SW GL333: Approving Journals

Web Based Training

Rev 06/05/2014

Welcome

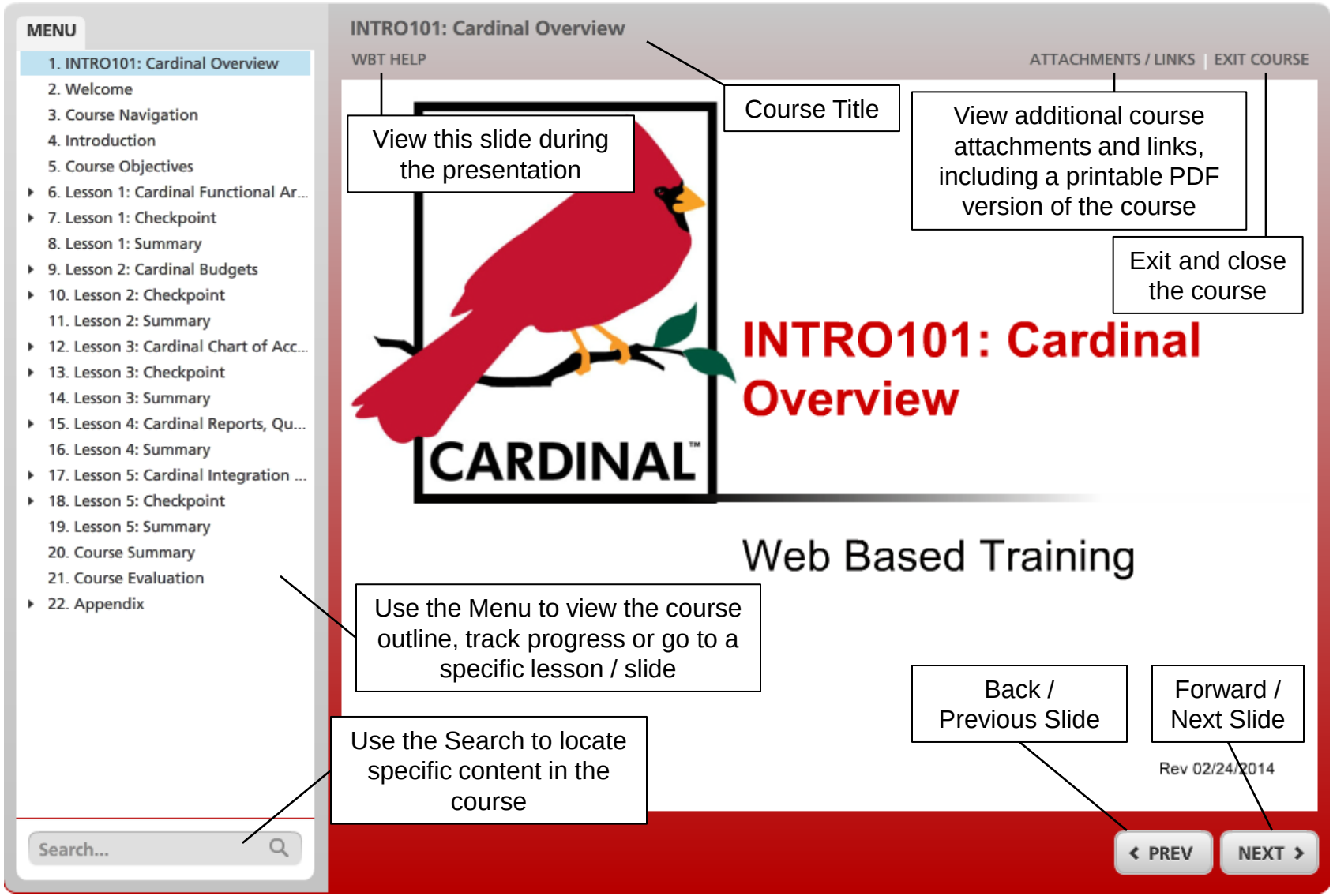
Welcome to Cardinal Training!

This training provides employees with the skills and information necessary to use Cardinal. It is not intended to replace existing Commonwealth and/or agency policies.

In this course, we will show you how to approve / deny a Journal in Cardinal.

These training materials include diagrams, charts, screenshots, etc., that clarify various Cardinal tasks and processes. The screenshots are taken from Cardinal and show pages that not all users can access. They are included here so you can see how your specific responsibilities relate to the overall transaction or process being discussed. See your Agency Security Handbook for a list of available roles and descriptions.

