

Approving Journal Entries

Once Journals are manually submitted for approval, Cardinal Workflow routes the Journal to the appropriate approver(s) Worklist for approval. All Journals must be approved before they can be posted to the General Ledger. Some Journals may require multiple levels of approval. Once all necessary approvals are complete, the Journals can be manually posted to the General Ledger in batch or overnight by an automated batch process.

Users that have the appropriate security access can create a Journal entry. However, the user who submits the Journal entry cannot be the user who approves the Journal entry.

Manual/Spreadsheet Journals - Manual Journals and spreadsheet Journal uploads must be approved by an Agency approver in the General Ledger.

Other Cardinal Module Journals - Journals from Accounts Payable, Expenses, and Accounts Receivable – Funds Receipts are pre-approved in their modules. As a result, they do not need to be approved again in General Ledger unless they are modified online in the General Ledger.

Interfaced Journals - Interfaced Journals are assumed to have already been approved in the Agency external system per the Agency’s specific business processes. As a result, they generally do not need to be approved again in the General Ledger unless they are modified online in Cardinal.

There are two options to approve Manual Journals:

- Manually
- Worklist

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

Table of Contents

Revision History	2
Manually Approving a Journal	3
Approving a Journal through the Worklist.....	8



Revision History

Revision Date	Summary of Changes
2/17/2025	Baseline

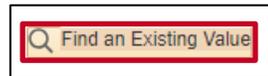
Manually Approving a Journal

Step	Action
1.	Navigate to the Create/Update Journal Entries page using the following path: Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

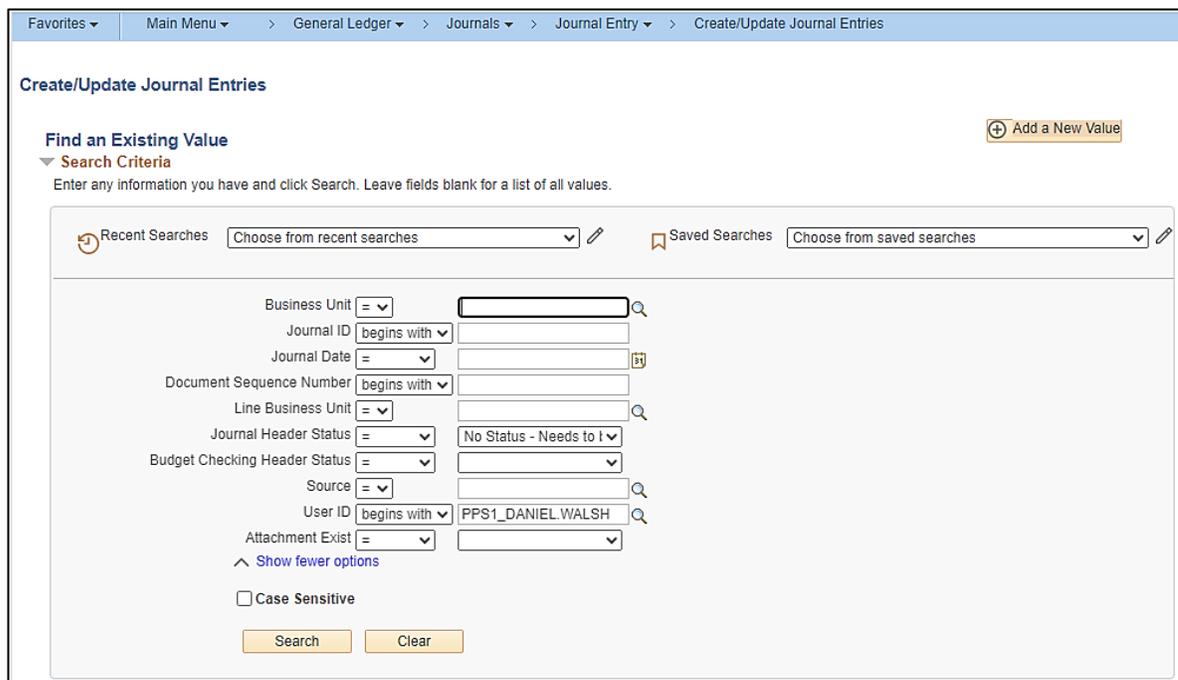
The **Create/Update Journal Entries Add a New Value** page displays.



