMENT

With the implementation of Journal Workflow Approval, the Mark to Post functionality was disabled. The BORBATC processing was updated on January 26, 2011 to remove the mark to post option from the nightly processes.

For an online Journal Entry, the edit process should only be run from the Journal entry page on demand. This process initiates the workflow process. Users should not use the batch edit and batch budget check processes at this time, to avoid potential audit issues. When the Batch edit process is run for an online journal, approvals are being bypassed, resulting in a potential audit issue.

Subsystem Journals that are journal generated into the General Ledger will not be required to route through the approval process. However, in the event a subsystem journal is generated and subsequently edited, workflow approval will be required due to the online changes or additions.

SUPPORTING DOCUMENTATION

In order to bypass approvals for subsystem journals, users will need to make updates to their existing run controls for journal generation.

- Navigate to General Ledger, Journals, Subsystem Journals, Generate Journals
- Check all of the Journal Processing Options. This will cause the Batch Process to run the targeted journals.

Generate Journals Request

Run Control ID: usofr [Report Manager](#) [Process Monitor](#) [Run](#)

Journal Processing Options

☒ Edit ☒ Budget Check ☒ Post

Process Request Parameters [Find](#) [View All](#) [F](#)

Process Frequency

☐ Once ☒ Always ☐ Don't Run

Request Number: 1

*SetID: 71000

*Accounting Definition Name: EXDEFN

ITS has updated the Generate Journals Run controls for the nightly batch process.

In the event that submodule journals were journal generated without these processing options selected (Edit, Budget Check, Post), users will need to:

- Navigate to General Ledger, Journals, Journal Entry
- Create/Update Journal Entries
- Find an Existing Value
- Run the edit process and submit the journal for approval

MORE INFORMATION AND SUPPORT

For a production down, business interrupting (emergency) situation, call the ITS Helpdesk immediately at 706-582-2001 or 1-888-875-3697 (toll-free within Georgia). For anything else, contact the ITS Helpdesk at http://www.usg.edu/customer_services (self-service support requests requires a User ID and Password; contact the ITS Helpdesk to obtain self-service login credentials), or email helpdesk@usg.edu.

ADDITIONAL RESOURCES

For information about ITS maintenance schedules or Service Level Guidelines, please visit <http://www.usg.edu/oit/policies>.