

Journal Entry and Approval - Quick Reference Document

Security

The role required to enter journals is BOR_GL_PRC_JRNL_MNT. This role limits users to the Edit, Budget Check, Submit, and Post processes.

The role required to approve journals is BOR_GL_JRNL_APPR. Users with this role may also Post Journals after approving them.

Approvers must also have a Route Control Profile containing:

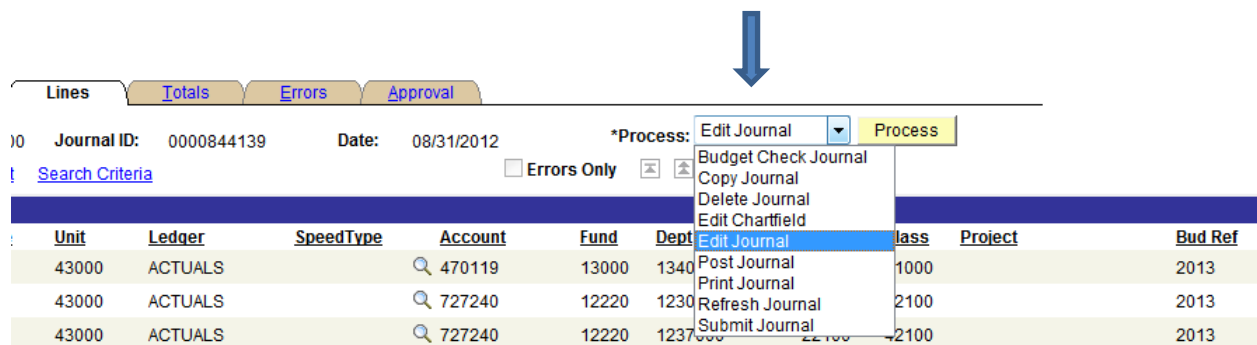
- Admin Area (All)
- Business Unit (XX000)

The BOR_SEC_ROLE_USERS query can be run to determine what users have these roles. The BOR_SEC_USER_ROLES query can also be used to return all roles that a user has.

Reminder: Security Administrators should review user preferences to ensure that no users have the “Mark Journals to Post” option. Alternatively, the PS_OPR_DEF_TBL_GL table can be queried where MARK_POST_OPTN is ‘Y’ to identify those users who still have the ability to mark journals to post.

Entering and Submitting a Journal

When entering Online journals, users should edit and budget check the journal from the Journal Page from the lines tab.



Journal ID: 0000844139 Date: 08/31/2012 *Process: Edit Journal Process

Errors Only

Unit	Ledger	SpeedType	Account	Fund	Dept	Class	Project	Bud Ref
43000	ACTUALS		470119	13000	1340	1000		2013
43000	ACTUALS		727240	12220	1230	2100		2013
43000	ACTUALS		727240	12220	1237	2100		2013

Once the journal has a Valid Edit and Budget Check status, the user should then choose to submit the journal.


[Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Journal ID: 0000844141 Date: 09/13/2012 *Process: **Submit Journal**

[Search Criteria](#) Errors Only

SpeedType	Account	Fund	Dept	Program	Class	Bud Ref
<input type="text" value="714100"/>	714100	10000	1111030	11100	11000	2013
<input type="text" value="714100"/>	714100	10000	1111100	11100	11000	2013

*Process dropdown menu:
 Submit Journal (selected)
 Budget Check Journal
 Copy Journal
 Delete Journal
 Edit Chartfield
 Edit Journal
 Post Journal
 Print Journal
 Refresh Journal



Once the journal has been submitted, the author's User ID should appear on the Approval tab as follows:

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Unit: 12000 Journal ID: 0000844143 Date: 09/13/2012


Approval Status Find First Last

Unit: 12000
 Approval Check Active: Y
 Approval Status: Pending Approval
 Approval Action: **Approve**

Comments for Denial
 Email:

Approval History

Step	Path	Status	Date/Time Stamp	User ID
0	A	Initiated	09/13/2012 7:03:58PM	MARTIP
01	A	Pending	09/13/2012 7:03:58PM	



The journal will then appear in the worklist of an approver to be approved.

Approving journals

Approvers can retrieve journals that have been submitted into journal workflow from their worklist:

Worklist					Customize	Find	View All	First	1-2 of 2	Last
Date From	Work Item	Worked By Activity	Priority	Link						
10/01/2012	Journal Approval	Approve/Deny Journal		251352.51000.0000850666.2012-09-30.V.0.51000	Mark Worked					Reassign
10/01/2012	Journal Approval	Approve/Deny Journal		251415.51000.0000850694.2012-09-30.V.0.51000	Mark Worked					Reassign

Alternatively, approvers can retrieve journals by journal ID from the Create/Update Journal entries page, but when doing so, approvers should always confirm that the journal shows as “Initiated” by the original author before approving or denying the journal.

