## FMSv9.1

## Deny & Resubmit Journal Entry

## Procedure

Requesters submit journal entries to budget administrators for approval. In some situations the budget administrator may **deny** approval but allow for the requester to correct and **resubmit** the journal.

In this topic, you will act as a budget administrator who has received a journal for approval; the lines in this journal reference the wrong account code. You will deny approval and provide an opportunity for the requester to submit the journal for approval after correcting 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.

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	Set Trace Flags
For assistance, p	please contact the Technology Support Center at 419-372-0999 or email tsc@bgsu.edu
Bowling Green S	and University   Bowling Green, OH 45405-0001   Contact US   Campus Map   Accessibility Policy

Step	Action
1.	In this exercise, you will start by logging into FMS to view your Worklist. Click in the User ID: field.

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 <b>Password</b> 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.

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Our menu has changed!	
The menu is now located across the top of the page. Click on <b>Main Menu</b> to get started.	
Highlights	
Recently Used pages now appear under the Favorites menu, located at the top left.	
Breadcrumbs visually display your navigation path and give you access to the contents of subfolders.	
Menu Search, located under the Main Menu, now supports type ahead which makes finding pages much faster.	
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Step	Action
6.	The FMS home page appears.
	You will next view journal entries that require your attention.
	Click the <b>Worklist</b> link.

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Step	Action
7.	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.
	The <b>Link</b> column shows information such as <b>Journal ID</b> and <b>Journal Date</b> for each journal awaiting your action. Click on a link in this column to view the corresponding journal.
	In this exercise, of the journal entries displayed, you will evaluate the first journal listed: <b>0000526156</b> .
	Click the link starting with "GLJournalApproval, 351".

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Step	Action
8.	The selected journal is shown. The <b>Account</b> that was entered by the requester is <b>53100</b> . In this case, the Account should be <b>53400</b> .
	You will deny this journal and explain to the requester that the account number is incorrect.
9.	To deny this journal entry you must go to the <b>Approval</b> page.
	Click the Approval tab.

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Step	Action
10.	The <b>Approval</b> page is displayed. The current <b>Approval Status</b> is <b>Pending</b> <b>Approval</b> since this journal is awaiting approval by a budget administrator. The bottom part of this section shows that the journal is awaiting approval by both a budget administrator and a financial accountant.
11.	To deny this journal, you will select the appropriate <b>Approval Action</b> . Click the <b>Approval Action</b> list.
12.	Click the <b>Deny</b> list item. Deny
13.	<ul><li>When denying a request, enter a comment so the requester is made aware of what was wrong with the journal and that it may be corrected and resubmitted.</li><li>Click in the <b>Deny Comments</b> field.</li></ul>
14.	In this exercise, the Account number on the journal was <b>53100</b> but should have been <b>53400</b> . Enter a comment that states this. Enter " <b>Please correct the account code to 53400 and resubmit for approval</b> ".

Step	Action
15.	The final step of denying the request is to <b>submit</b> the approval action.
	Click the <b>Submit</b> button.

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Step	Action
16.	The request has been denied. In the Budget Admin Approval section, the status has changed from <b>Pending</b> to <b>Denied</b> . Click the <b>Expand</b> button.

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Step	Action
17.	Expanding the <b>Comments</b> section causes the comment that you entered to be displayed.
18.	You have finished denying approval of a journal entry. For purposes of this exercise you will sign out of the FMS system. Click the <b>Sign out</b> link. Sign out
19.	Congratulations!! You now know how to deny a journal entry and allow it to be resubmitted for approval. End of Procedure.