

9.2 Approving Journals

Purpose: Use this document as a reference for approving journals via the fluid Approvals Tile in ctLink, which also 'marks' the journal for posting upon approval.

Audience: Financial Staff/Supervisors who have approval permissions.

❗ You must have at least one of these local college managed security roles:

- ZZ GL Journal Approval

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

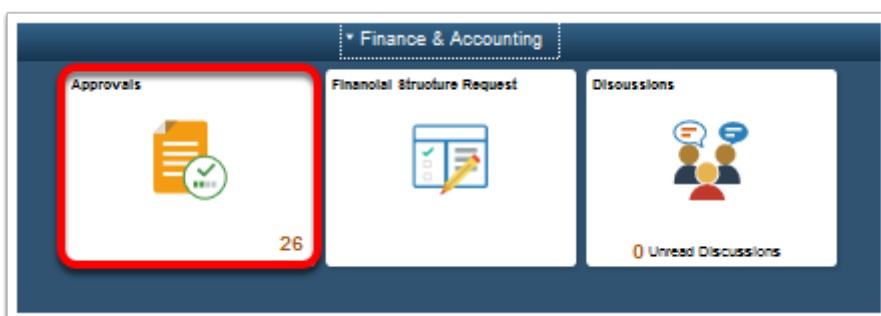
❗ **Security:** The role required to allow a user to approval a journal is **ZZ GL Journal Approval**. Assignment of this role also requires that the **Business Unit** be defined on the **Route Control Profile** of user's security on the **Distributed User Profile** page.

A user may not approve journal they themselves have created, therefore each institution needs a minimum of two users with the security role shown above.

