

A-3 – ACCRUE REIMBURSEMENTS AND ABATEMENTS

Source Documents: Billing Data, Unbilled Invoice(s) for Reimbursements and Abatements

Module: General Ledger (GL)

Roles: GL Journal Processor
 GL Journal Approver
 GL Reporter
 Query Viewer

Purpose

The A-3 entry accrues reimbursements and abatements due to the department but not recorded/billed as of June 30.

These entries are typically made throughout the year as invoices are prepared.

Module

Record the A-3 entry in period 998 within the General Ledger (GL) module. Reverse the accrual entry in the new fiscal year and record the billing the Accounts Receivable (AR) module.

Use the following Journal Sources:

- **ACC** - to accrue abatement and reimbursement receivable associated with expenditures. Refer to **Illustration A** on slides [10-14](#).
- **ENR** - to accrue reimbursement receivable resulting from encumbrances.
The State Controller's Office requires that departments identify the encumbrance amount included in the total accrual on Year-End Report No. 1, Report of Accruals to Controller's Accounts. Using Journal Source "ENR" allows departments to easily distinguish the accrued reimbursements associated with encumbrances.
Refer to **Illustration B** on slides [15-19](#).

Departments should use the auto reversal functionality in FI\$Cal to reverse the journal entries in the new fiscal year.

Accounting Entry

The A-3 entries post to the same accounts used during the year to establish abatement and reimbursement receivable.

Debit 1200050 Accounts Receivable – Reimbursements
Debit 1200100 Accounts Receivable – Abatements
Debit 124XXXX Due From Other Funds/Appropriations*
Debit 1260000 Due From Federal Government
Debit 1261000 Due From School Districts
Debit 1262000 Due From Other Governmental Entities
Credit 4400000 Federal Government Receipts
Credit 48XXXXXX Reimbursements
Credit 5XXXXXX Appropriation Expenditures

*Journal lines posted to Account 124XXXX must include values in the “Affiliate” (BU) and “Fund Affiliate” (Fund) fields. This information will be displayed on the Subsidiaries on File report. Adding the values on both the debit and credit lines will be helpful for research purposes.

Determining Reimbursement Accrual Amount

Review the expenditures, encumbrances, and billed reimbursements to determine the amount that should be accrued at year-end, as illustrated below:

Customer	Expenditures	Encumbrances	Total
Department of Training	\$125,000.00	\$25,000.00	\$150,000.00
Billed Reimbursements			(\$110,000.00)
Amount to Accrue in A-3 Entry			\$40,000.00

The department needs to accrue \$15,000 of unbilled reimbursements (\$125,000 expenditures - \$110,000 billed reimbursements), and \$25,000 of reimbursements associated with encumbrances.

A-3 Entry:

Expenditures (ACC)	\$15,000.00
Encumbrances (ENR)	<u>25,000.00</u>
Total	\$40,000.00

Determining Reimbursement Accrual Amount (continued)

Departments that track reimbursements with Project IDs can use the **DFQ_KK_16_REIMB_RECON** query to determine the amounts to accrue. This query extracts data from the following Commitment Control ledgers:

- **C_DTL_EXP** – Detail Expense Ledger
- **C_DTL_ENC** – Detail Encumbrance Ledger
- **C_DTL_REC** – Detail Revenue/Reimbursement Recognized Ledger

The **Program Disbursement Activity (PDA)** report provides similar information and can be used when a department uses Project IDs or other Chartfields to track reimbursable transactions.

If using this report, departments will need to run it twice; first from the **CC_DTL_REV** to extract reimbursement data, and then from the **CC_DETAIL** to extract expenditures and encumbrances.

To ensure all expenditure and encumbrance transactions are captured, it is important that departments follow these steps:

1. Run the query/report above after all Year-End A-8 accruals and any associated encumbrance reduction entries have been recorded in the system.
2. Run the query/report again after period 998 allocation has been competed to determine if any additional reimbursement amount needs to be accrued.

Using the DFQ KK 16 REIMB RECON to Determine Reimbursement Accrual Amount

DFQ_KK_16_REIMB_RECON - By Project & Activity

*Business Unit

*Fiscal Year

*Period From

*Period To

ENY~(Blank for All)

Fund~(% or Blank for All)

Project~(% or Blank for All)

Activity~(% or Blank for All)

View Results

Create a pivot table to summarize the query result by appropriation and Project ID to obtain the total recognized reimbursements, expenditures, and encumbrances for each project.

