

FMSv9.1

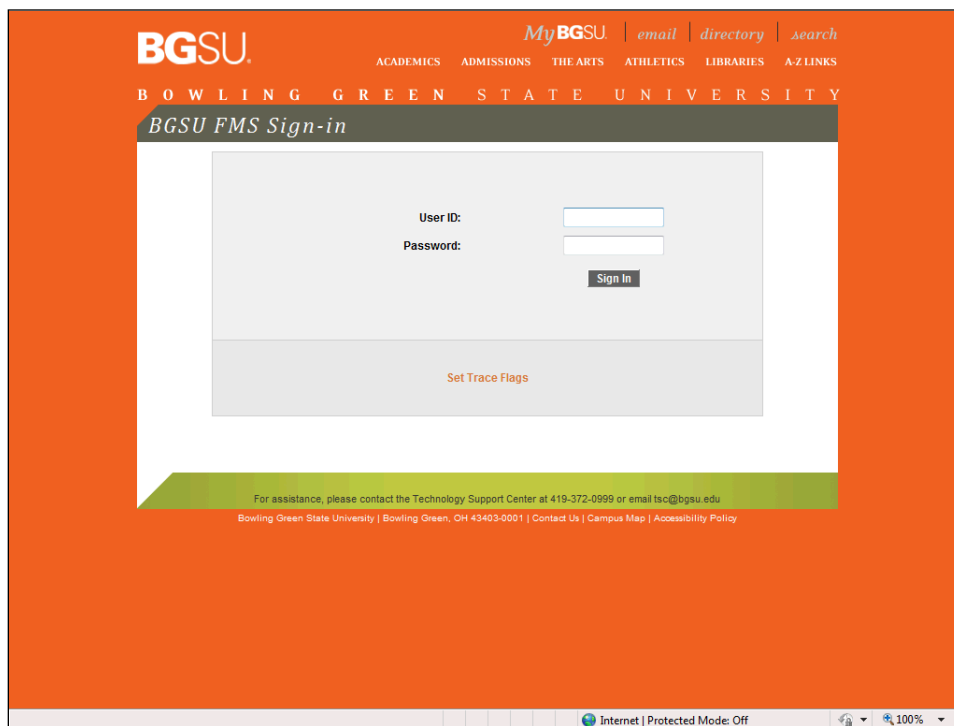
Approve Journal Entry

Procedure

Requesters submit journal entries to budget administrators for approval. In some situations the budget administrator will **approve** the journal entry, sending it along to the financial accountant for further approval.

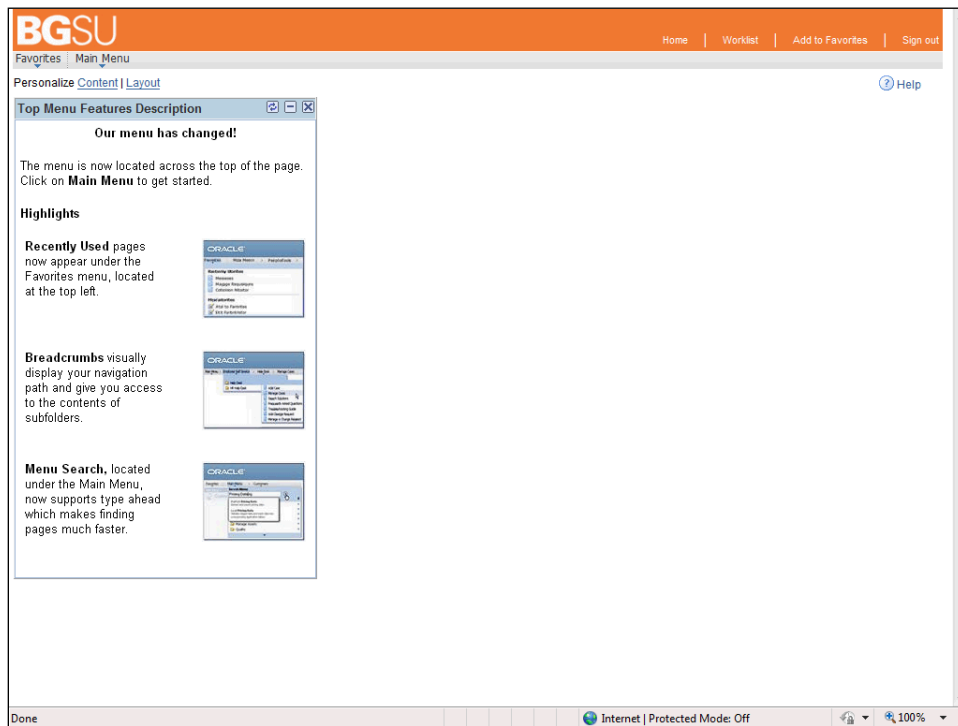
In this topic, you will act as a budget administrator who has received a journal for approval. You will examine the journal for correctness then approve the journal.