2. Click the **Find an Existing Value** button.

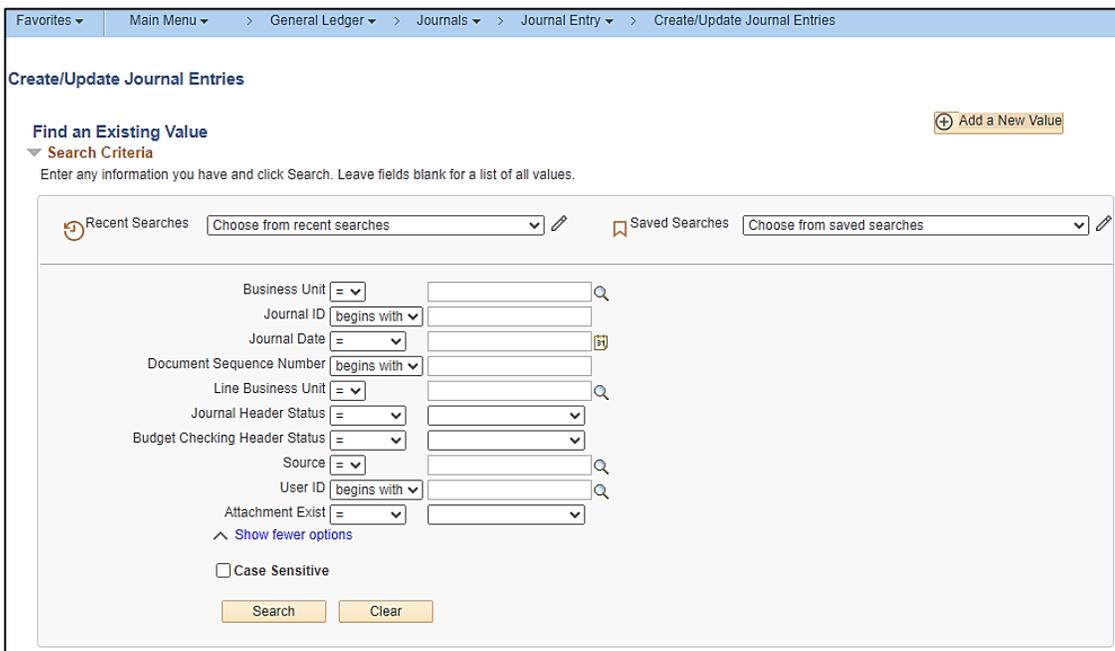


The **Create/Update Journal Entries Find an Existing Value** page displays.



Step	Action
	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
3.	Click the Clear button. <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <input type="button" value="Search"/> <input style="border: 2px solid red;" type="button" value="Clear"/> </div>

The **Create/Update Journal Entries Find an Existing Value** page redisplay.