Course Navigation



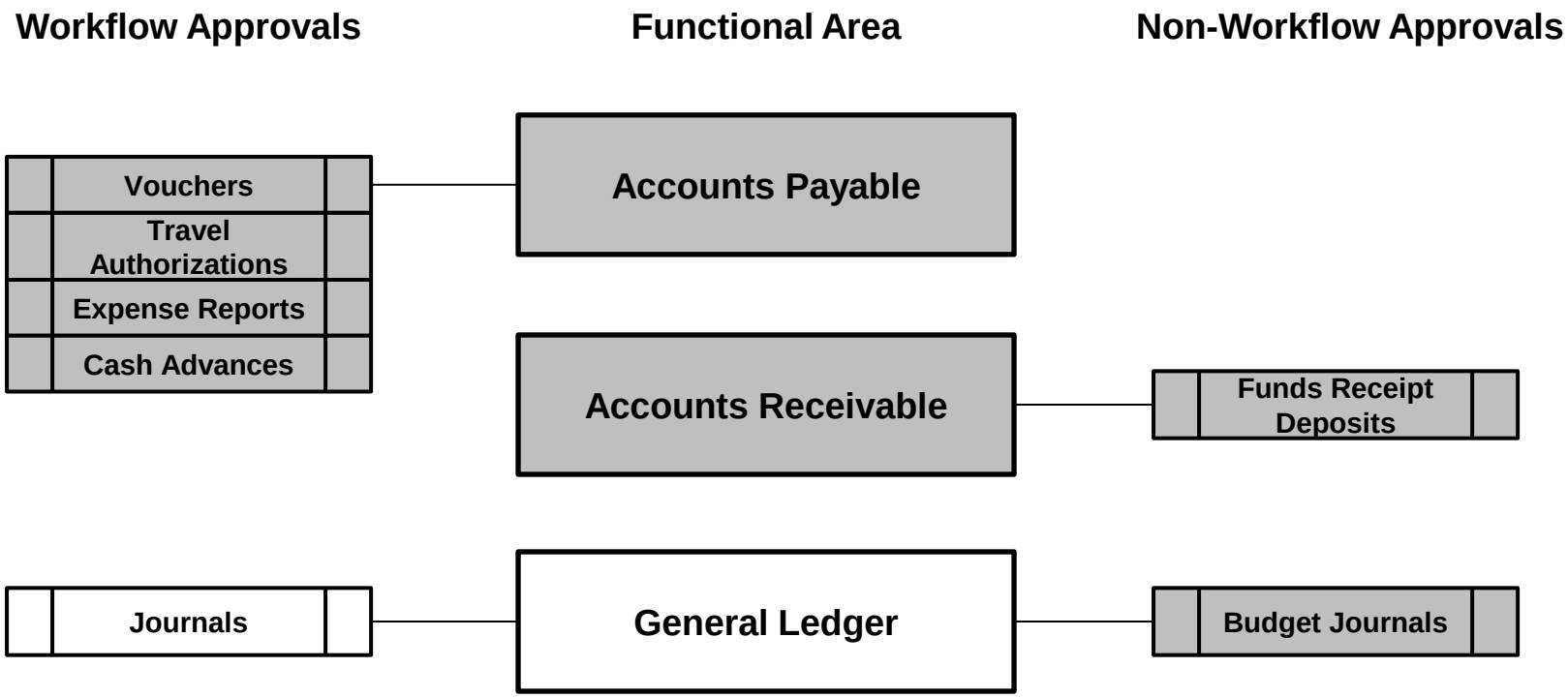
Course Objectives

After completing this course, you will be able to:

- Understand journal sources
- Understand pooled approvals and how they work
- Approve journals
- Deny journals

Introduction

This course will focus on Journal Approvals.



Journal Approval Overview

Journals requiring agency approval in General Ledger include:

- Journals entered online in the General Ledger module
- Spreadsheet Journals

Journals not requiring approval in General Ledger include:

- Journals from Accounts Payable, Expenses and Accounts Receivable
  - These journals are pre-approved in their module. As a result, they do not need to be approved again in General Ledger.
- Journals from CIPPS
- Interfaced Journals
  - Interfaced journals only require agency approval online if they are updated online after being uploaded into Cardinal

Journal Approval Overview (continued)

A request for approval is triggered once a journal successfully completes the edit and budget check processes (either online or batch) and the user manually clicks submit.

Cardinal notifies you of Journals requiring your approval via your **Worklist**. Check your worklist frequently (at least daily) for journals requiring your approval.

Pooled Approval

Journal approvers are part of a pooled approvers list at each level of approval. A journal that requires approval is directed to all of the approvers in that pool; the journal approval appears on all of their worklists.

Any approver in the pool can take action on the journal. When one of the approvers completes an action on the journal, it is removed from all of the approvers' worklists since it has been worked.

Journal Approvals

Required and conditional approvals for journals include:

Required Approval:

- **Agency GL Journal Approval:** This approval is required for all journals based on the **Business Unit** and **Department**.

  In Cardinal, each agency and each petty cash account is assigned a unique **Business Unit**.

  The **Department** assigned to the **User ID** determines how the transaction is routed.

- Journals entered online for **Agency to Agency** (**ATA**) transactions route based on **Business Unit**.

Journal Approvals Routing Order	
Agency GL Journal Approval	Required
DOA Approval – Capital Outlay (DOA PreAudit)	Conditional
DOA Approval – Legal Services (DOA PreAudit)	Conditional

Journal Approvals (continued)

Conditional Approvals:

- **DOA Approval – Capital Outlay**: This approval is required if the **Program Code** begins with **998** and the Summary Project is not exempt (**Capital Outla**y **Projects** has not received their environmental impact study).

