

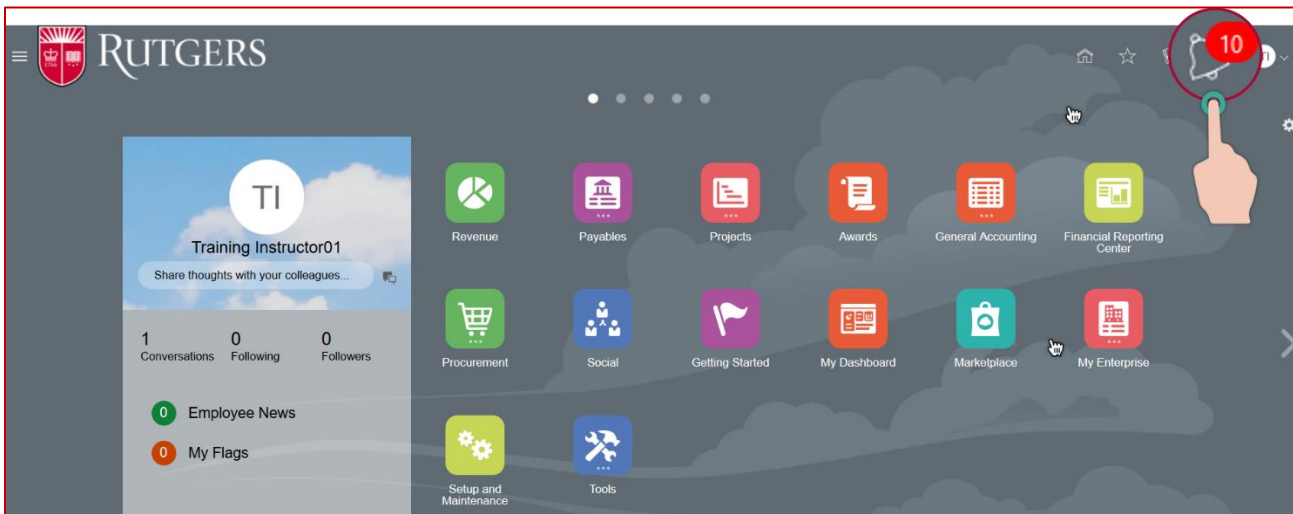
## OVERVIEW

This job aid provides details on how to approve a journal in the financial management system.

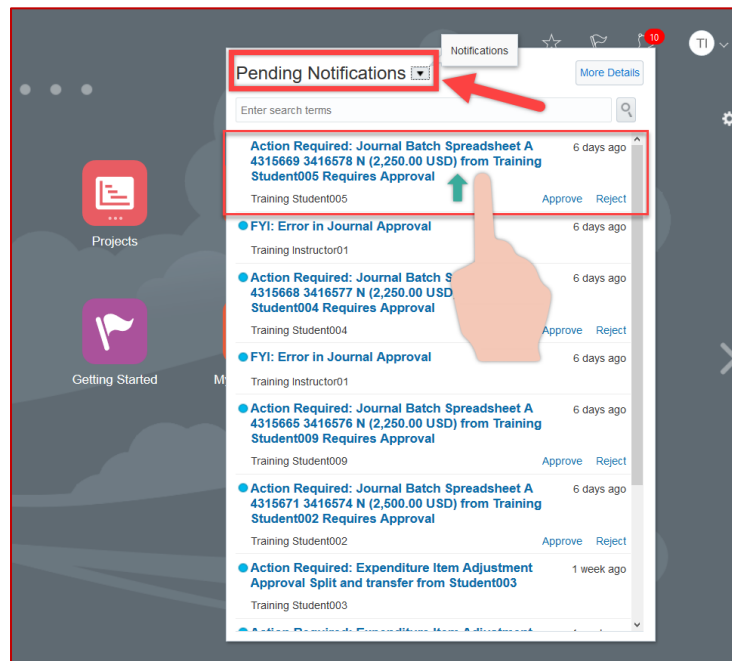
## JOURNAL APPROVAL FROM THE PENDING NOTIFICATION LIST

Login to the Financial Management System with your NetID and password.

1. Select the bell shape  from the home screen and click on it.



2. Search the Pending Notification list for “ Action Required” and click on the hyperlink to open and review the journal.