ENY	20XX						
Approp Ref	001						
Fund	0001						
Sum of Sum Amount		Ledger					
Program	Project	Activity	C_DTL_REC	C_DTL_EXP	C_DTL_ENC	Grand Total	
6770028	000000000000643	000000000000001	(1,422,355.00)	1,422,355.00		0.00	
		000000000000002	(69,578.00)	69,578.00		0.00	
	000000000000645	000000000000001	(93,716.00)	93,716.00		0.00	
		000000000000002	(204,998.00)	204,998.00		0.00	
		000000000000003	(159,291.00)	159,291.00		0.00	
6780	000000000000652	000000000000001	(6,654,488.37)	6,673,788.37	386.40	19,686.40	
6785019	000000000000653	000000000000001	(1,264,157.38)	1,264,157.38		0.00	

PivotTable Fields

Choose fields to add to report:

Search

☒ Ledger

☐ Business Unit

☒ ENY

☒ Approp Ref

☒ Fund

☐ Account

Drag fields between areas below:

FILTERS

ENY

Fund

Approp Ref

COLUMNS

Ledger

ROWS

Program

Project

Activity

VALUES

Sum of Sum ...

Using the PDA Report to Determine Reimbursement Accrual Amount

Favorites ▾ Main Menu ▾ > FISCAL Processes ▾ > FISCAL Report ▾ > GL Reports ▾ > Program Disbursement Activity

Program Disbursement Activity

Run Control ID: FP_GL_PDAREport Report Manager Process Monitor

*Business Unit: 8860
 *Exp/Rev Ledger Group: CC_DTL_REV Budget Ledger Group:
 *Fiscal Year: 20XX *To Period: 12
☒ Include Adjustment Period(s) ☐ Include Pre-Encumbrance
☐ Include Resource Category & Sub Category ☐ Excel Template ☐ CSV Template

Budget Selection Criteria

Group By	Order	ChartField Name	Condition Type	ChartField Value
<input checked="" type="checkbox"/>	3	Appropriation Reference	Begin with ▾	%
<input checked="" type="checkbox"/>	1	Fund	Begin with ▾	0001%
<input checked="" type="checkbox"/>	2	Year of Enactment	Begin with ▾	20XX%
<input type="checkbox"/>		Account	Begin with ▾	%
<input checked="" type="checkbox"/>	4	Program	Begin with ▾	%
<input type="checkbox"/>		PC Business Unit	Begin with ▾	%
<input checked="" type="checkbox"/>	5	Project	Begin with ▾	%

RPTGL051

FISCAL

Program Disbursement or Receipt Activity Report

Page No: 21

Run Date: 07/11/20XX

Run Time: 08:51:20

BUSINESS UNIT : 8860 - DEPARTMENT OF FINANCE
 EXP/REV LEDGER GROUP : CC_DTL_REV - REVENUE DETAIL LEDGER
 BUDGET LEDGER GROUP : -
 FISCAL YEAR : 20XX
 PERIOD : 12

LEVEL ACCOUNT	ALT ACCOUNT	ACCOUNT DESCRIPTION	BUDGET AMOUNT	CURRENT MONTH	YEAR-TO-DATE	PRIOR YEARS	ENCUMBRANCE	AVAIL. BALANCE	PCT
---------------	-------------	---------------------	---------------	---------------	--------------	-------------	-------------	----------------	-----

FUND : 0001 - GENERAL FUND
 ENY : 20XX - YEAR OF ENACTMENT 2022
 APPROP REF : 001 - BA STATE OPERATIONSSUPPORT001
 PROGRAM : 6780 - STATE AUDITS EVALUATIONS
 PROJECT : 000000000000652 - OSAE REIMBURSEMENTS

48	4810000	4810000000	INTERDEPT REIM - OTH ST DEPT	-	-2,644,715.32	-6,534,945.87	-	-	6,534,945.87	-
	4840000	4840000000	REIMBURSEMENTS-PRIVATE SECTORS	-	-118,450.00	-119,542.50	-	-	119,542.50	-
TOTAL FOR ACCOUNT LEVEL: 48 - REIMBURSEMENTS				-	-2,763,165.32	-6,654,488.37	-	-	6,654,488.37	-
TOTAL				-	-2,763,165.32	-6,654,488.37	-	-	6,654,488.37	-