- **DOA Approval – Legal Services:** This approval is required if the **Account** on the journal is **5012430.**

Journal Approvals Routing Order	
Agency GL Journal Approval	Required
DOA Approval – Capital Outlay (DOA PreAudit)	Conditional
DOA Approval – Legal Services (DOA PreAudit)	Conditional

Journal Approvals (continued)

As a Journal Approver, you can either approve or deny a journal. If you deny a journal, Cardinal sends both an email and a worklist notification to the Journal Processor. The Journal Processor can either delete the journal or correct it. If corrected, the Journal Processor submits the journal again for your approval after it passes edit and budget check.

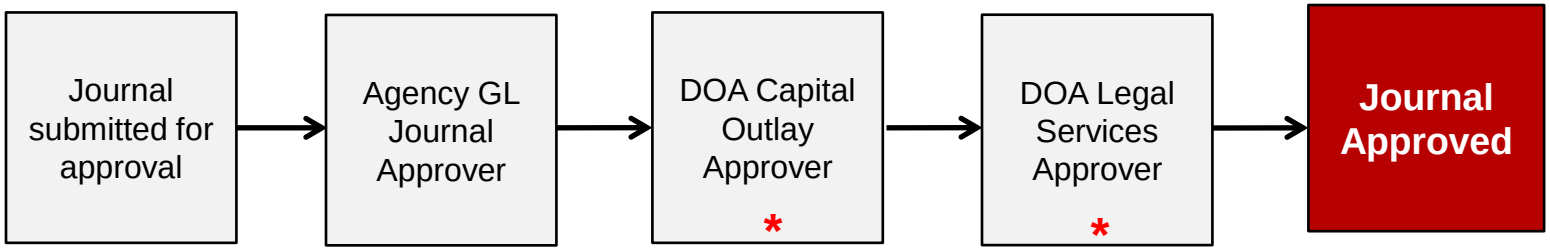
Cardinal does not escalate unaddressed approval items in General Ledger. If you do not approve or deny a journal, it stays on your worklist indefinitely. Cardinal does not route it to another approver. On the **Create/Update Journal Entries** page (**Find** tab), you can use the **Journal Header Status** to locate journals not posted.

Budget journals do not require formal approval in Cardinal. Budget Approvers review budget journals and post them to the General Ledger.

Journal Approval Workflow Routing

All journals entered or updated online go through the full approval workflow.

This diagram shows the approval workflow routing for journals:



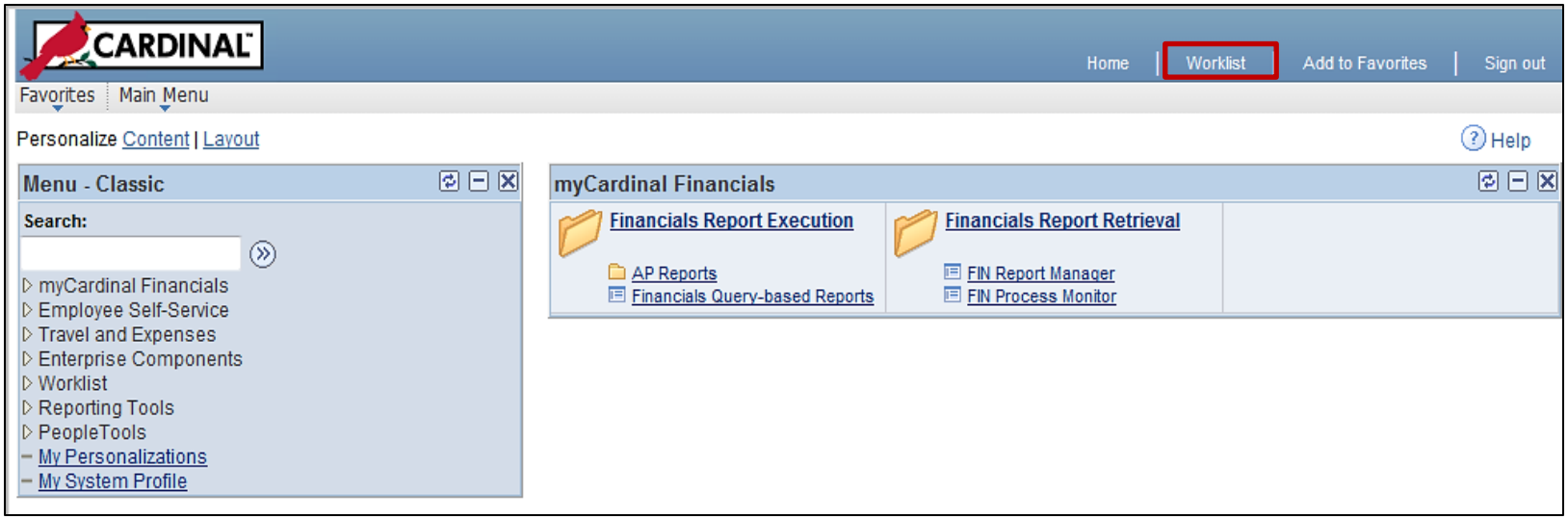
Legend: * Indicates conditional approval level

Interfaced journals that have not been updated online only go through workflow if one or more of the conditional approvals is required.