3. A screen containing the journal detail will display. Review journal lines before approving.

Journal Batch Spreadsheet A 4315669 3416578 N (2,250.00 USD) from Training Student005 Requires Approval Actions ▾ Approve Reject

Details

Assignee Training Instructor01 Submitted By Training Student005  
 From Training Student005 Description Health Service Fee  
 Assigned Date 8/8/19 3:02 PM Source Spreadsheet  
 Task Number 4118107 Total Accounted Debit 2,250.00 USD  
Total Accounted Credit 2,250.00 USD

Journals RU Actuals 22-6001086 ▾

Ledger Rutgers Ledger Journal Category RU Actuals  
 Journal RU Actuals 22-6001086 Accounting Date 6/30/19  
 Description Health Service Fee

Journal Lines

Account	Currency	Entered (USD)		Date	Conversion Rate Type	Rate	Accounted (USD)		Line Description
		Debit	Credit				Debit	Credit	
900.1510.8325.1000.100.9991.12130.0000.000.000000	USD		2,250.00	6/30/19	User	1		2,250.00	Journal Import Created
110.6295.6435.1000.100.1300.57520.0000.000.000000	USD	2,250.00		6/30/19	User	1	2,250.00		Journal Import Created
<b>Total</b>							<b>2,250.00</b>	<b>2,250.00</b>	

Review Journal Lines before approving

4. The following responses available to the approver:

Journal Batch Spreadsheet A 4315669 3416578 N (2,250.00 USD) from Training Student005 Requires Approval Actions ▾ Approve Reject

Details

A- Approve: This selection will post the journal to the system unless a second approver is required.

**Approve**

B- Reject: This selection will stop the journal from being posted, the journal can be found in the unposted journals.

**Reject**

C- Request Information: This selection will notify the preparer of any required documents by the approver

Actions ▾ **Approve** **Reject**

- Request Information...
- Reassign...
- Adhoc Route...
- Save

**Request More Information** ✕

From  **Participant** student005 ▼

**Other users**  🔍

**Comments:**

Return Options  Route directly back to me

Require subsequent participants to retake action

D- Reassign Task: This selection will allow the approver to transfer the journal to another user for approval or Delegate the task to another user to act on their behalf.

**Actions** ▼

- Request Information...
- Reassign...
- Adhoc Route...

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Save

**Reassign Task** ✕

Reassign tasks to one or more users.  
This will transfer ownership of the task and re...

Reassign (transfer task to another user or group)

Delegate (allow specified user to act on my behalf)

Users ▼ mmg235

mmg235 mina.garas@rutgers.edu

Also autofills email

More Options

Advanced

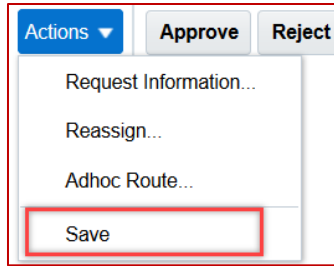
First Name  Name

Email  ID

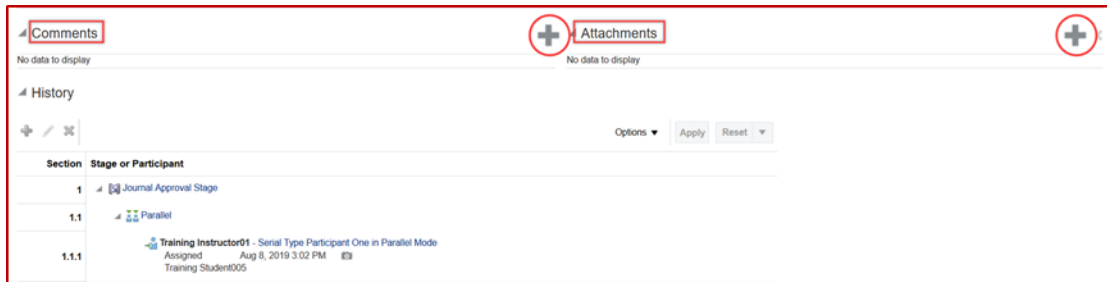
ID	First Name	Last Name	Email	Title

You can search users by First name, Last name, User Id, Role Id, Group Id

E- Save: This response will save and close the screen.



5. The approver can add comments and/or attachments by clicking the plus sign as shown in the below screenshot.



6. You can also approve or reject a journal from your Pending Notifications list directly.

