

FMSv9.1

Deny & Resubmit Journal Entry

Procedure

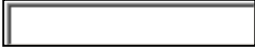

Requesters submit journal entries to budget administrators for approval. In some situations the budget administrator may **deny** approval but allow for the requester to correct and **resubmit** the journal.

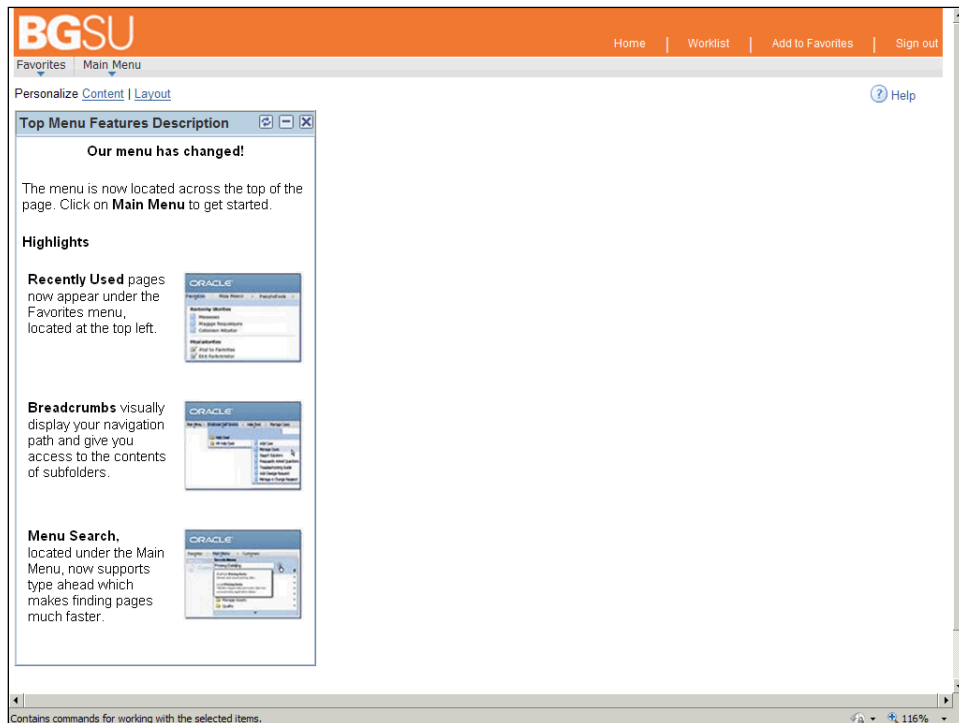
In this topic, you will act as a budget administrator who has received a journal for approval; the lines in this journal reference the wrong account code. You will deny approval and provide an opportunity for the requester to submit the journal for approval after correcting the journal.


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.

The screenshot shows the BGSU FMS Sign-in page. The header includes the BGSU logo and navigation links: MyBGSU, email, directory, search, ACADEMICS, ADMISSIONS, THE ARTS, ATHLETICS, LIBRARIES, and A-Z LINKS. Below the header is the text 'BOWLING GREEN STATE UNIVERSITY' and 'BGSU FMS Sign-in'. The main content area contains a sign-in form with fields for 'User ID:' and 'Password:', a 'Sign In' button, and a 'Set Trace Flags' link. At the bottom, there is a footer with contact information for the Technology Support Center.

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. 
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. 