Journal Approval Steps

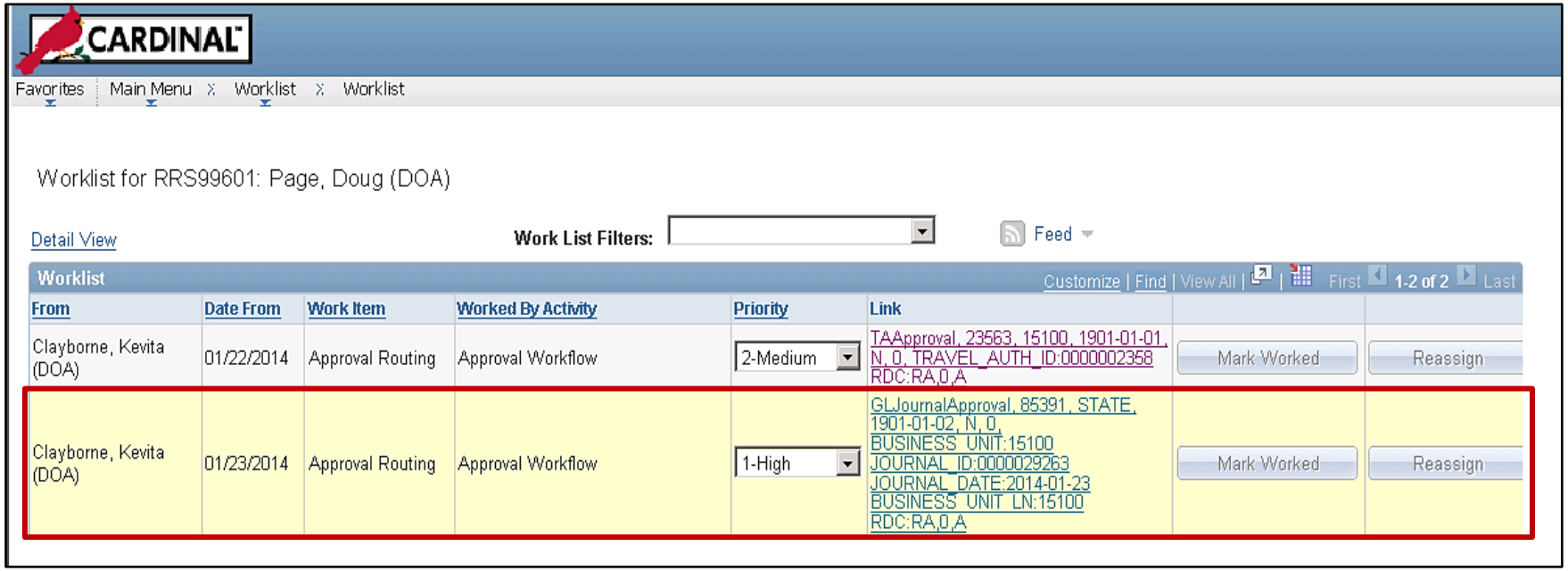
Journals are approved on the **Journal Approval** page. You can access this page by using the **Worklist** link on the Cardinal Home page or by direct navigation.

To access the **Journal Approval** page via the worklist, click the **Worklist** link located at the top of the **Home** page.



Journal Approval Steps (continued)

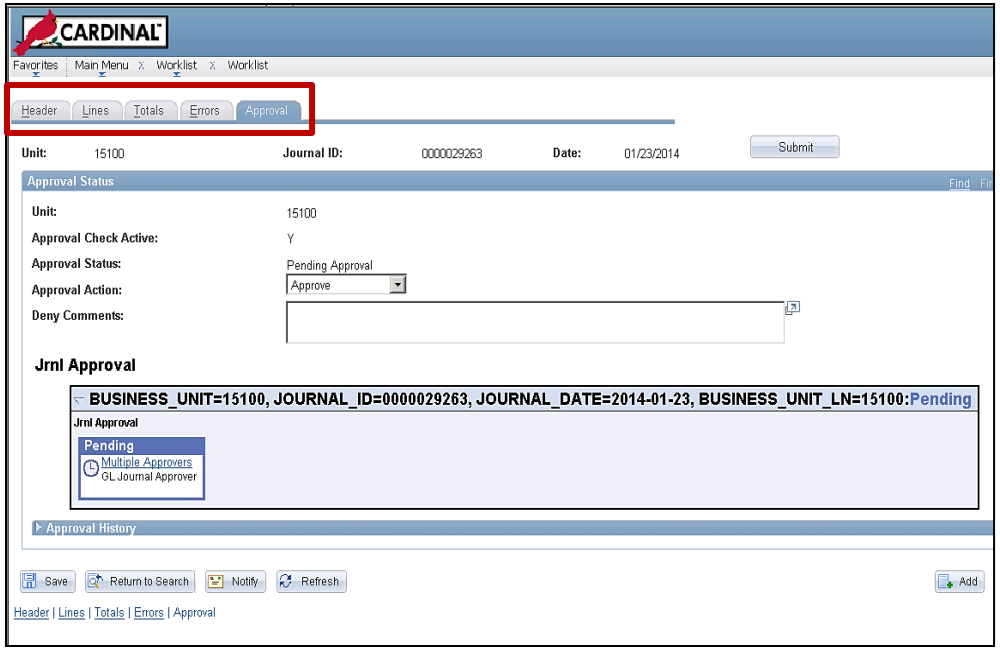
The **Worklist** page displays. Click the hyperlink for the journal that you wish to approve.