You may be asked to key in entries. The data you are asked to enter is displayed in **red**. Whatever is displayed in red must be keyed in **exactly** as shown. Spaces, capitalization, punctuation and so on must be entered precisely as shown.

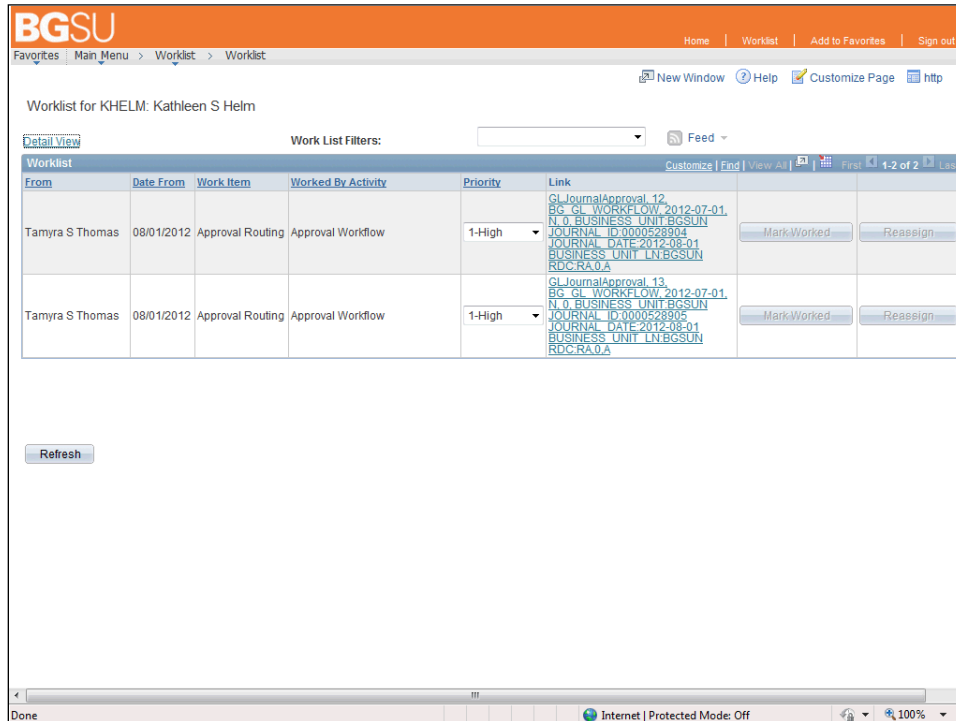


Step	Action
1.	In this exercise, you will start by logging into FMS to view your Worklist. Click in the User ID: field. <input type="text"/>