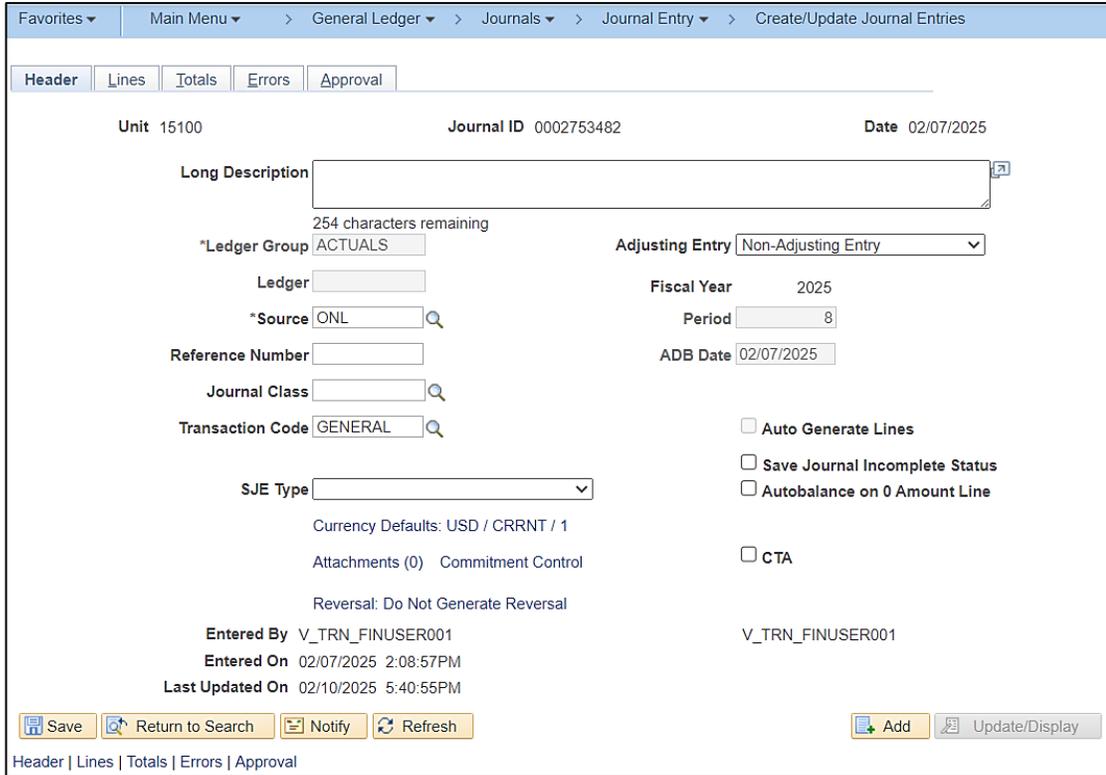
4.	Enter or select the applicable Business Unit in the Business Unit field. <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <input style="border: 2px solid red;" type="text" value="Business Unit"/> = ▾ 15100 </div>
----	---

5.	Enter the applicable Journal ID in the Journal ID field (the Journal ID that will be approved). <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <input type="text" value="Business Unit"/> = ▾ 15100 <input style="border: 2px solid red;" type="text" value="Journal ID"/> begins with ▾ 0002753482 <input type="text" value="Journal Date"/> = ▾ </div>
----	---

	Information can be entered into any of the other search fields to help locate the Journal entry to be approved.
---	---

Step	Action
6.	Click the Search button. <div style="border: 1px solid black; padding: 5px; margin-top: 10px; display: flex; justify-content: center; gap: 10px;"> <div style="border: 2px solid red; padding: 2px 10px;">Search</div> <div style="border: 1px solid black; padding: 2px 10px;">Clear</div> </div>

The **Header** page displays.