Journal Approval Steps (continued)

This opens the approval page for the journal you selected. Review the journal details before approving:

- On the **Header** tab (default tab when the page opens), review the journal header information.
- Click the **Lines** tab to review the journal line information.
- Click the **Totals** tab to review the Control and Actual totals.
- Click the **Errors** tab to review any header and line errors.
- Click the **Approval** tab to complete an approval action.



Click the image to enlarge

Journal Approval Steps (continued)

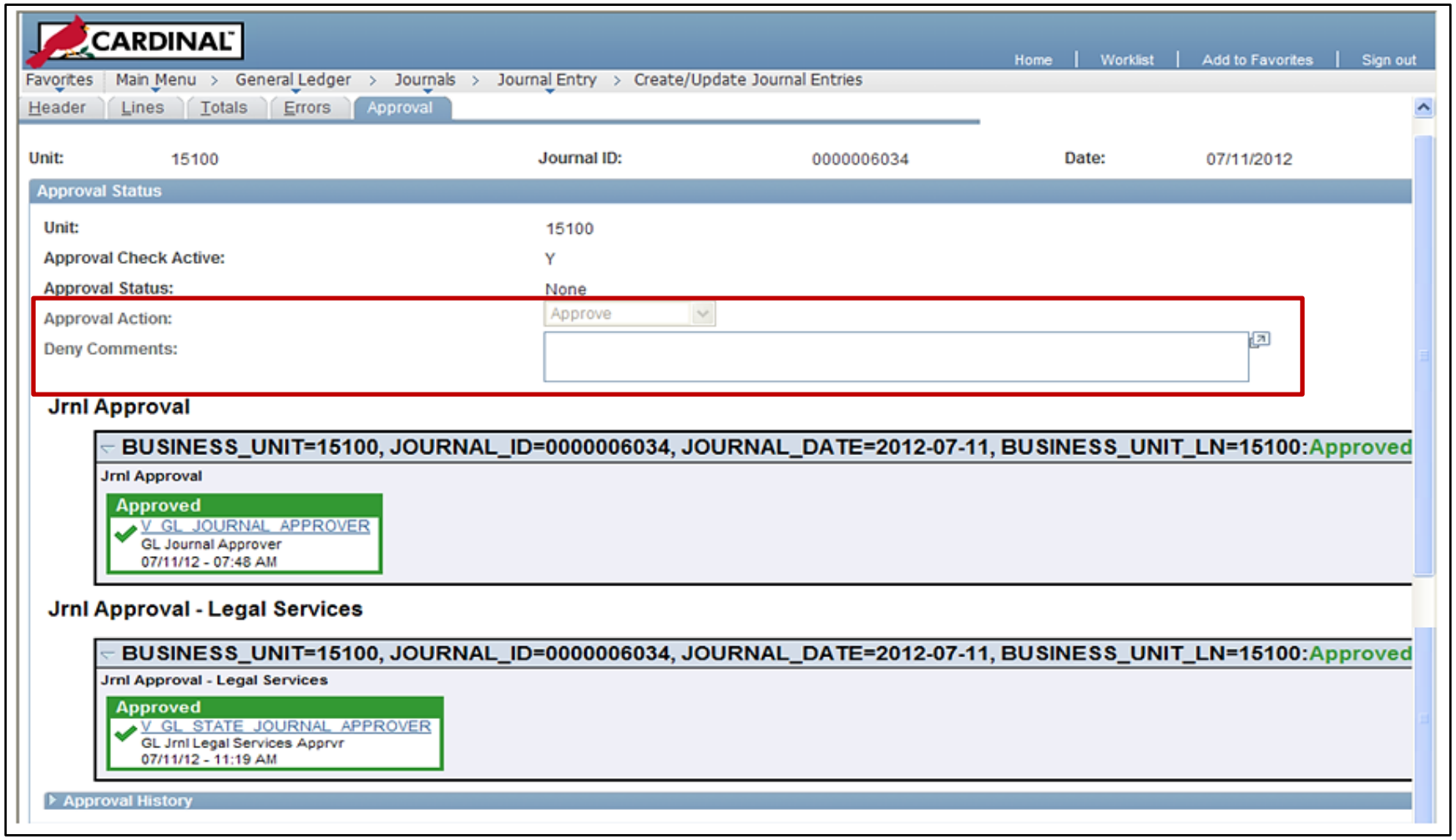
You have two options from the **Approval** tab:

- To approve a journal, click the **Approval Action** drop-down menu, select **Approve**, and click the **Submit** button. Cardinal routes the journal for any conditional approvals that may be needed.

- To deny a journal, click the **Approval Action** drop-down menu, select **Deny**, and click the **Submit** button. If you deny a journal, you must enter comments in the **Deny Comments** field. Cardinal sends an email and a worklist notification to the Journal Processor.