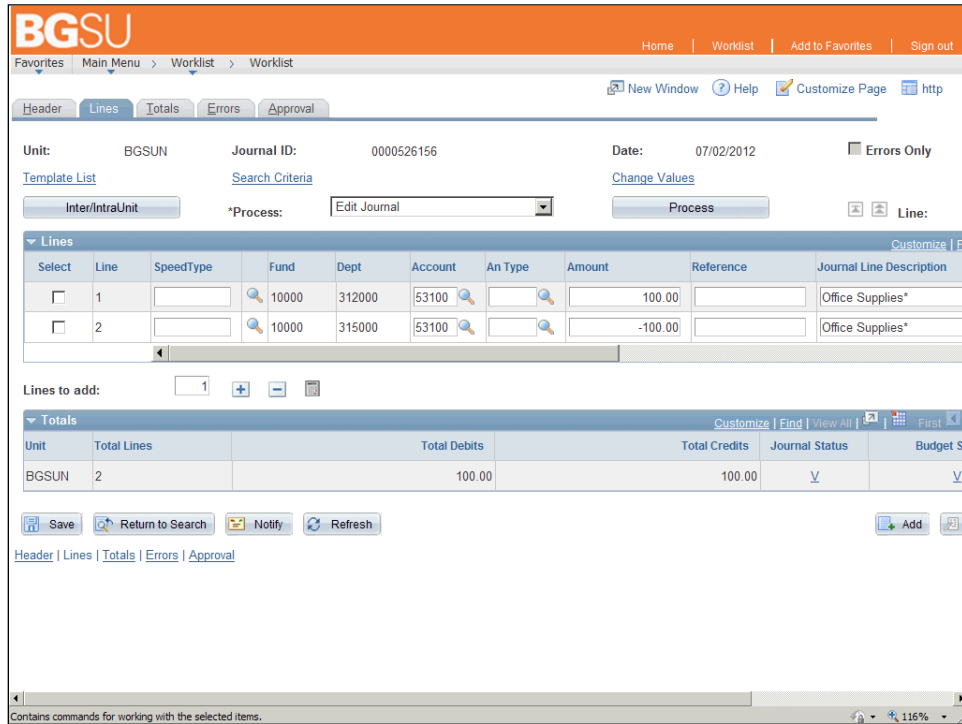
Worklist for TJACOBI: Tara Lynn Jacobi

Work List Filters:

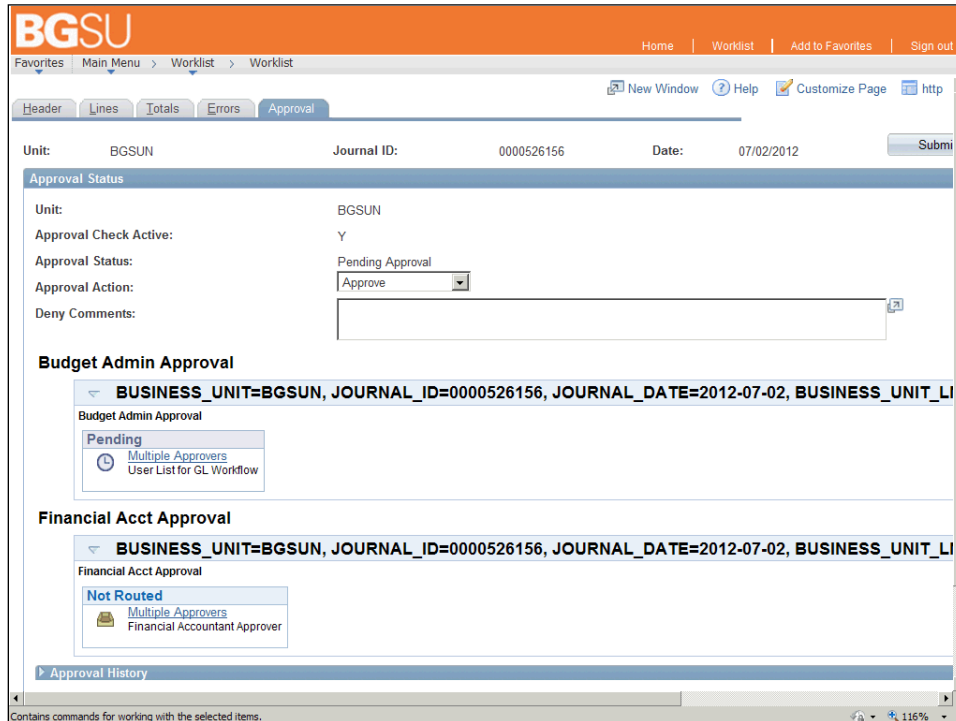
From	Date From	Work Item	Worked By Activity	Priority	Link
David F Hoops	07/02/2012	Approval Routing	Approval Workflow	1-High	GLJournalApproval, 351 BG GL WORKFLOW, 2012-06-19, N, 0, BUSINESS UNIT BGSUN JOURNAL_ID:0000526156 JOURNAL_DATE:2012-07-02 BUSINESS_UNIT_LN:BGSUN RDC:RA:0:A
David F Hoops	07/02/2012	Approval Routing	Approval Workflow	1-High	GLJournalApproval, 352 BG GL WORKFLOW, 2012-06-19, N, 0, BUSINESS UNIT BGSUN JOURNAL_ID:0000526157 JOURNAL_DATE:2012-07-02 BUSINESS_UNIT_LN:BGSUN RDC:RA:0:A



Refresh

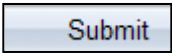
Step	Action
7.	<p>The Worklist page shows items in FMS that need action from you to continue forward in the business workflow. This includes evaluating journal entries for approval.</p> <p>The Link column shows information such as Journal ID and Journal Date for each journal awaiting your action. Click 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: 0000526156.</p> <p>Click the link starting with "GLJournalApproval, 351".</p>