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

Header | Lines | Totals | Errors | Approval

Unit 15100 Journal ID 0002753482 Date 02/07/2025

Long Description 254 characters remaining

*Ledger Group Adjusting Entry

Ledger Fiscal Year 2025

*Source Period

Reference Number ADB Date

Journal Class

Transaction Code

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0) Commitment Control

Reversal: Do Not Generate Reversal

Entered By V_TRN_FINUSER001 V_TRN_FINUSER001

Entered On 02/07/2025 2:08:57PM

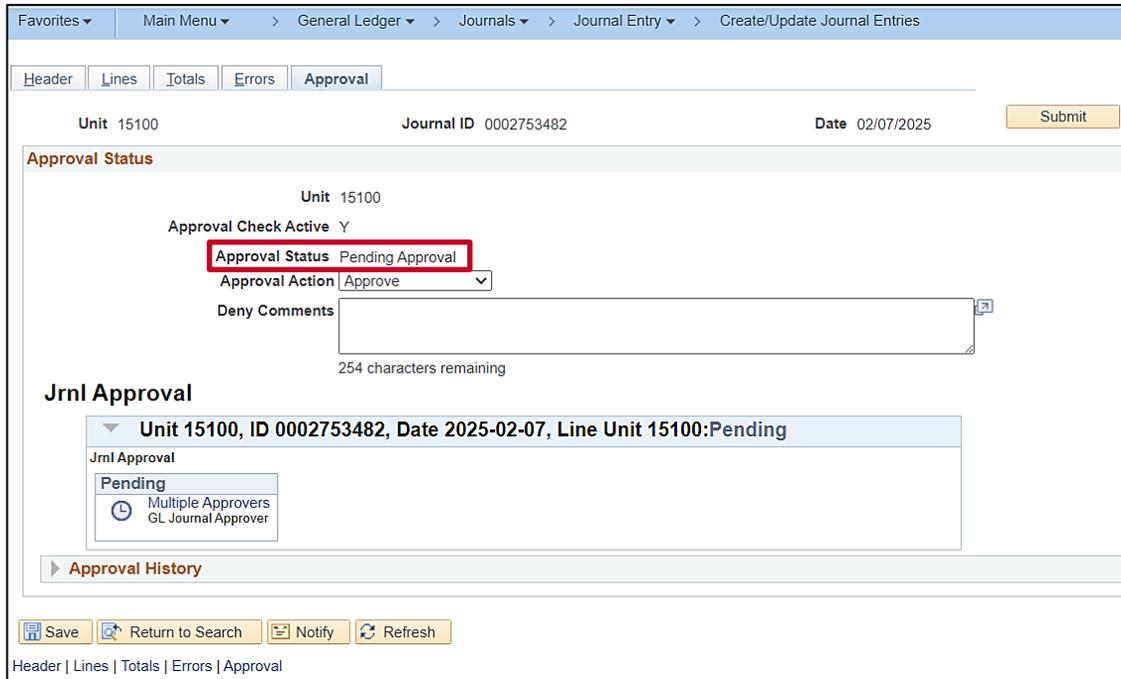
Last Updated On 02/10/2025 5:40:55PM

Header | Lines | Totals | Errors | Approval

7.	Click the Approval tab. <div style="border: 1px solid black; padding: 5px; margin-top: 10px; display: flex; justify-content: center; gap: 10px;"> <div style="border: 1px solid black; padding: 2px 10px;">Header</div> <div style="border: 1px solid black; padding: 2px 10px;">Lines</div> <div style="border: 1px solid black; padding: 2px 10px;">Totals</div> <div style="border: 1px solid black; padding: 2px 10px;">Errors</div> <div style="border: 2px solid red; padding: 2px 10px;">Approval</div> </div>
----	--

Step	Action
------	--------

The **Approval** tab displays. The **Approval Status** field will be “Pending Approval”.




If the Journal entry is going to be denied, click the **Approval Action** dropdown button and select “Deny”. Also, enter a reason for denying the Journal entry in the **Deny Comments** box and then click the **Submit** button.

If a Journal is denied, Cardinal sends both an email and worklist notification to the Journal Processor. The Journal Processor can do the following:

- Delete the Journal
- Correct the Journal and submit it again for approval after it passes edit and budget checks