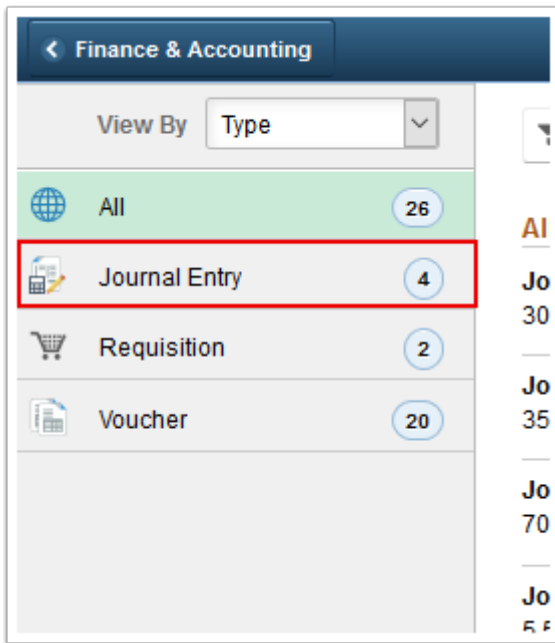
Approving Journals

Navigation: FIN > Approvals Tile

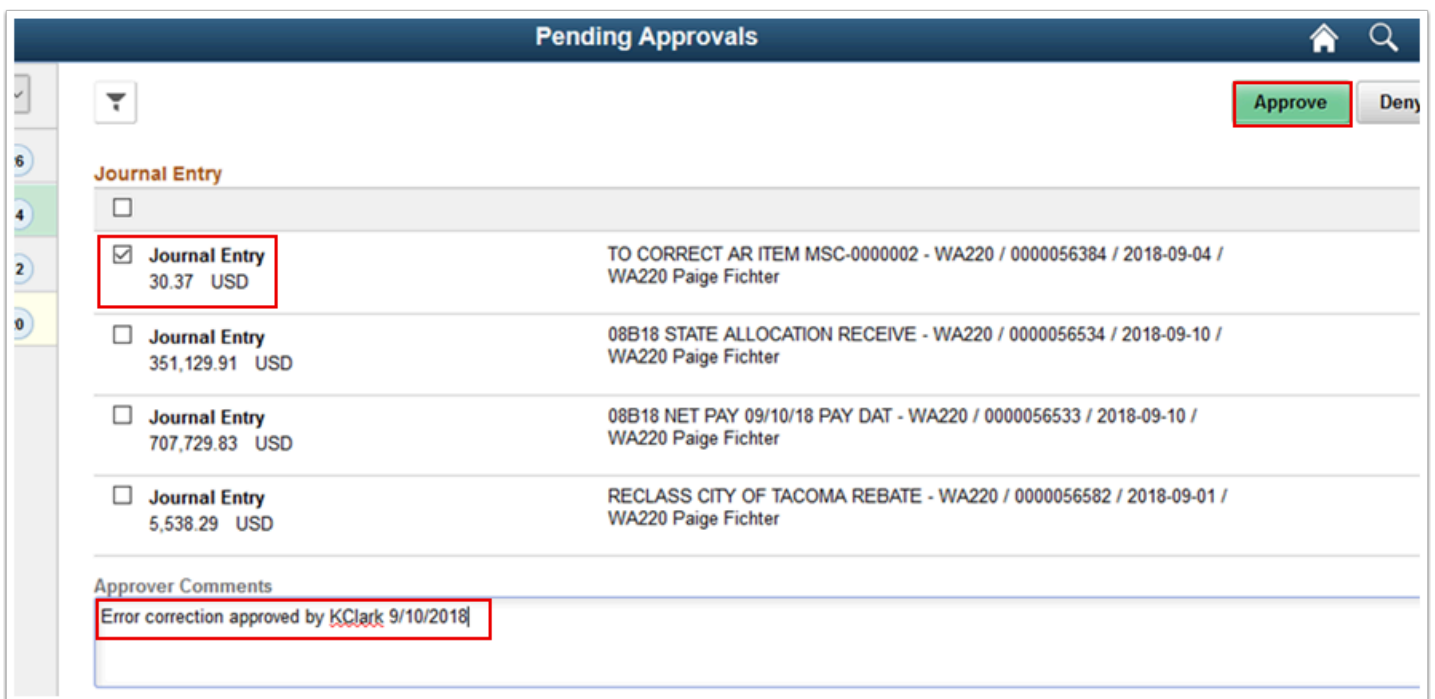
1. From the **FIN Homepage**, select the **Approvals** tile. The **Pending Approvals** page will display.



- On the **Pending Approvals** page, select **Journal Entry** in the Task (left) area. The Journal Entries that are pending approval will display.



- On the **Pending Approvals** page, check the box for the desired Journal Entry.
- Enter a relevant **Comment**.
- Select **Approve** in the upper right corner. The **Mass Approve** pagelet will display.



- On the **Mass Approve** pagelet, comments can still be edited.
- Select **Submit**. The **Pending Approvals** page will redisplay.

Pending Approvals

Approve Deny

Mass Approve Cancel Submit

Approver Comments
Error correction approved by KClark 9/10/2018

You are about to approve the following 1 request(s).

Journal Entry	Routed
30.37 USD	09/06/2018

TO CORRECT AR ITEM MSC-0000002 -
WA220 / 0000056384 / 2018-09-04 /
WA220 Paige Fichter

Approver Comments
Error correction approved by K

8. On the **Pending Approvals** page, note the Journal Entry that was approved is no longer listed.

Pending Approvals

Journal Entry

<input type="checkbox"/>		
<input type="checkbox"/>	Journal Entry 351,129.91 USD	08B18 STATE ALLOCATION RECEIVE - WA220 / 0000056534 / 2018-09-10 / WA220 Paige Fichter
<input type="checkbox"/>	Journal Entry 707,729.83 USD	08B18 NET PAY 09/10/18 PAY DAT - WA220 / 0000056533 / 2018-09-10 / WA220 Paige Fichter
<input type="checkbox"/>	Journal Entry 5,538.29 USD	RECLASS CITY OF TACOMA REBATE - WA220 / 0000056582 / 2018-09-01 / WA220 Paige Fichter

Approver Comments

9. Process complete.