



FRONTLINE PROCEDURES

Pasadena ISD

ENTRY POINT:
Approve
Journal Entry

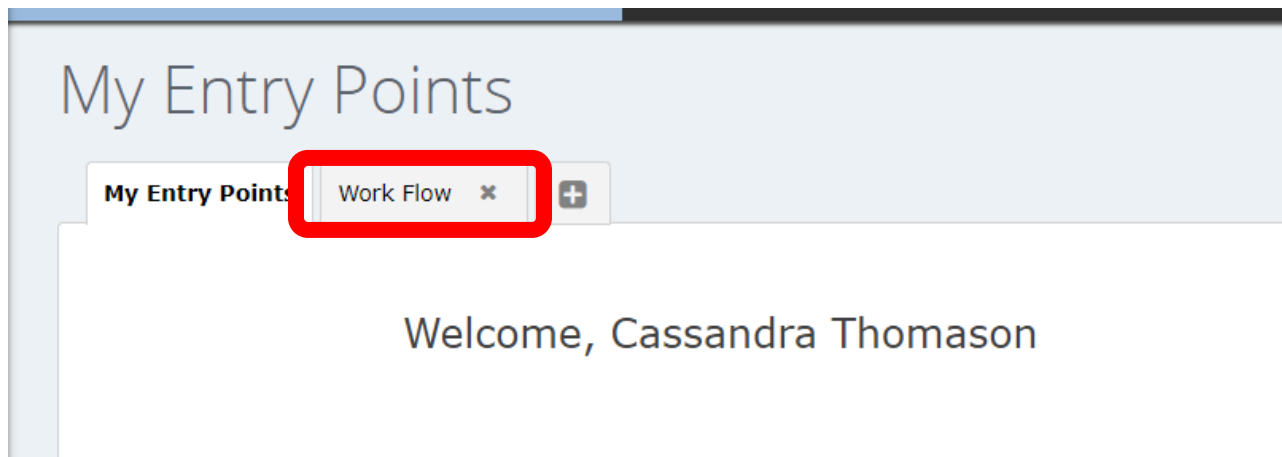
DATE DEVELOPED: 07/15/2021

REVISED DATE:

SUBJECT: Approve Journal Entry

Approve Journal Entry

1. On the Frontline Home Page, click on the work flow tab at the top next to the My Entry Points.





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2. Once you are on this tab, the number of pending Journal Entry Approval will be showing. Click on the Blue Journal Entry Approval to see the all the Journal Entries

The screenshot shows a web interface with a top navigation bar containing three tabs: 'My Entry Points', 'Work Flow' (which is active and has a close button 'x'), and a plus sign '+'. Below the tabs is a main content area with a 'Workflow' header. A notification banner reads 'You have pending approvals' with a warning icon. Below the notification, a link 'Journal Entry Approval (4)' is highlighted with a red rectangular box. A yellow folder icon is visible in the bottom right corner of the content area.



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3. Highlight the Journal Entry that and then click the view box at the bottom.

Journal Entry Approval Workflow Approval

Selected Position: 7035 Role Name: Accountant - Business and Finance

Journal Entry Approval Workflow Approval History

Approvable Journal Entry Approval

Approve As:

This approval list was compiled for you on **08-09-2021 13:00**.
[Refresh this list](#) with the most current approval candidates?

Journal ID	Title	Description	Post Date	Created Date	Created By
5	TESTIGN	TESTIGN	08-06-2021	08-06-2021	Smith, Jennifer

1 Selected / 2 Records

4. This will take you to the Review Order Details, review all the information and click on the attachment button to see all the attached backup paperwork.