Header | Lines | Totals | Errors | **Approval**

Unit: 12000 Journal ID: 0000844143 Date: 09/13/2012

Approval Status Find First 1 of 1 Last

Unit: 12000
 Approval Check Active: Y
 Approval Status: Pending Approval
 Approval Action: **Approve**
 Comments for Denial
 Email:

Approval History

Step	Path	Status	Date/Time Stamp	User ID
0	A	Initiated	09/13/2012 7:03:58PM	MARTIP
01	A	Pending	09/13/2012 7:03:58PM	

Approvers can then choose the Approval Action on the Approval tab, and choose ‘Submit Journal’ on the Lines tab.

Header | Lines | Totals | Errors | **Approval**

Unit: 12000 Journal ID: 0000850666 Date: 09/30/2012

Approval Status Find First 1 of 1 Last

Unit: 12000
 Approval Check Active: Y
 Approval Status: Pending Approval
 Approval Action: **Approve**
 Comments for Denial
 Email:

Approve
 Deny
 Recycle

[Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Journal ID: 0000844141 Date: 09/13/2012 *Process: **Submit Journal** Process

[Search Criteria](#) Errors Only

SpeedType	Account	Fund	Dept	Program	Class	Bud Ref
	714100	10000	1111030	11100	11000	2013
	714100	10000	1111100	11100	11000	2013

Submit Journal Process
 Budget Check Journal
 Copy Journal
 Delete Journal
 Edit Chartfield
 Edit Journal
 Post Journal
 Print Journal
 Refresh Journal
 Submit Journal



If approved, the journal can then be posted.

If the approver needs to make a change to the journal, then the journal would need to be re-edited and re-submitted. A second approver would then need to approve and post the journal.

Denied journals will initiate an email to the user that submitted the journal into workflow. When denying a journal, approvers should edit the comments to indicate reason for denial. These comments will be included in the email sent to the initiating user.

Determining approval path

The BOR_GL_JRNL_WORKFLOW_AUDIT query can be run to show the approval sequence for journals within a date range.

The date parameters here refer to journal date.

BOR_GL_JRNL_WORKFLOW_AUDIT - Journal Workflow Audit

Business Unit:

Begin Date:

End Date:

The results of the query will be sorted by journal id and date/time. The values in the Action field indicate the action taken by the user. Blank = Save, I = Initiated, A = Approved, and D = Denied.

So, we can see here that the journal below was created, edited and budget checked by BHARPER, then submitted by BHARPER, and then approved by NORMANL.

Journal ID	User	Action	DateTime
0000848525	BHARPER		09/26/2012 10:00:09AM
0000848525	BHARPER	I	09/26/2012 10:01:08AM
0000848525	NORMANL	A	09/26/2012 10:37:55AM

On this one, we can see that the journal was created and saved by BHARPER, but never submitted into workflow by BHARPER. The approver NORMANL then retrieved the journal and submitted it, thereby initiating the journal into workflow and approving it at the same time.

Journal ID	User	Action	Date/Time
0000821614	BHARPER		07/17/2012 1:25:32PM
0000821614	BHARPER		07/17/2012 1:30:07PM
0000821614	BHARPER		07/17/2012 4:03:07PM
0000821614	NORMANL	I	07/18/2012 8:03:30AM
0000821614	NORMANL	A	07/18/2012 8:03:30AM

On the Approval tab, this can appear as if NORMANL created and also approved the journal.

Header Lines Totals Errors **Approval**

Unit: 12000 Journal ID: 0000821614 Date: 07/03/2012

Approval Status Find First 1 of 1 Last

Unit: 12000
Approval Check Active: Y
Approval Status: None
Approval Action:
Comments for Denial
Email:

Step	Path	Status	Date/Time Stamp	User ID
0	A	Initiated	07/18/2012 8:03:30AM	NORMANL
01	A	Approved	07/18/2012 8:03:30AM	NORMANL

If a journal has been submitted into workflow, but not yet approved, it will show in the query with a blank user id next to an action of P = Pending Approval.

Journal ID	User	Action	DateTime
0000850672	BHARPER		10/01/2012 4:34:16PM
0000850672	BHARPER	I	10/01/2012 4:35:05PM
0000850672		P	10/01/2012 4:35:05PM

Recap

- All online journals should be edited and budget checked from the lines tab and subsequently submitted for approval.
- Allowing online journals to go through the batch editing and budget checking processes causes them to bypass the journal workflow process and can potentially create audit issues.
- Approvers can ensure that journals have been initiated into workflow by working only from their worklist.
- Alternatively, approvers should ensure that the author's user ID appears on the approval tab with an action of Initiated before approving or denying journals.
- The BOR_GL_JRNL_WORKFLOW_AUDIT query can be used to show the approval sequence.

References

- For additional information, please reference Wimba session: Journal Workflow Approval.
Archive: http://gbor.wimba.com/launcher.cgi?room=PSFIN_TRNG_2011_0125_1430_02