




Approve Individual Journal Entry

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Approve Individual Journal Entry 3

Approve Individual Journal Entry

If a *Journal Entry* is created by a *Journal Entry Group* for which you are an approver, you may need to approve the journal entry before it can be posted to the general ledger in the system. You may approve or deny any journal entry request sent for your approval. If you choose to approve it, the journal entry is sent to the next approval level for further approval, or it is put into B - Batch status if you are the final approver so it can be batch updated to finalize the accounting. If you choose to deny the journal entry, the status changes to AD - Approval Denied, and the individual who entered the journal entry may be informed of the denial depending on your organization's journal entry message settings.


1. Select  > **Administrative Access** > **Account**.
2. Select **My Journal Entry Approvals** under *Features*.

Step Information

You see the *My Journal Entry Approvals* screen, which displays a list of *Journal Entry* requests for which you are an approver.

3. Verify you are in the correct *District* by checking the information at the top left of the screen.
4. Verify you have the correct Filter selected.

Step Information

If you wish to change the filter, click the  icon and select the filter you wish to apply. The selected filter carries through to the workflow screen.

The Assigned filter shows you requests that are waiting on you for approval.

The Available filter shows you requests that will be coming to you in the future, but are currently waiting on a lower-level approver. Additionally, the filter also includes all requests you have where you are the alternate approver for an approval task.

The Assigned/Available filter shows you all requests that are waiting on you for approval, all requests that will be coming to you in the future, and all requests you are the alternate approver for.

5. Click **Approve/Deny** to the left of the journal entry you wish to review.

Expected Result

You see the *Journal Entry Approval* screen, which displays information about the entry, as well as areas for approval or denial comments, journal entry details, and the account summary. piem

6. Complete the appropriate fields.

- a. Under the *Journal Entry* heading, verify the journal entry information is correct.

Step Information

This information defaults from the journal entry record and cannot be modified.

If necessary, you can [add attachments](#).


If you do not wish to add an attachment, continue to the next sub-step.

- b. Under the *Journal Entry Detail* heading, verify the journal entry detail information is correct.

Step Information

This information defaults from the journal entry detail record, but can be modified if necessary. If you wish to make changes to the journal entry details, continue to the next sub-step.

If you do not wish to make changes to the journal entry details, skip to [sub-step g](#).

- c. Click the  icon to the left of the detail you wish to modify.

Expected Result

The *Journal Entry Detail Details* screen opens in a new browser tab.

- d. Update the fields you wish to modify.

- e. Click **Save & Back** near the top left of the screen to save your work.

Step Information

You would only click **Save Changes** if you wished to remain on the screen.

Expected Result

You return to the *My Journal Entry Approvals* screen.

- f. Click **Approve/Deny** to the left of the journal entry you updated.

Expected Result

You see the *Journal Entry Approval* screen, which displays the journal entry details you updated.

- g. Under the *Approval/Denial* heading, enter one or more Approve/Deny Comments if appropriate.

Step Information

You are required to enter a comment when you deny a journal entry. You have the option of adding a comment when you approve a journal entry, but it is not required.

7. Select one of the options at the top left of the screen to approve or deny the journal entry.

Option	Description
Approve	If the journal entry request needs to be approved by someone else in the approval chain, the status does not change. If you are the final approver, however, the journal entry status changes to B - Batch status and you return to the <i>My Journal Entry Approvals</i> screen.
Deny	The journal entry is denied and changes to a status of AD - Approval Denied. Depending on your organization's journal entry request message settings, the creator of the journal entry may receive a notification that it was denied. You return to the <i>My Journal Entry Approvals</i> screen.