

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.