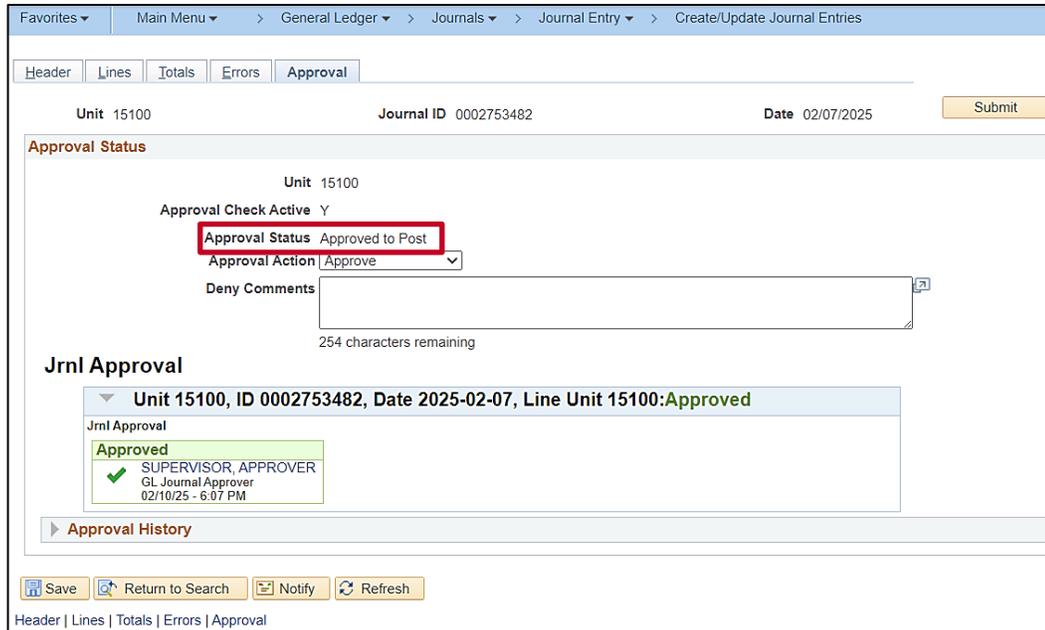
8.

The **Approval Action** field defaults to “Approve”. Click the **Submit** button to approve the Journal.



Step	Action
------	--------

The **Approval** tab refreshes. The **Approval Status** field will display “Approved to Post”.

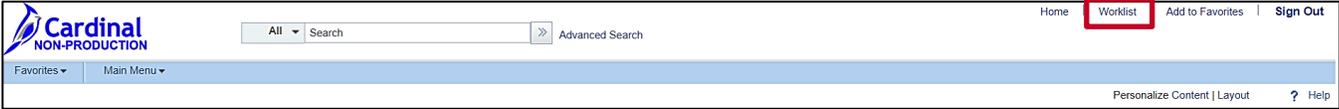
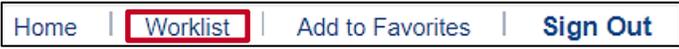
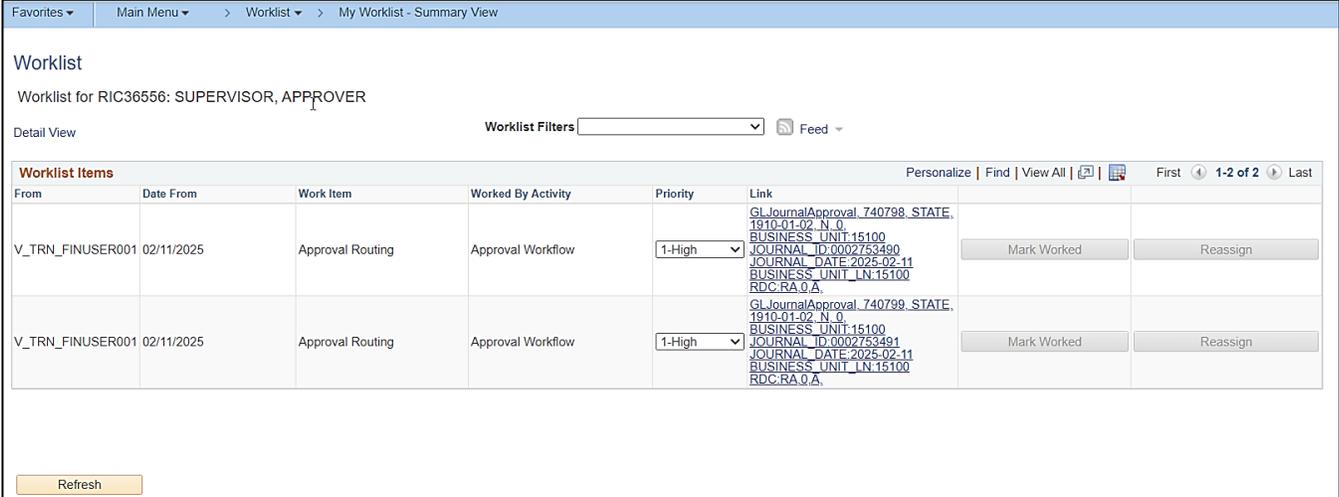


