

Internal Departmental Journals (IDT and IST) Journal Approval

Approving Departmental Journal :

Approver navigates to journal from email notification or worklist. See [Approvals Overview](#).

Journal Lines : Approvers should review the charges for appropriateness. Grant Project Managers, please refer to the Postaward Policy Cost Transfer Guidelines at:

[https://nau.edu/uploadedFiles/Administrative/Research/Sponsored_Protocols/Forms/Cost%20Transfer%20Policy%20for%20Federally%20Sponsored%20Projects%20\(2\).pdf](https://nau.edu/uploadedFiles/Administrative/Research/Sponsored_Protocols/Forms/Cost%20Transfer%20Policy%20for%20Federally%20Sponsored%20Projects%20(2).pdf). Use the scroll bar to view

amount and accounting line descriptions. Click on the "Approval" tab to apply approval action.

Note: Approvers need to know the chartfield codes (Deptid and or Project ID) for which they are authorized approvers as it is possible for there to be other transaction lines for which they are not authorized approvers.

The screenshot shows the 'Create/Update Journal Entries' interface. The 'Approval' tab is selected. The journal details are: Unit: NAUBU, Journal ID: 0000095150, Date: 03/01/2017. The 'Process' dropdown is set to 'Edit Journal'. The 'Lines' table contains two entries:

Select	Line	*Unit	*Ledger	SpeedType	Fund	Dept	Account	Program	PC Bus Unit	Project	Activi
<input type="checkbox"/>	1	NAUBU	LOCAL		1100	4030010	730150	F002			
<input type="checkbox"/>	2	NAUBU	LOCAL		1100	4030010	730100	F002			

The 'Totals' section shows:

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
NAUBU	2	500.00	500.00	√	√

Approval: The Approval page will display the workflow routing for approvals. If Multiple approvers exist for a Department, you can click the Multiple Approver link to view approvers.

Header | Lines | Totals | Errors | **Approval**

Unit: NAUBU Journal ID: 0000095150 Date: 03/01/2017 **Submit**

Approval Status

Unit: NAUBU
 Approval Check Active: Y
 Approval Status: Pending Approval
 Approval Action: Approve
 Deny Comments:

Select Approval Action of "Approve" or "Deny". If denying, enter comments below

Click "Submit" button to apply approval action

Dept & Project Manager Appr

BUSINESS_UNIT=NAUBU, JOURNAL_ID=0000095150, JOURNAL_DATE=2017-03-01, BUSINESS_UNIT_LN=NAUBU

Multi-Dept Manager Path1

Pending
 Multiple Approvers
 IDT Jnl Multi Dept Mgr Path1

Approver #1
Name: Swartz, Wendy
Description: Swartz, Wendy
Approver #2
Name: Hutchison, Sadie
Description: Hutchison, Sadie
Approver #3
Name: Ciochetti, Anton
Description: Ciochetti, Anton

Approval History

Save Return to Search Notify Refresh

Header | Lines | Totals | Errors | Approval

Approval Action: Defaults to "Approve". Select "Deny" to deny approval. **Important!!!** Please enter the reason for denying the journal in the "Deny Comment" box to inform the journal initiator why you are not approving the journal.

Submit: Click the "Submit" button after selecting the Approve or Deny approval action.

After submitting your approval, the approval status will be updated as shown below:

Dept & Project Manager Appr

BUSINESS_UNIT=NAUBU, JOURNAL_ID=0000095150, JOURNAL_DATE=2017-03-01, BUSINESS_UNIT_LN=NAUBU:Approved

Multi-Dept Manager Path1

Approved
 Ciochetti, Anton
 IDT Jnl Multi Dept Mgr Path1
 03/01/17 - 3:44 PM

Approval History