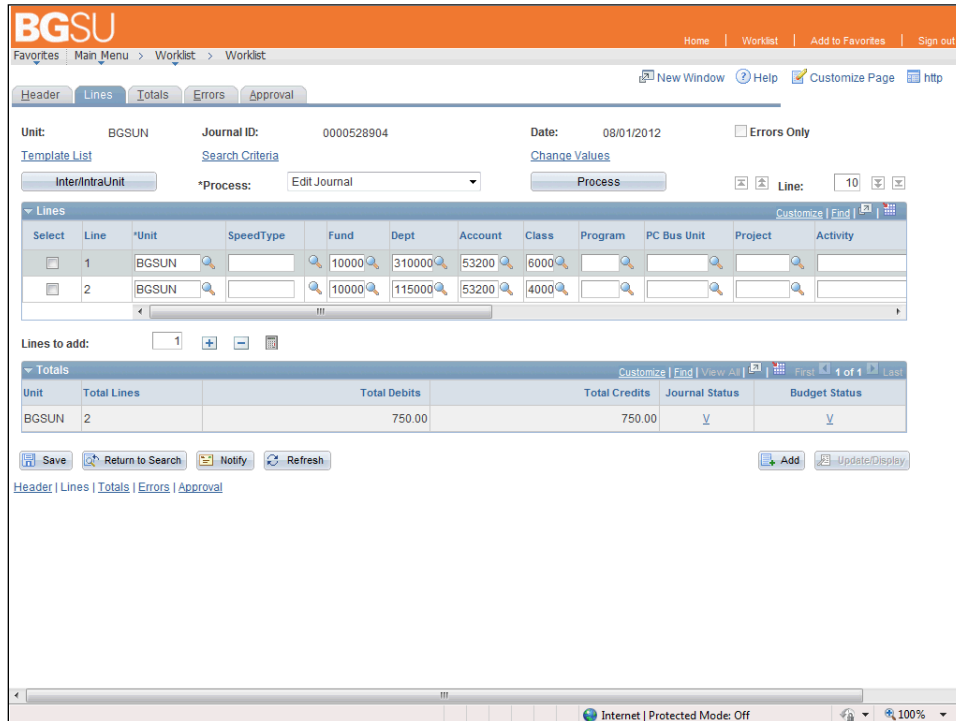
Step	Action
2.	Enter the desired information into the User ID field. Enter " FFALCON ".
3.	After entering your username, you must enter your password. Click in the Password field. <input type="text"/>
4.	For this exercise you will enter the password of user FFALCON. Enter " BGSU123! ".
5.	Complete the sign in process. Click the Sign In button. <input type="button" value="Sign In"/>

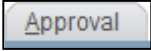


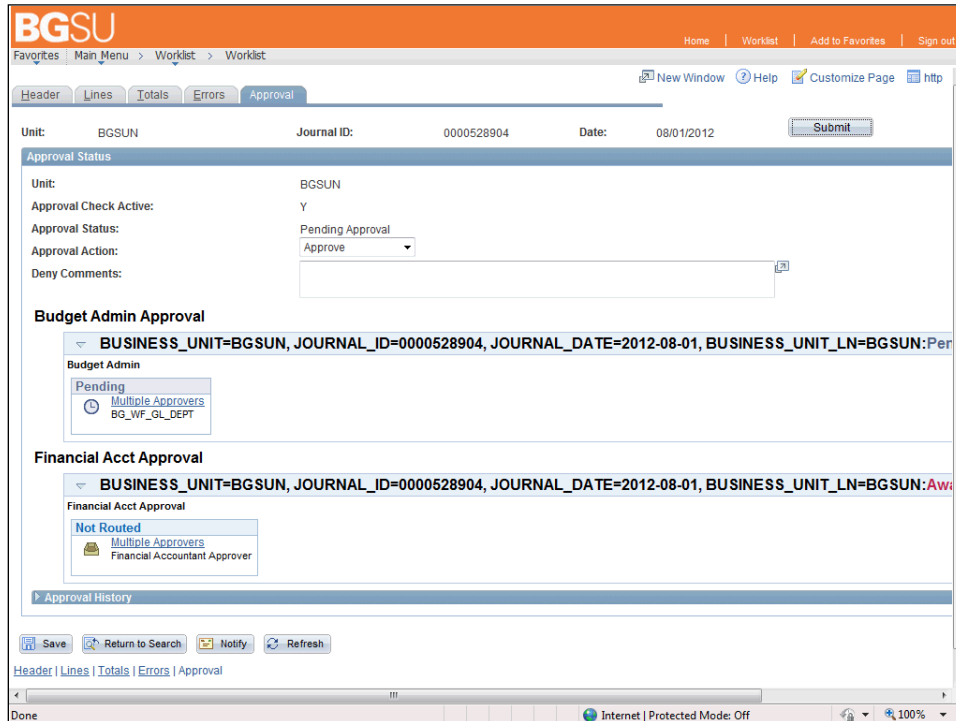
Step	Action
6.	The FMS home page appears. You will next view journal entries that require your attention. Click the Worklist link. <input type="button" value="Worklist"/>



