Approving Journal Entries

This document describes the process for approving journal entries.

Note: You must have security access to the General Ledger Journal Entry module in i3 in order to approve journal entries. If you do not have access, please have your manager request access from Service Desk.
I. Accessing a journal entry

There are 2 ways to access a journal entry for approval.

(i) Follow the link provided in the automated email received from i3 for journals that need to be approved. Separate emails are sent to the approver as journals are submitted for approval.

(ii) (a) Go to the ‘Manager Home’ page
    (b) Click the ‘Financial Pages’ tile
    (c) Click on ‘Journal Entry’
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(d) Select the ‘journal entry’ to be approved

(e) Review the information in the journal including the attachments. The following needs to reviewed by the approver prior to approving the journal.

- Check if the journal entry makes sense i.e. is the debit and credits correct. Debits are usually for expenses, while, credits are usually for revenue
- Ensure that appropriate supporting is attached to the journal to support the amount and the reason for the journal.

If the journal is ready to be approved, click on ‘Approve’.

If the journal is to be denied, click on ‘Denied’ and provide explanations for the denial.

Require Assistance or Further Clarification:

If you have further questions, please contact the General Accounting Department or Delana Figueiredo <delana.figueiredo@senecacollege.ca> at ext. 77105