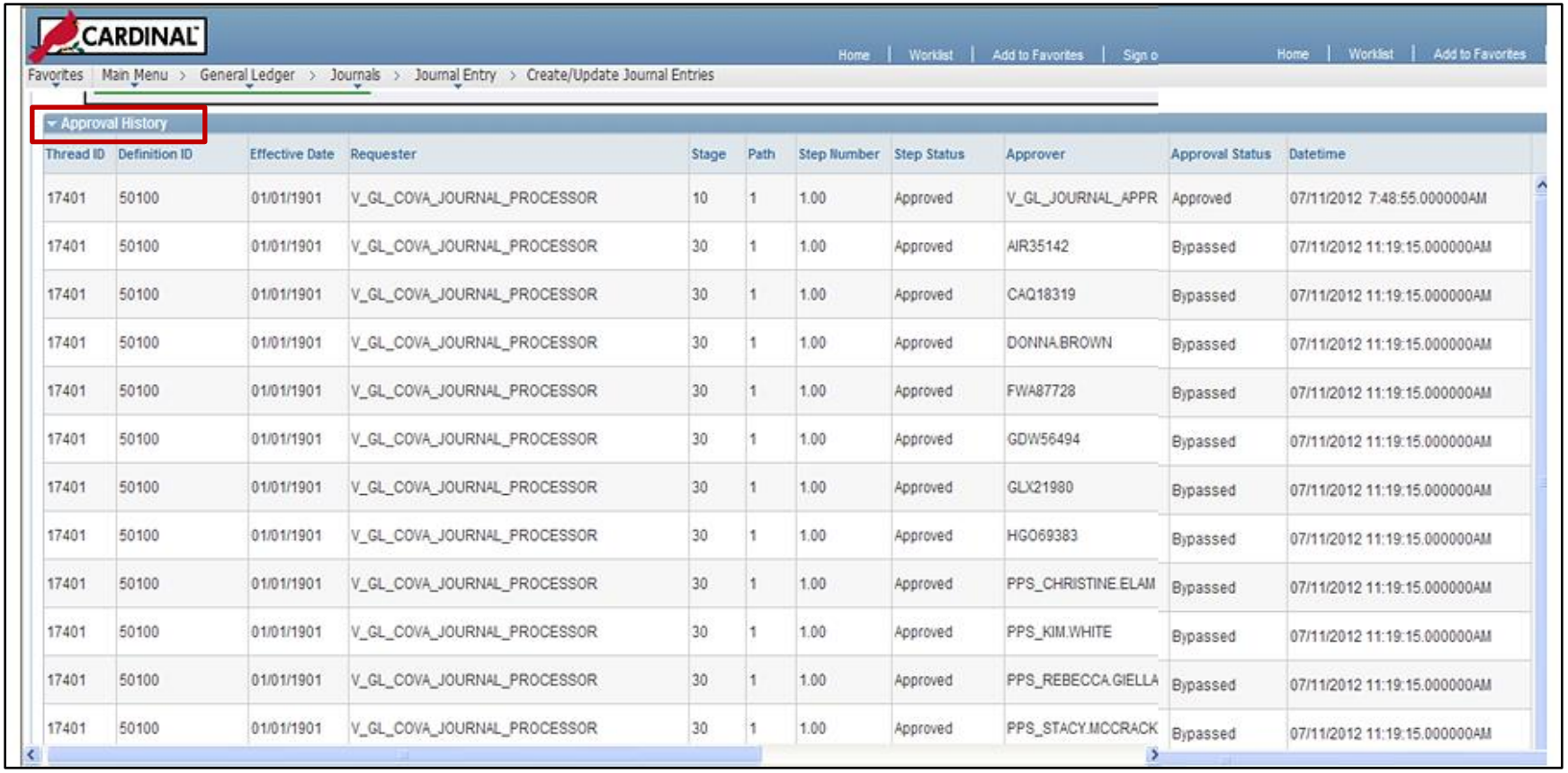
If you **Deny** the journal, the Journal Processor can edit and re-submit if necessary; otherwise the journal should be deleted. Denied journals need to be corrected or deleted to release reserved funds.

Journal Approval Steps (continued)



Approval History

The **Approval History** section of the **Approval Tab** identifies the requestor, approver, approval status, and date / time stamp of the various activities and users involved in the approval process.