Review Order Details

Journal Entry Summary **Journal Entry** JE (Closed Months) JE (Prior Fiscal Year) Journal Entry History Import Journal Entry Attachments

Journal Information:

Journal Entry: 5

ID:

Title: Description: Date:

Created By: Jennifer Smith

JE Link:

Notes:

Account Details:

Account	Unapproved Journal Entries Balance	Description	Amount
199.41.6497.000.728.99.000000.2021.728	\$184,974.30	TESTIGN	\$12.85
199.41.6497.000.730.99.000000.2021.730	\$10,499.50	TESTIGN	-\$12.85

Auto Complete: on



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5. To view the attached documents, click the eye icon. After review the attachments then click save or cancel to get back to the Review Order Detail screen.

Journal Entry Id: 7

 Upload

	File Name	Del
	161658.pdf	

 Save  Cancel



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- Once all the information is reviewed and ready for approval, click the **Approve Journal Entry Button**.

Journal Entry Summary | **Journal Entry** | JE (Closed Months) | JE (Prior Fiscal Year) | Journal Entry History | Import Journal Entry | Attachments

Journal Information:

Journal Entry 7

ID

Title * Description * Date *

Created By Christine Beyer

JE Link

Notes

Account Details

Account	Unapproved Journal Entries Balance	Description	Amount
199.51.6399.000.850.99.000000.2021.850	\$7,900.00	Cable Inv# 161658	\$100.00
199.00.2123.000.750.00.000000.2021.000	\$0.00	Cable Inv# 161658	-\$100.00
			\$0.00

Auto Complete: on

[Submit for Approval](#) [Copy My Work](#) [New](#) [Attachments](#)

[Approve Journal Entry](#) [Return To Approval Page](#)



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7. If the journal entry needs some changes, click the **Return to Approval Page**.

Journal Entry Summary **Journal Entry** JE (Closed Months) JE (Prior Fiscal Year) Journal Entry History Import Journal Entry Attachments

Journal Information:

Journal Entry 7

ID

Title * Cable Inv# 161658 Description * Cable Inv# 161658 Date * 08-09-2021

Created By Christine Beyer

JE Link

Notes

Account Details

Account	Unapproved Journal Entries Balance	Description	Amount
199.51.6399.000.850.99.000000.2021.850	\$7,900.00	Cable Inv# 161658	\$100.00
199.00.2123.000.750.00.000000.2021.000	\$0.00	Cable Inv# 161658	-\$100.00
			\$0.00

+ Auto Complete: on

Submit for Approval Save My Work New Attachments

Approve Journal Entry **Return To Approval Page**



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- This will take you back to the Journal Entry Approval Workflow Approval screen. Highlight the journal entry line that needs some changes then click the **Deny** button.

Journal Entry Approval Workflow Approval

Selected Position: 7035 Role Name: Accountant - Business and Finance

Journal Entry Approval Workflow Approval History

Approvable Journal Entry Approval

Approve As: This approval list was compiled for you on 08/10/2021 10:00 AM
[Refresh this list](#) with the most current approval list.

	Journal Id	Title	Description	Post Date	Created Date	Created By
+	5	TESTIGN	TESTIGN	08-06-2021	08-06-2021	Smith, Jennifer
+	7	Cable Inv# 161658	Cable Inv# 161658	08-09-2021	08-09-2021	Beyer, Christina



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- The Denial Note box will appear. Click the dropdown and choose a reason that best fit the reason why you are denying the journal entry then click the OK box. This will send the journal entry back to the person who created it.

The screenshot displays the 'Journal Entry Approval Workflow Approval' interface. A 'Denial Note' dialog box is open, featuring a 'Denial Reason' dropdown menu and an 'OK' button, both highlighted with red rectangles. The background shows a table of journal entries with columns for 'Journal Id', 'Title', 'Created Date', and 'Created Date'. The 'Approve As' field is set to 'Thomason, Cassandra Marie (7035)'. At the bottom, there are buttons for 'View', 'Select All', 'Approve', 'Approve All', and 'Deny'. A footer note reads: 'Last log in: 08/09/2021 at 12:57 PM by 120751 | Support code: WorkflowApproval.jsp | Modify Security -'.