The screenshot shows the 'Approval' tab of a journal entry. At the top, it displays 'Unit 15100', 'Journal ID 0002753482', and 'Date 02/07/2025'. The 'Approval Status' field is highlighted with a red box and contains the text 'Approved to Post'. Below this, there is an 'Approval Action' dropdown menu set to 'Approve' and a 'Deny Comments' text area. The 'Jrnl Approval' section shows a green checkmark and the text 'SUPERVISOR, APPROVER GL Journal Approver 02/10/25 - 6:07 PM'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh'.

	<p>Once the Journal is approved, the Journal can be manually posted to the General Ledger or it will post to the General Ledger during the nightly batch process. For further information on posting journals, see the Job Aid titled GL332_Managing Journals. This Job Aid can be found on the Cardinal website in Job Aids under Learning.</p>
	<p>If the Journal contains capital outlay or non-exempt legal service values as identified below, the Journal routes to DOA for online approval:</p> <ul style="list-style-type: none"> • Capital outlay Projects with a Program value of “998000” that have not received their environmental impact study • Journals with a non-exempt legal services Account value of “5012430”

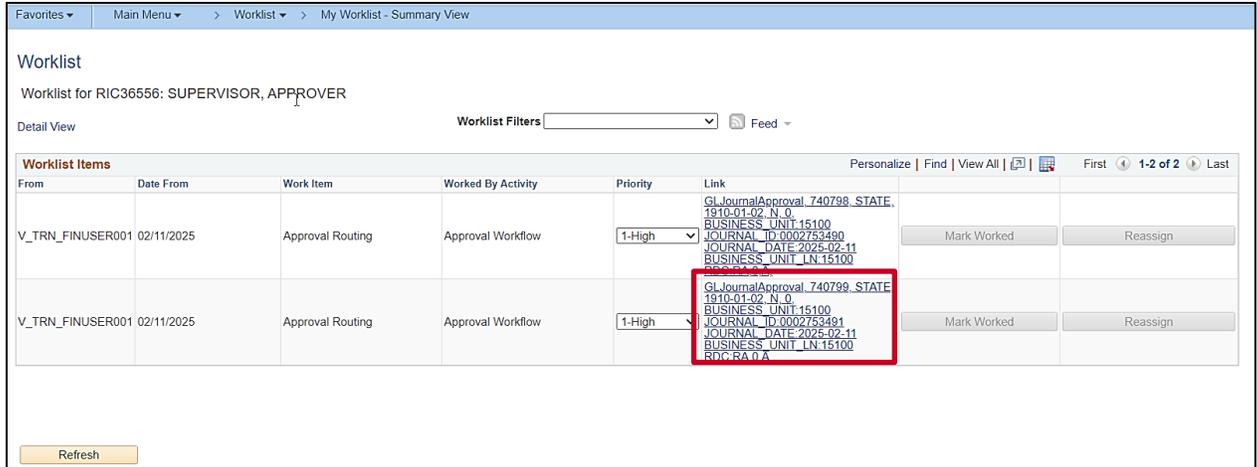
Approving a Journal through the Worklist

Workflow determines the appropriate approver(s) based on the profile of the user who created the Journal and the type of expense. Approvers can view items awaiting approval by checking their Worklist. Approvers should check the Worklist frequently (at least daily) for Journals requiring approval.

Step	Action
	<p>The Worklist link is located in the upper right-hand corner of any page in Cardinal.</p> 
1.	<p>Click the Worklist link.</p> 
	<p>The Worklist page displays.</p> 
	<p>Cardinal does not escalate unaddressed approval items in General Ledger or route them to other approvers. If a Journal is not approved or denied, it remains on the Worklist indefinitely.</p>