Thread ID	Definition ID	Effective Date	Requester	Stage	Path	Step Number	Step Status	Approver	Approval Status	Datetime
17401	50100	01/01/1901	V_GL_COVA_JOURNAL_PROCESSOR	10	1	1.00	Approved	V_GL_JOURNAL_APPR	Approved	07/11/2012 7:48:55.000000AM
17401	50100	01/01/1901	V_GL_COVA_JOURNAL_PROCESSOR	30	1	1.00	Approved	AIR35142	Bypassed	07/11/2012 11:19:15.000000AM
17401	50100	01/01/1901	V_GL_COVA_JOURNAL_PROCESSOR	30	1	1.00	Approved	CAQ18319	Bypassed	07/11/2012 11:19:15.000000AM
17401	50100	01/01/1901	V_GL_COVA_JOURNAL_PROCESSOR	30	1	1.00	Approved	DONNA.BROWN	Bypassed	07/11/2012 11:19:15.000000AM
17401	50100	01/01/1901	V_GL_COVA_JOURNAL_PROCESSOR	30	1	1.00	Approved	FWA87728	Bypassed	07/11/2012 11:19:15.000000AM
17401	50100	01/01/1901	V_GL_COVA_JOURNAL_PROCESSOR	30	1	1.00	Approved	GDW56494	Bypassed	07/11/2012 11:19:15.000000AM
17401	50100	01/01/1901	V_GL_COVA_JOURNAL_PROCESSOR	30	1	1.00	Approved	GLX21980	Bypassed	07/11/2012 11:19:15.000000AM
17401	50100	01/01/1901	V_GL_COVA_JOURNAL_PROCESSOR	30	1	1.00	Approved	HGO69383	Bypassed	07/11/2012 11:19:15.000000AM
17401	50100	01/01/1901	V_GL_COVA_JOURNAL_PROCESSOR	30	1	1.00	Approved	PPS_CHRISTINE.ELAM	Bypassed	07/11/2012 11:19:15.000000AM
17401	50100	01/01/1901	V_GL_COVA_JOURNAL_PROCESSOR	30	1	1.00	Approved	PPS_KIM.WHITE	Bypassed	07/11/2012 11:19:15.000000AM
17401	50100	01/01/1901	V_GL_COVA_JOURNAL_PROCESSOR	30	1	1.00	Approved	PPS_REBECCA.GIELLA	Bypassed	07/11/2012 11:19:15.000000AM
17401	50100	01/01/1901	V_GL_COVA_JOURNAL_PROCESSOR	30	1	1.00	Approved	PPS_STACY.MCCRACK	Bypassed	07/11/2012 11:19:15.000000AM

Journal Approval – Direct Navigation

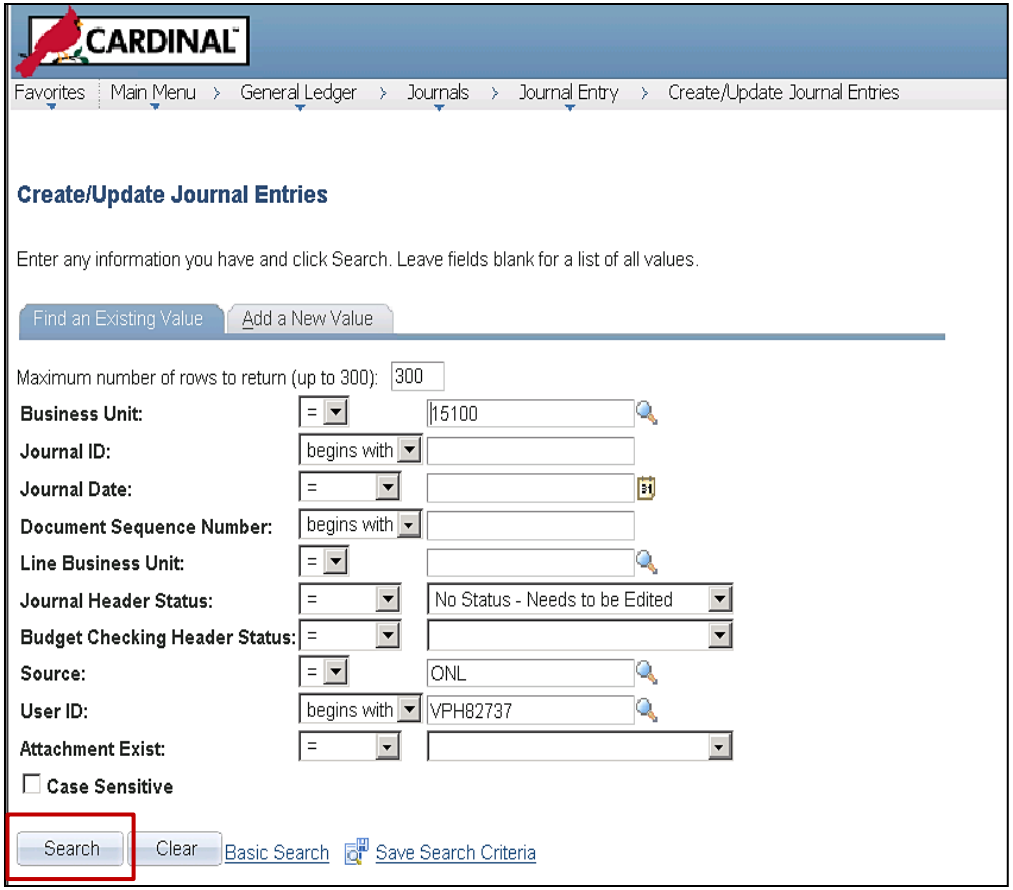
You can also approve a journal by directly navigating to the **Create/Update Journal Entries** page using the following path:

Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Click on the **Find an Existing Value** tab.

Enter the search criteria for the journal you want to approve and then click the **Search** button.

Once the journal displays, the steps to approve are the same as selecting from the worklist.



Checkpoint

Now is your opportunity to check your understanding of the course material. Read the question, select your answer and click **Submit** to see if you chose the correct response.

