

FMSv9.1

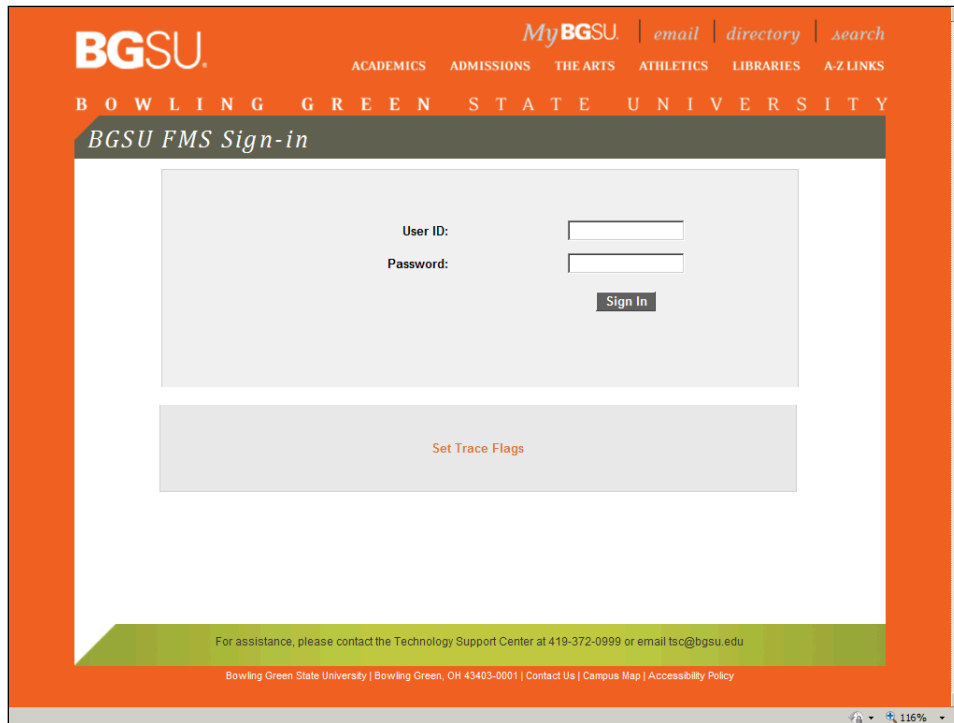
Deny and Delete Journal Entry

Procedure

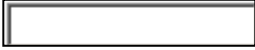

Requesters submit journal entries to budget administrators for approval. In some situations the budget administrator may **deny** approval then **delete** the journal so it may not be used or resubmitted.

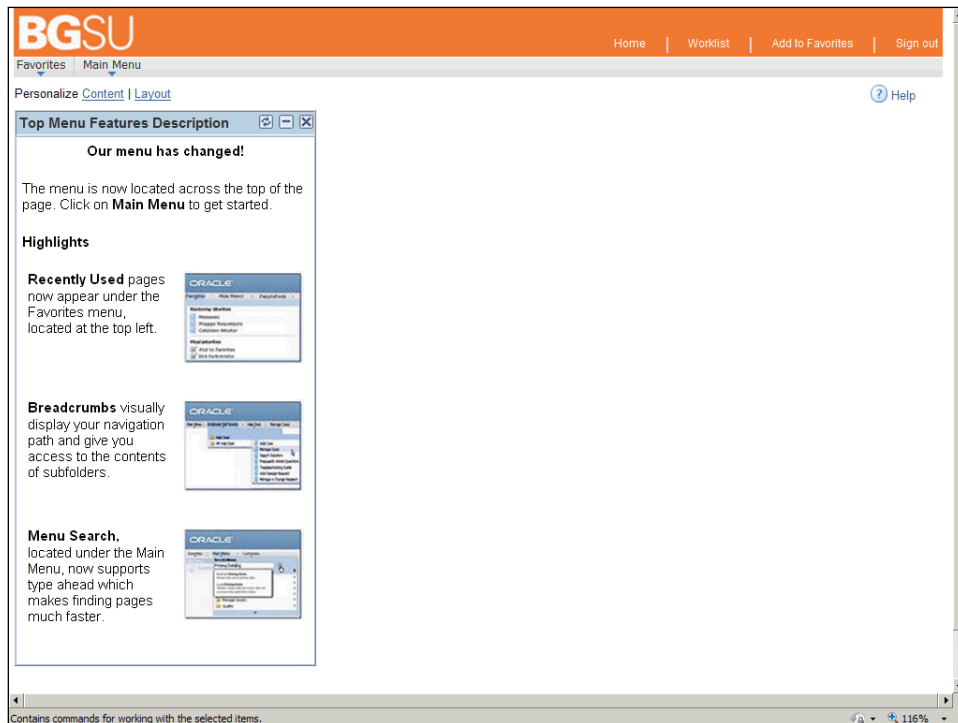
In this topic, you will act as a budget administrator who has received a journal for approval; the charge was applied to the wrong department. You will deny approval and delete the journal.