Using the PDA Report to Determine Reimbursement Accrual Amount (continued)

Favorites ▾ Main Menu ▾ > FISCAL Processes ▾ > FISCAL Report ▾ > GL Reports ▾ > Program Disbursement Activity

Program Disbursement Activity

Run Control ID: FP_GL_PDARport Report Manager Process Monitor

*Business Unit: 8860
 *Exp/Rev Ledger Group: CC_DETAIL Budget Ledger Group:
 *Fiscal Year: 20XX *To Period: 12
☒ Include Adjustment Period(s) ☐ Include Pre-Encumbrance
☐ Include Resource Category & Sub Category ☐ Excel Template ☐ CSV Template

Budget Selection Criteria

Group By	Order	ChartField Name	Condition Type	ChartField Value
<input checked="" type="checkbox"/>	3	Appropriation Reference	Begin with ▾	%
<input checked="" type="checkbox"/>	1	Fund	Begin with ▾	0001%
<input checked="" type="checkbox"/>	2	Year of Enactment	Begin with ▾	20XX%
<input type="checkbox"/>		Account	Begin with ▾	%
<input checked="" type="checkbox"/>	4	Program	Begin with ▾	%
<input type="checkbox"/>		PC Business Unit	Begin with ▾	%
<input checked="" type="checkbox"/>	5	Project	Begin with ▾	%

RPTGL051

FISCAL

Program Disbursement or Receipt Activity Report

Page No: 76

Run Date: 07/11/20XX

Run Time: 09:13:59

BUSINESS UNIT : 8860 - DEPARTMENT OF FINANCE
 EXP/REV LEDGER GROUP : CC_DETAIL - CC DETAIL LEDGER
 BUDGET LEDGER GROUP : -
 FISCAL YEAR : 20XX
 PERIOD : 12

LEVEL ACCOUNT	ALT ACCOUNT	ACCOUNT DESCRIPTION	BUDGET AMOUNT	CURRENT MONTH	YEAR-TO-DATE	PRIOR YEARS	ENCUMBRANCE	AVAIL. BALANCE	PCT
---------------	-------------	---------------------	---------------	---------------	--------------	-------------	-------------	----------------	-----

FUND : 0001 - GENERAL FUND
 ENY : 20XX - YEAR OF ENACTMENT 2022
 APPROP REF : 001 - BA STATE OPERATIONSSUPPORT001
 PROGRAM : 6780- STATE AUDITS EVALUATIONS
 PROJECT : 000000000000652 - OSAE REIMBURSEMENTS

53	5322500	5322500000	TRAINING - OTHER (GOODS)	-	-	27,339.38	-	-	-27,339.38	-
	5340500	5340500000	INTERPRETERS	-	-	7,560.00	-	386.40	-9,730.00	-
	5399000	5399000000	OE&E - SPECIAL ADJUSTMENTS	-	55,680.62	55,680.62	-	-	-55,680.62	-
TOTAL FOR ACCOUNT LEVEL: 53 - OPERATING EXPENSE EQUIPMENT				-	55,680.62	6,190,580.00	-	386.40	6,190,966.40	-
TOTAL:				-	55,680.62	6,673,788.37	-	386.40	6,674,174.77	-

The A-3 entries to accrue reimbursements for project 0000000000000652:

Expenditures (Journal Source ACC):	19,300.00
Encumbrances (Journal Source ENR):	<u>386.40</u>
Total:	19,686.40

DFQ KK 16 REIMB RECON:

The total of C_DTL_REC and C_DTL_EXP equals the source ACC amount and the column C_DTL_ENC equals the ENR amount.

Program Disbursement Activity Report:

The total of expenditures from CC_DETAIL and the recognized reimbursements from CC_DTL_REV equals the source ACC amount. These total are calculated from the inception-to-date (include amounts in the "Prior Years" column if present). The total in the "Encumbrance" column equals the source ENR amount.

