## 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.



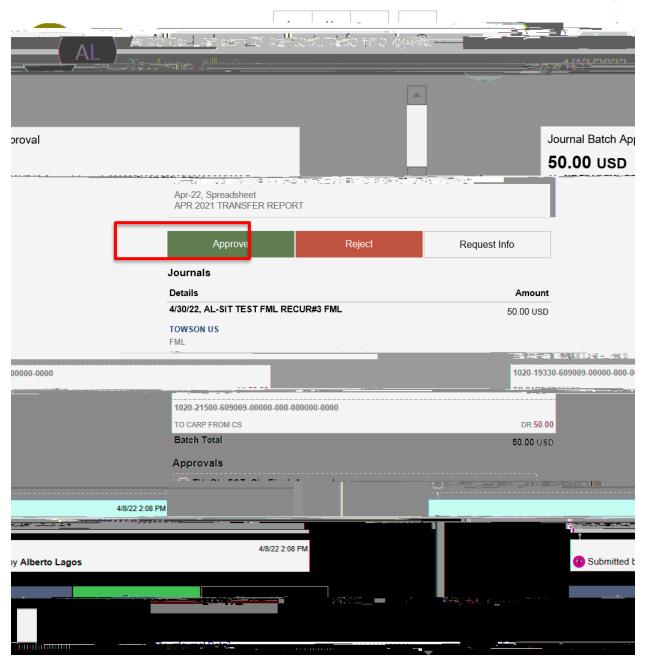
2. Once reviewing the contents of the email, you'll need to select one of three options:

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.

## Action Required: Journal Batch AJ -SIT TEST FMJ RECUR



: If the journal is more than \$100,000, comptroller approval is required.