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.

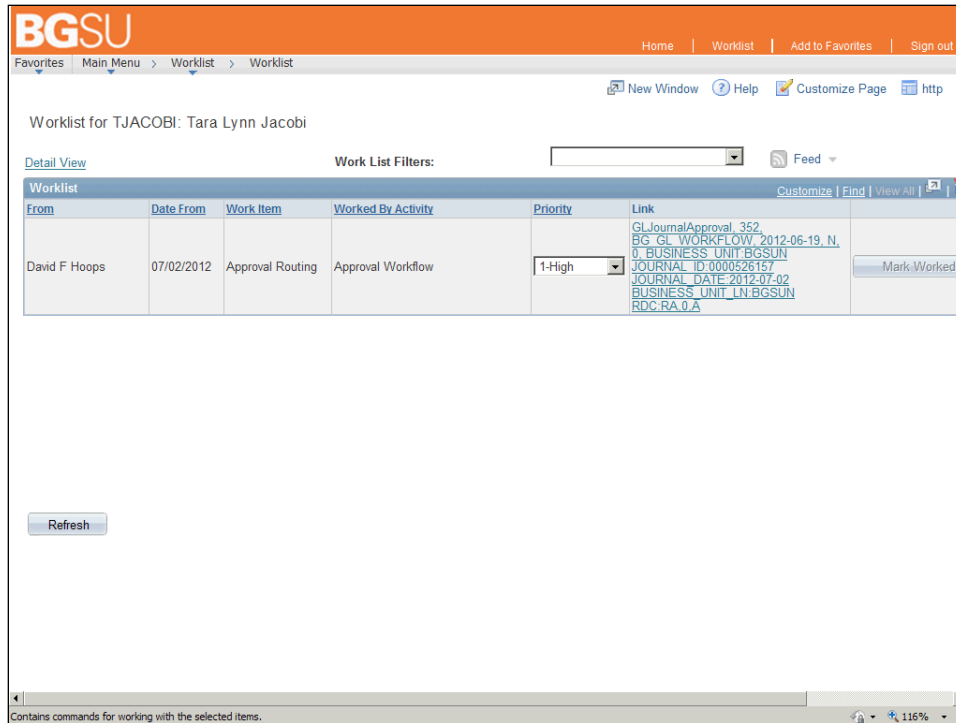


Step	Action
1.	<p>In this exercise, you will start by logging into FMS to view your Worklist.</p> <p>Click in the User ID: field.</p> <input type="text"/>

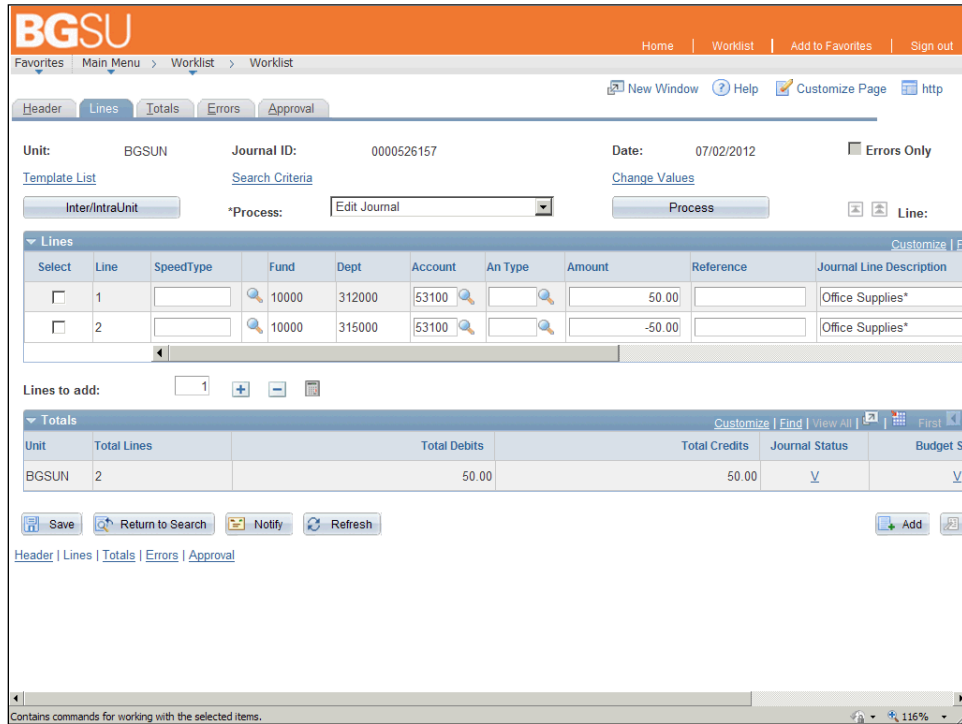
Step	Action
2.	Enter the desired information into the User ID field. Enter " FFALCON ".
3.	After entering your username, you must enter your password. Click in the Password field. 
4.	For this exercise you will enter the password of user FFALCON. Enter " BGSU123! ".
5.	Complete the sign in process. Click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