Illustration A

GL Journal Processor will create a new journal:

- 1** – Navigate to **Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**
- 2** – The **Add a New Value** page will be displayed
- 3** – Confirm the **Business Unit** is correct
- 4** – Enter a **Journal Date** of 6/30/20XX for the fiscal year ended
- 5** – Click **Add**

The screenshot shows the 'Create/Update Journal Entries' page. A red box labeled '1' highlights the breadcrumb navigation path: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. Below the breadcrumb is a dark blue header bar. The main title 'Create/Update Journal Entries' is displayed. A red box labeled '2' highlights the 'Add a New Value' button. To its right is a 'Find an Existing Value' button with a magnifying glass icon. Below these buttons is a form area. A red box labeled '3' highlights the '*Business Unit' field, which contains the value '8860' and a magnifying glass icon. Below it is the '*Journal ID' field, which contains the value 'NEXT'. A red box labeled '4' highlights the '*Journal Date' field, which contains the value '06/30/20XX' and a calendar icon. A red box labeled '5' highlights the 'Add' button at the bottom of the form.

Illustration A (continued)

The **GL Journal Processor** will create the journal **Header**.

- 1** – Enter a **Journal Description/Legal Authority and Reason for Request**. Begin the description with YE A-3 Accrue AR Reimbursement from Expenditures (example below)
- 2** – Ledger Group will default to **MODACCRL**
- 3** – Click the Adjusting entry drop-down and select **Adjusting Entry**
- 4** – Enter **ACC** as the Source
- 5** – Period will default to **998**
- 6** – Click on **Reversal** and select **Beginning of Next Period**, click **OK**

The screenshot shows the 'GL Journal Processor' interface with the 'Header' tab selected. The breadcrumb trail at the top reads: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries.

Key fields and their values are as follows:

- Business Unit:** 8860
- Department of Finance:**
- Journal ID:** NEXT
- Journal Date:** 06/30/20XX
- Journal Description/Legal Authority and Reason for Request:** YE A-3 Accrue AR Reimbursement from Expenditures FY 20XX (198 characters remaining)
- *Ledger Group:** MODACCRL
- Ledger:** (empty)
- SCO Type of Transaction:** (empty)
- *Source:** ACC
- Reference Number/SCO TC:** (empty)
- Journal Class:** (empty)
- PS TC:** GL
- SJE Type:** (empty dropdown)
- Adjusting Entry:** Adjusting Entry (dropdown menu)
- Fiscal Year:** 20XX
- Period:** 998
- ADB Date:** 06/30/20XX
- Reversal:** Beginning of Next Period

Additional options on the right include:

- ☐ Auto Generate Lines
- ☐ Save Journal Incomplete Status
- ☐ Autobalance on 0 Amount Line
- ☐ CTA

At the bottom, there are links for 'Currency Defaults: USD / CRRNT / 1', 'Attachments (0)', and 'Commitment Control'.

Illustration A (continued)

The **GL Journal Processor** will enter the journal **Lines**.

- 1** – On the **Line** tab, enter debit line to record all the required ChartFields.
- 2** – Click on **+** to insert a line
- 3** – Enter credit line: same as step 1 above.
- 4** – Include Affiliate and Fund Affiliate values on both the debit and credit lines.
- 5** – Click **Save**.

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

Business Unit 8860 Department of Finance Journal ID NEXT Journal Date 06/30/220XX
 Template List Change Values




Inter/IntraUnit *Process Edit Journal Process

Lines Personalize Find

Select	Line	Fund	ENY	Account	Alt Acct	Program	PC Bus Unit	Project	Activity
1	1	0001	20XX	1240000	12400000C	6780	8860	000000000000652	000000000000001
3	2	0001	20XX	4810000	48100000C	6780	8860	000000000000652	000000000000001

4

Select	Line	Rptg Structure	Affiliate	Fund Affl	Amount	Svc Loc	Budget Date	Account Title
1	1	88606300	3970	0133	19,300.00		06/30/220XX	Due From Other Funds
3	2	88603000	3970	0133	-19,300.00		06/30/220XX	Interdept Reim - Oth St I

2 Lines to add 1   

Totals Personalize Find View All First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	2	19,300.00	19,300.00	N	N

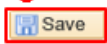




5  Save  Notify  Refresh  Add 

Illustration A (continued)

The **GL Journal Processor** will run the Edit Journal process.

- 1** – Verify that **Edit Journal** is selected in the *Process drop-down menu.
- 2** – Click **Process**
- 3** – Check that **Journal Status** and **Budget Status** show “V” for Valid. The system will assign a Journal ID. Note the Journal ID number on the source document for reference.