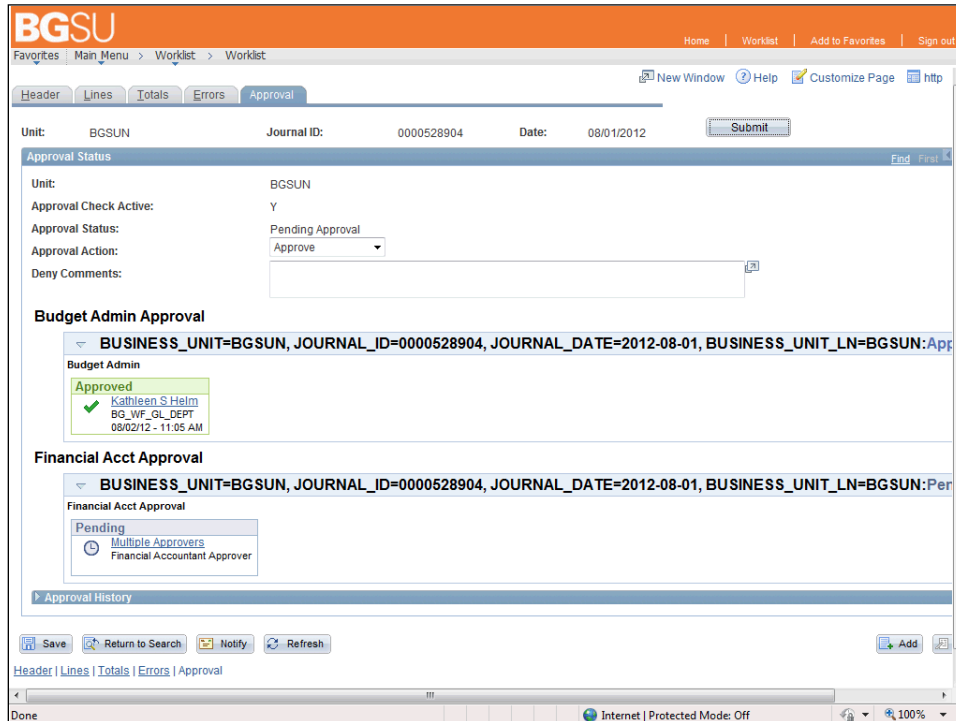
Step	Action
7.	<p>The Worklist page shows items in FMS that need action from you to continue forward in the business workflow. This includes evaluating journal entries for approval.</p> <p>The Link column shows information such as Journal ID and Journal Date for each journal awaiting your action. Click on a link in this column to view the corresponding journal.</p> <p>In this exercise, of the journal entries displayed, you will evaluate the first journal listed: 0000528904.</p> <p>Click the link starting with "GLJournalApproval, 12".</p>