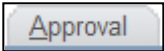


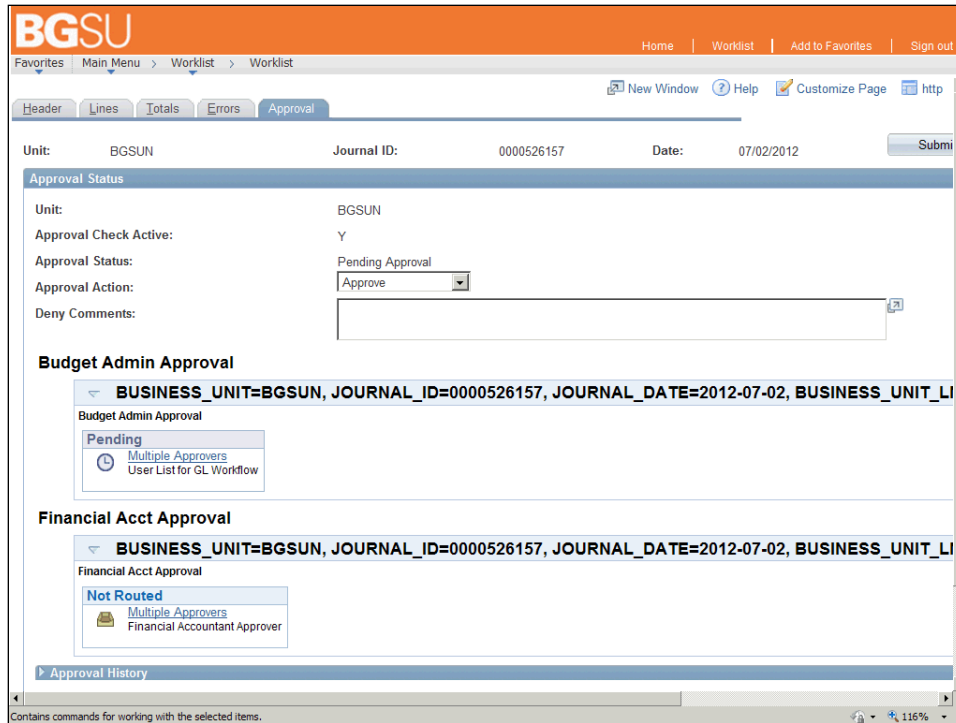
Step	Action
6.	The FMS home page appears. You will next view journal entries that require your attention. Click the Worklist link. 




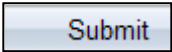
Step	Action
7.	<p>The Worklist page shows items in FMS that need action from you to continue forward in the business workflow. This includes evaluating journal entries for approval.</p> <p>The Link column shows information such as Journal ID and Journal Date for each journal awaiting your action. Click 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: 0000526157.</p> <p>Click the link starting with "GLJournalApproval, 352".</p>