Which of the following journals require online agency approval(s) in General Ledger:

- ☐ Spreadsheet Journals
- ☐ Journals from the Accounts Payable module
- ☐ Journals entered manually online

Interfaced journals only require agency level approval(s) in Cardinal if the journal is modified or corrected online in Cardinal.

- ○ True
- ○ False

Course Summary

In this lesson, you learned:

- All journals entered or updated online require online approval.
- Interfaced journals only require agency approval in Cardinal if the journal is modified or corrected online in Cardinal.
- Journals can be approved from your **Worklist** or the **Create/Update Journals** page.
- You can approve or deny journals.
- Transactions routed to a pooled worklist can be worked by any approver with that transaction on their worklist. When an approver approves the transaction, it is removed from the other approvers' worklists.
- Journal transactions for Capital Outlay and Legal Services require additional levels of approval.

Course Evaluation

Congratulations! You have completed the **GL333: Approving Journals** course. Please use the evaluation link to assess this course.

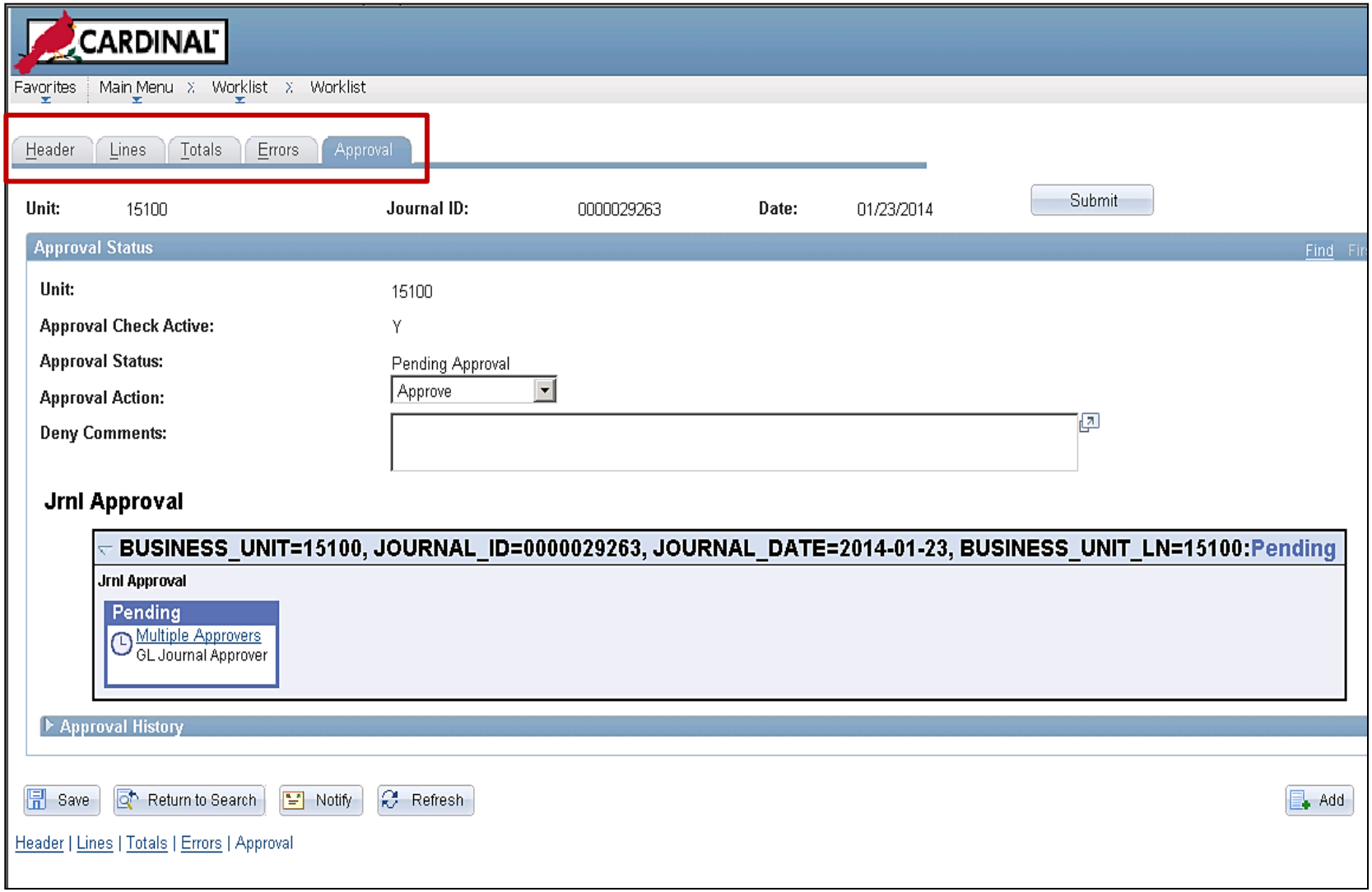
Click here to access the survey

Once you have completed and submitted the survey, close the window. To close the web based training course, click the **Exit Course** button.

Appendix

- Screenshots

Journal Approval Page



Click the image to return