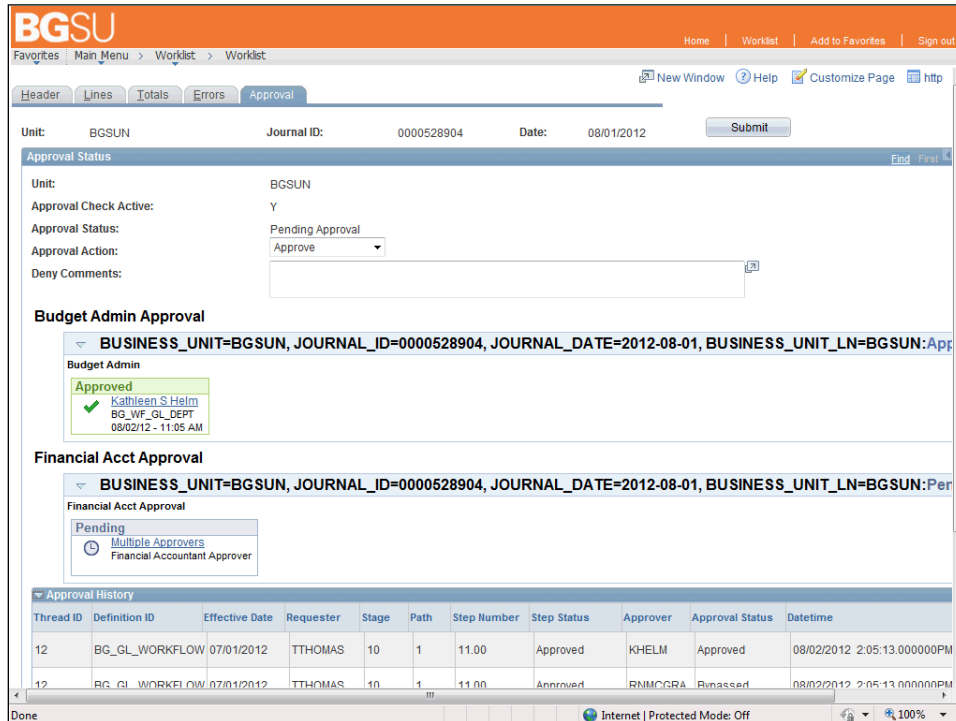
Step	Action
8.	The selected journal is shown. Examine the journal, checking that the chartfields make sense in combination with each other and for the purpose of the journal. For instance, is the Department correct in each line? Since this is a budget transfer, is the Account the same in the debit line and the credit line?
9.	Some fields of the journal lines are currently off screen. Scroll in order to examine those fields. Click the scrollbar.
10.	As this journal is for a budget transfer, make sure that one line is a debit and another line is a credit and that one amount is the negative of the other amount.
11.	To approve this journal entry you must go to the Approval page. Click the Approval tab. 




Step	Action
12.	<p>The Approval page is displayed. The current Approval Status is Pending Approval since this journal is awaiting approval by a budget administrator.</p> <p>The bottom part of this section shows that the journal is awaiting approval by both a budget administrator and a financial accountant.</p>
13.	<p>Observe that the Approval Action defaults to Approve, which is the desired selection for approving a journal.</p>
14.	<p>You are now ready to approve the journal entry.</p> <p>Click the Submit button.</p> <div data-bbox="391 1381 573 1430" style="border: 1px solid black; padding: 2px; display: inline-block;"> <p style="text-align: center; margin: 0;">Submit</p> </div>



Step	Action
15.	The request has been approved. In the Budget Admin Approval section, the status has changed from Pending to Approved .
16.	<p>A list of previous and upcoming approvals is available in the Approval History section.</p> <p>Click the Expand section button.</p> 



Step	Action
17.	<p>The Approval History section lists approvals that are required for this journal entry.</p> <p>Observe that the Approval Status for this step is Approved.</p>
18.	<p>You have finished approving a journal entry.</p> <p>For purposes of this exercise you will sign out of the FMS system.</p> <p>Click the Sign out link.</p> <p></p>
19.	<p>Congratulations!! You now know how to approve a journal entry.</p> <p>End of Procedure.</p>