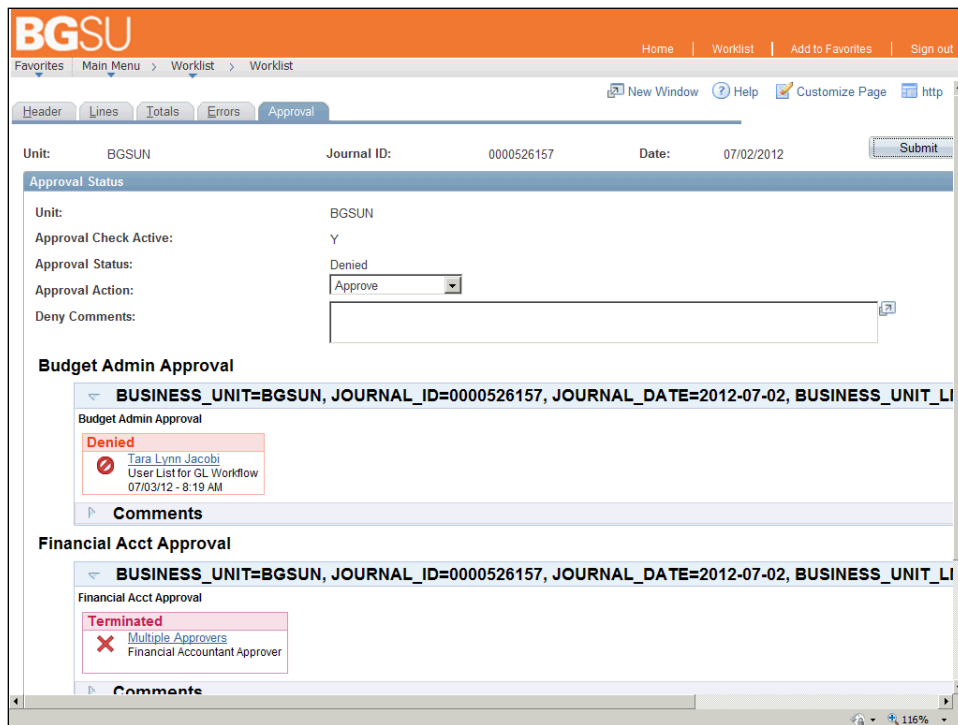


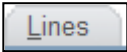
Step	Action
8.	<p>The selected journal is shown. The department being charged, 312000, is incorrect; a different department will be incurring the charge.</p> <p>You will deny this journal then delete it.</p>
9.	<p>To deny this journal entry you must go to the Approval page.</p> <p>Click the Approval tab.</p> <p></p>

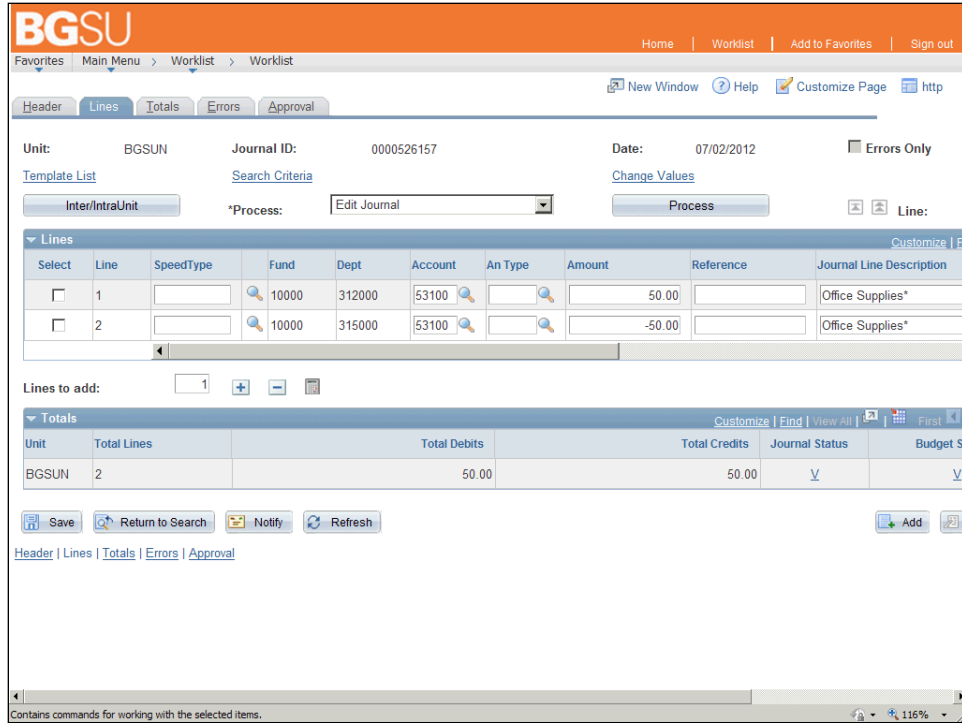




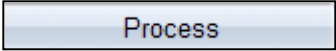

Step	Action
10.	<p>The Approval page is displayed. The current Approval Status is Pending Approval since this journal is awaiting approval by a budget administrator.</p> <p>The bottom part of this section shows that the journal is awaiting approval by both a budget administrator and a financial accountant.</p>
11.	<p>To deny this journal, you will select the appropriate Approval Action.</p> <p>Click the Approval Action list.</p> 
12.	<p>Click the Deny list item.</p> 
13.	<p>When denying a request, enter a comment so the requester is made aware of what was wrong with the journal and so if the deleted journal is reviewed later there is a record of the reason the journal was deleted.</p> <p>Click in the Deny Comments field.</p>