Step	Action
------	--------

2. Click the link in the **Link** column for the Journal that needs approval.



Worklist
Worklist for RIC36556: SUPERVISOR, APPROVER

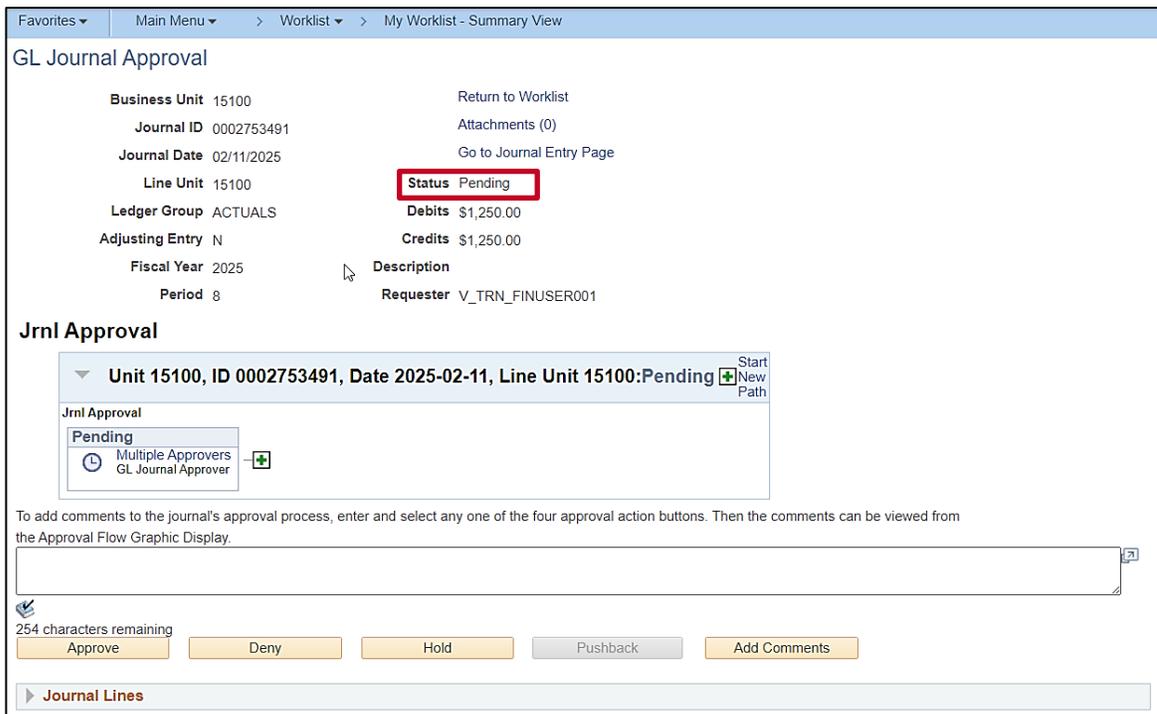
Detail View Worklist Filters Feed

From	Date From	Work Item	Worked By Activity	Priority	Link		
V_TRN_FINUSER001	02/11/2025	Approval Routing	Approval Workflow	1-High	GL JournalApproval_740798_STATE_1910-01-02_N_0_BUSINESS_UNIT_15100_JOURNAL_ID_0002753490_JOURNAL_DATE_2025-02-11_BUSINESS_UNIT_LN_15100_R00-RA-0-0	Mark Worked	Reassign
V_TRN_FINUSER001	02/11/2025	Approval Routing	Approval Workflow	1-High	GL JournalApproval_740799_STATE_1910-01-02_N_0_BUSINESS_UNIT_15100_JOURNAL_ID_0002753491_JOURNAL_DATE_2025-02-11_BUSINESS_UNIT_LN_15100_R00-RA-0-0	Mark Worked	Reassign

Personalize | Find | View All | | | First 1-2 of 2 Last

Refresh

The **GL Journal Approval** page displays. The **Status** field displays as “Pending”.