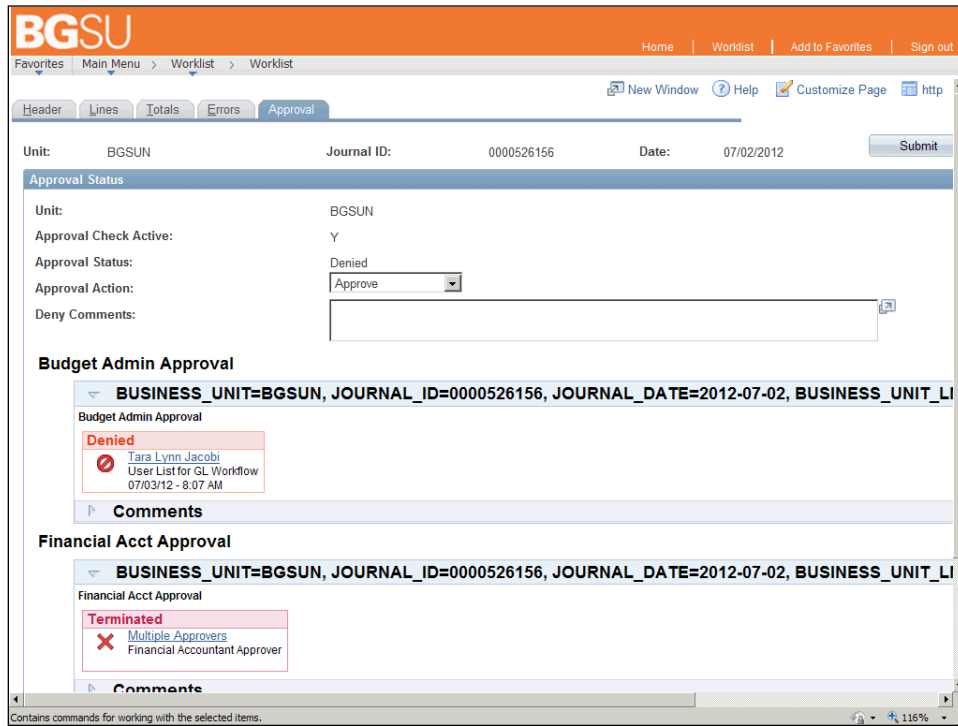



Step	Action
8.	<p>The selected journal is shown. The Account that was entered by the requester is 53100. In this case, the Account should be 53400.</p> <p>You will deny this journal and explain to the requester that the account number is incorrect.</p>
9.	<p>To deny this journal entry you must go to the Approval page.</p> <p>Click the Approval tab.</p> <div data-bbox="391 1297 553 1352" style="border: 1px solid gray; padding: 2px; display: inline-block;">Approval</div>

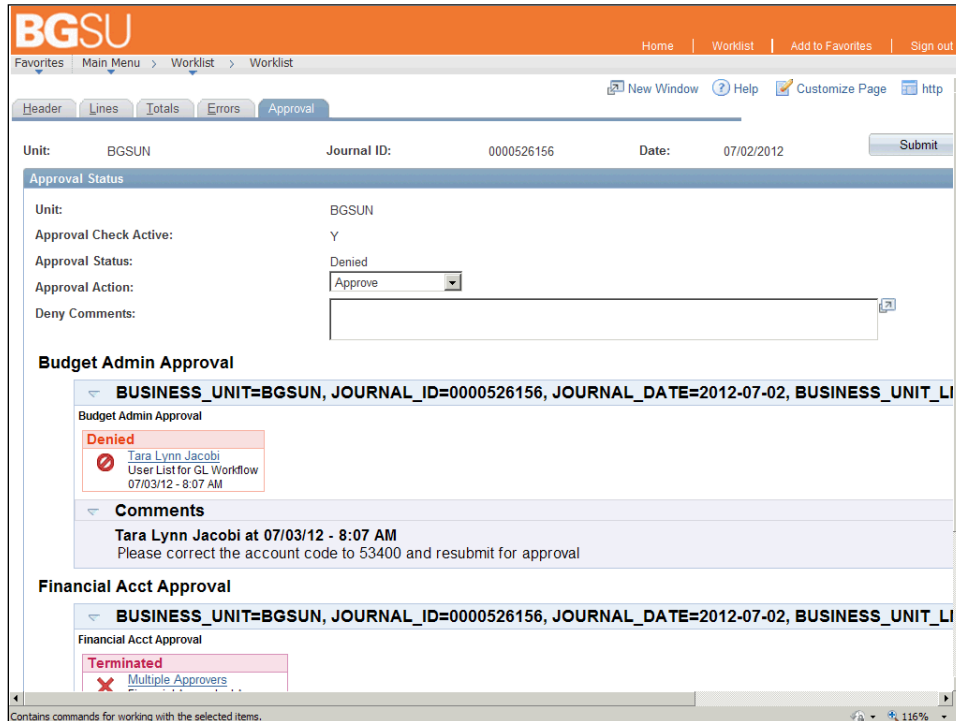


Step	Action
10.	<p>The Approval page is displayed. The current Approval Status is Pending Approval since this journal is awaiting approval by a budget administrator.</p> <p>The bottom part of this section shows that the journal is awaiting approval by both a budget administrator and a financial accountant.</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 that it may be corrected and resubmitted.</p> <p>Click in the Deny Comments field.</p>
14.	<p>In this exercise, the Account number on the journal was 53100 but should have been 53400. Enter a comment that states this.</p> <p>Enter "Please correct the account code to 53400 and resubmit for approval".</p>

Step	Action
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> <p>Click the Expand button.</p> 



Step	Action
17.	Expanding the Comments 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 Sign out 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.