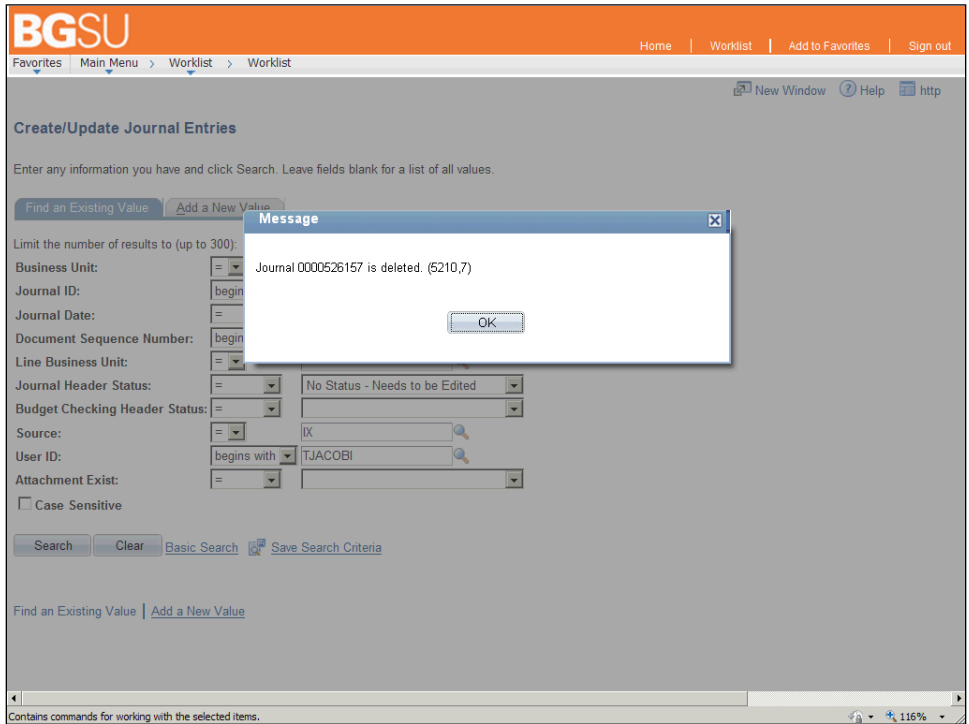
Step	Action
14.	<p>In this exercise, the journal was set up incorrectly and needs to be recreated with the correct speedchart. Enter a comment that states this.</p> <p>Enter "This journal is invalid and has been removed from the system. Please re-enter journal using the speedchart 100101OPER".</p>
15.	<p>The final step of denying the request is to submit the approval action.</p> <p>Click the Submit button.</p> 




Step	Action
16.	<p>The request has been denied. In the Budget Admin Approval section, the status has changed from Pending to Denied.</p>
17.	<p>To delete this journal, you must navigate to the Lines page.</p> <p>Click the Lines tab.</p> 



Step	Action
18.	The option for deleting a journal is in the Process drop-down. Click the Process list. 
19.	Click the Delete Journal list item. 
20.	Complete the deletion of this journal. Click the Process button. 
21.	You are asked to confirm that you actually want to delete the journal. Click the Yes button. 



Step	Action
22.	A confirmation message is displayed stating that the journal has been deleted. Click the OK button. 

BGSU Home | Worklist | Add to Favorites | Sign out

Favorites Main Menu > Worklist > Worklist

New Window Help http

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Limit the number of results to (up to 300): 300

Business Unit: [dropdown] BGSUN

Journal ID: [dropdown] begins with [input]

Journal Date: [dropdown] [input]

Document Sequence Number: [dropdown] begins with [input]

Line Business Unit: [dropdown] [input]

Journal Header Status: [dropdown] No Status - Needs to be Edited

Budget Checking Header Status: [dropdown] [input]

Source: [dropdown] IX

User ID: [dropdown] begins with TJACOBI

Attachment Exist: [dropdown] [input]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

Step	Action
23.	You are returned to the journal entry search page. You may search for another journal to work on or navigate to another page.
24.	<p>You have finished denying approval of 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>Sign out</p>
25.	<p>Congratulations!! You now know how to deny approval of a journal entry and delete that journal.</p> <p>End of Procedure.</p>