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

Business Unit 8860 Department of Finance Journal ID 0005700203 Journal Date 06/30/20XX ☐ Errors Only
 Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit **1** *Process Edit Journal **2** Process Line 10

▼ **Lines** Personalize | Find | [Print] [Grid]

Select	Line	*Unit	Fund	ENY	Account	Alt Acct	Program	PC Bus Unit	Project	Ac
<input type="checkbox"/>	1	8860	0001	20XX	1240000	12400000	6780	8860	000000000000652	00
<input type="checkbox"/>	2	8860	0001	20XX	4810000	48100000	6780	8860	000000000000652	00

Lines to add 1 [Add] [Remove] [Grid]

▼ **Totals** Personalize | Find | View All | [Print] [Grid] First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	2	19,300.00	19,300.00	V	V

Save Notify Refresh Add

Illustration A (continued)

The **GL Journal Processor** will run the **Submit Journal** process.

- 1** – Select **Submit Journal** from the *Process drop-down menu.
- 2** – Click **Process**. The GL Journal Approver will receive automatic notification of the journal.
- 3** – Click the **Approval** tab to view the journal workflow. The journal will show as Pending until approved.

The screenshot displays the GL Journal Processor interface. At the top, there are tabs: Header, Lines, Totals, Errors, and **Approval** (highlighted with a red box and labeled '3'). Below the tabs, the Business Unit is 8860, Department of Finance, Journal ID is 0005700203, and Journal Date is 06/30/20XX. A Template List is shown with 'Inter/IntraUnit' selected. The *Process dropdown menu is open, showing options: Submit Journal, Budget Check Journal, Copy Journal, Delete Journal, Edit / Pre-Check, Edit Chartfield, Edit Journal, Post Journal, Print Journal, Refresh Journal, and **Submit Journal** (highlighted with a red box and labeled '1'). To the right of the dropdown menu is a **Process** button (highlighted with a red box and labeled '2'). Below the dropdown menu is a table with columns: Select, Line, *Unit, *Ledger, Amount, Alt Acct, Rptg Structure, and Program. The table contains two rows of data.

Select	Line	*Unit	*Ledger	Amount	Alt Acct	Rptg Structure	Program
<input type="checkbox"/>	1	8860	MODACC	240000	12400000C	88606300	6780
<input type="checkbox"/>	2	8860	MODACC	310000	48100000C	88606300	6780

The **GL Journal Approver** will approve the journal, the **GL Journal Processor** will post the journal or wait for the journal to post during the nightly processing.

Follow the steps in Job Aid FI\$Cal.094 – Approve a GL Journal - Certification to approve the journal.

Illustration B

To record the A-3 entry identified as encumbrances funded by reimbursements, the **GL Journal Processor** will create a new journal.

- 1** – Navigate to **Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries**
- 2** – The **Add a New Value** page will be displayed
- 3** – Confirm the **Business Unit** is correct
- 4** – Enter a **Journal Date** of 6/30/20XX for the fiscal year ended
- 5** – Click **Add**

1 Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Create/Update Journal Entries

2 Add a New Value Find an Existing Value

3 *Business Unit 8860

*Journal ID NEXT

4 *Journal Date 06/30/20XX

5 Add

Illustration B (continued)

The **GL Journal Processor** will create the journal **Header**.

- 1** – Enter a **Journal Description/Legal Authority and Reason for Request**. Begin the description with YE A-3 Accrue AR Reimbursement from Encumbrances (example below)
- 2** – Ledger Group will default to **MODACCRL**
- 3** – Click the Adjusting entry drop-down and select **Adjusting Entry**
- 4** – Enter ENR as the Source
- 5** – Period will default to **998**
- 6** – Click on **Reversal** and select **Beginning of Next Period**, click **OK**

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Business Unit 8860 Department of Finance Journal ID NEXT Journal Date 06/30/20XX

Journal Description/Legal Authority and Reason for Request YE A-3 Accrue AR Reimbursement from Encumbrances FY 20XX

198 characters remaining

*Ledger Group MODACCRL

Ledger

SCO Type of Transaction

*Source ENR

Reference Number/SCO TC

Journal Class

PS TC GL

SJE Type

Fiscal Year 20XX

Period 998

ADB Date 06/30/20XX

☐ Auto Generate Lines

☐ Save Journal Incomplete Status

☐ Autobalance on 0 Amount Line

☐ CTA

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Commitment Control

Message Code

Illustration B (continued)

The **GL Journal Processor** will enter the journal **Lines**.

