

For employees approving a spreadsheet journal entry.

Approve a spreadsheet journal entry.

Navigate to the appropriate email.

Be sure to keep in mind that...

Supporting documents and additional information can be attached.



2. Once reviewing the contents of the email, you'll need to select one of three options: , , or

If you need to make corrections to the journal, click and resubmit a journal with the corrections.

If you are ready to approve the journal, click . This will create a reply email in Outlook in which you can attach additional documentation.

The option is used by additional approvers in a journal workflow to request the journal originator to provide additional information.



: If the journal is more than \$100,000, comptroller approval is required.

3. Once the journal has been approved by the comptroller (if needed) and the financials team, you will receive a confirmation email of your journal's approval.