GL Journal Approval

Business Unit 15100 Return to Worklist
 Journal ID 0002753491 Attachments (0)
 Journal Date 02/11/2025 Go to Journal Entry Page
 Line Unit 15100 **Status Pending**
 Ledger Group ACTUALS Debits \$1,250.00
 Adjusting Entry N Credits \$1,250.00
 Fiscal Year 2025 Description
 Period 8 Requester V_TRN_FINUSER001

Jrnl Approval

Unit 15100, ID 0002753491, Date 2025-02-11, Line Unit 15100:Pending Start New Path

Jrnl Approval

Pending +

Multiple Approvers +
GL Journal Approver

To add comments to the journal's approval process, enter and select any one of the four approval action buttons. Then the comments can be viewed from the Approval Flow Graphic Display.

254 characters remaining

Approve Deny Hold Pushback Add Comments

Journal Lines

3. Click the **Approve** button.



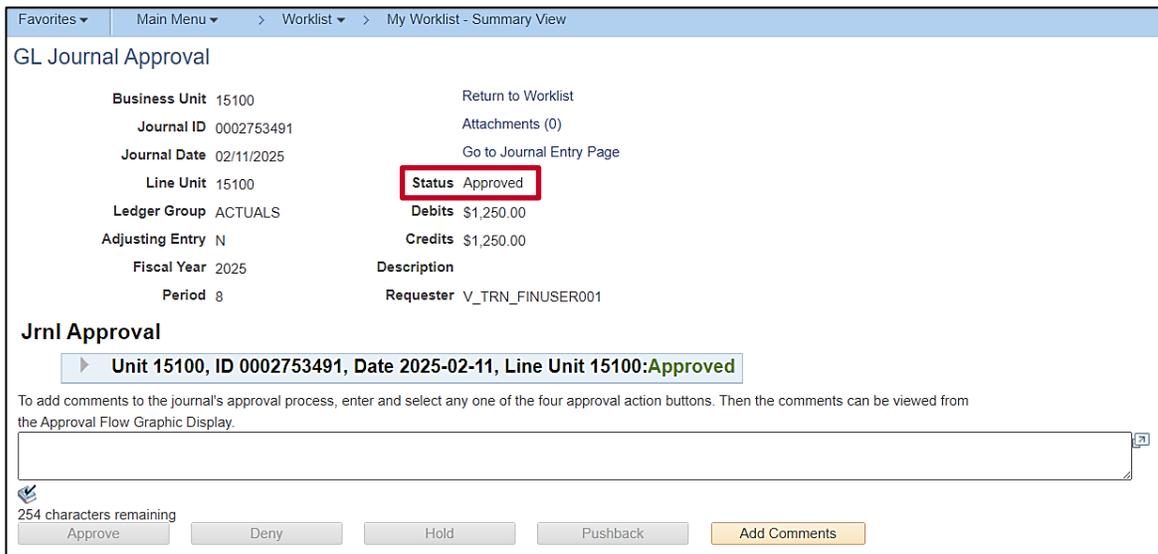
254 characters remaining

Approve Deny Hold Pushback Add Comments

Step	Action
------	--------

	<p>If the Journal entry is going to be denied, enter a reason for denying the Journal entry in the Comments box and then click the Deny button.</p> <p>If a Journal is denied, Cardinal sends both an email and worklist notification to the Journal Processor. The Journal Processor can do the following:</p> <ul style="list-style-type: none"> Delete the Journal Correct the Journal and submit it again for approval after it passes edit and budget checks
---	---

The **GL Journal Approval** page redispays. The **Status** field is now “Approved”.



	<p>Once the Journal is approved, the Journal can be manually posted to the General Ledger, or it will post to the General Ledger during the nightly batch process. For further information on posting journals, see the Job Aid titled GL332_Managing Journals. This Job Aid can be found on the Cardinal website in Job Aids under Learning.</p>
---	--

	<p>If the Journal contains capital outlay or non-exempt legal service values as identified below, the Journal routes to DOA for online approval:</p> <ul style="list-style-type: none"> Capital outlay Projects with a Program value of “998000” that have not received their environmental impact study Journals with a non-exempt legal services Account value of “5012430”
---	---

<p>4.</p>	<p>Click the My Worklist – Summary View link (breadcrumb) to approve additional list items or click the Home link to return to the Cardinal Homepage.</p>
-----------	--