- 1 – On the Line tab, enter debit line to record the required ChartFields.
- 2 – Click on **+** to insert a line
- 3 – Enter credit line: same as step 1 above.
- 4 – Include Affiliate and Fund Affiliate values on both the debit and credit lines.
- 5 – Click **Save**.

Header **1** **Lines** Totals Errors Approval

Business Unit 8860 Department of Finance Journal ID NEXT Journal Date 06/30/20XX
 Template List Change Values

Inter/IntraUnit *Process Edit Journal Process

Lines Personalize Find

Select	Line	*Ledger	*Unit	Fund	Approp Ref	ENY	Account	Alt Acct	Program	Rptg Structure	
<input type="checkbox"/>	1	1	MODACCRL	8860	0001	001	20XX	1240000	12400000	6780	88606300
<input type="checkbox"/>	3	3	MODACCRL	8860	0001	001	20XX	4810000	48100000	6780	88606300

Lines Personalize Find

Select	Line	PC Bus Unit	Project	Activity	Affiliate	Fund Affil	Amount	Budget Date	
<input type="checkbox"/>	1	1	8860	000000000000652	000000000000001	3970	0133	386.40	06/30/20XX
<input type="checkbox"/>	3	3	8860	000000000000652	000000000000001	3970	0133	-386.40	06/30/20XX

Lines to add 1 **+** **2**

Totals Personalize Find View All First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	2	386.40	386.40	N	N

5 Save Notify Refresh Add

Illustration B (continued)

The **GL Journal Processor** will run the Edit Journal process.

- 1** – Verify that **Edit Journal** is selected in the *Process drop-down menu.
- 2** – Click **Process**
- 3** – Check that **Journal Status** and **Budget Status** show “V” for Valid. The system will assign a Journal ID. Note the Journal ID on the source document for reference.

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

Business Unit 8860 Department of Finance Journal ID 0005746647 Journal Date 06/30/20XX Errors Only

Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit **1** *Process Edit Journal **2** Process Line 10

▼ **Lines** Personalize | Find | [Print] | [Grid]

Select	Line	*Ledger	*Unit	Fund	Approp Ref	ENY	Account	Alt Acct	Program	Rptg Structure
<input type="checkbox"/>	1	MODACCRL	8860	0001	001	20XX	1240000	12400000	6780	88606300
<input type="checkbox"/>	3	MODACCRL	8860	0001	001	20XX	4810000	48100000	6780	88606300

Lines to add 1 [+] [-] [Grid]

▼ **Totals** Personalize | Find | View All | [Print] | [Grid] First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
8860	2	364.40	364.40	V	V

Save Notify Refresh Add

Illustration B (continued)

The **GL Journal Processor** will run the **Submit Journal** process.

- 1** – Select **Submit Journal** from the *Process drop-down menu.
- 2** – Click **Process**. The GL Journal Approver will receive automatic notification of the journal.
- 3** – Click the **Approval** tab to view the journal workflow. The journal will show as Pending until approved.

The screenshot displays the GL Journal Processor interface. At the top, there are tabs: Header, Lines, Totals, Errors, and Approval (highlighted with a red box and labeled '3'). Below the tabs, the interface shows 'Unit 8860', 'Journal ID 0005746647', and 'Date 06/30/20XX'. A 'Template List' and 'Search Criteria' section are also visible. In the center, a '*Process' dropdown menu is open, showing a list of options: Submit Journal, Budget Check Journal, Copy Journal, Delete Journal, Edit / Pre-Check, Edit Chartfield, Edit Journal, Post Journal, Print Journal, Refresh Journal, and Submit Journal (highlighted with a red box). To the right of the dropdown, a 'Process' button is highlighted with a red box and labeled '2'. Below the dropdown, a table with columns 'Select', 'Line', 'Unit', 'Ledger', and 'Ap Re' is visible. The table contains two rows: Line 1 with Unit 8860 and Ledger MODACCRL, and Line 2 with Unit 8860 and Ledger MODACCRL. To the right of the table, there are fields for 'Alt Acct', 'Program', and 'Rptg S'.

The **GL Journal Approver** will approve the journal, and the **GL Journal Processor** will post or wait for the journal to post during the nightly processing.

Follow the steps in Job Aid FI\$Cal.094 – Approve a GL Journal - Certification to approve the journal.