Overview

This quick reference guide describes the procedure for submitting a journal to workflow and checking the status of a submitted journal. For this example, you will use a journal that you have previously entered and edited. The Lines page is used to submit a journal to workflow and the Approval page is used to check the status of a submitted journal.

Navigation

General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Submitting the Journal to Workflow


2. Enter the Journal ID and click Search.
   Note: If you do not plan to submit the journal to workflow that day, select the Save Journal Incomplete Status checkbox on the Header page.

3. On the Header page, click Lines.

4. Verify that the journal has been entered and edited and has a Journal Status and Budget Status of V.

5. To submit the journal for approval, click the Process list and select the Submit Journal list item.

6. Click the Process button.

7. Click the OK button.

The journal is now submitted.
## Checking the Status of a Submitted Journal

Once the journal has been submitted to workflow, you can check the status of the journal on the **Approval** page.

### The Approval Process

After signing in, the Approver takes the following steps:

1. Clicks the **Worklist** link at the top of the e*mpac application.
2. Selects the appropriate journal from the list.
3. Clicks the **Approval** tab.
4. Clicks the **Approval Action** list and selects the **Approve** list item.
5. Clicks the **Submit** list item.

*The Approval Status becomes Approved to Post.*

### Posting the Journal

To post a journal with the status of **Approved to Post**, follow these steps:

1. Navigate to the **Lines** page.
2. Click the **Process** list and select the **Post Journal** list item.
3. Click the **Process** button.
4. Click the **OK** button.

*The Journal Status is now P for Posted.*