

Approving Journal Entries with CHASF Business Unit

Steps to approve out-of-cycle transfers in ConnectCarolina

Path: Finance WorkCenter → General Ledger → GL Journal Entry

1. Enter 'CHASF' under Business Unit
2. Enter in the Journal ID
3. Clear out all other fields
4. Click Search
5. Select one of the two entries (you may only return one)
6. Go to the approval tab and select 'approve' from the Approval Action drop down menu

Create/Update Journal Entries
Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

- *Business Unit = CHASF
- Journal ID begins with XXXXXX
- Journal Date =
- Document Sequence Number begins with
- *Line Business Unit =
- Journal Header Status =
- Budget Checking Header Status =
- *Source =
- Entered By begins with
- Attachment Exist =
- Journal Class begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

View All

Business Unit	Journal ID	Journal Date	Journal UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Journal Description
CHASF			0	(blank)	UNCCH	Valid	Valid	ACTUALS	JFA	USD	2	5000	0	Out-of-cycle transfer of Mitch j
CHASF			0	(blank)	CHASF	Valid	Valid	ACTUALS	JFA	USD	2	5000	0	Out-of-cycle transfer of Mitch j

Header Lines Totals Errors **Approval**

Unit CHASF

Journal ID

Date

Submit

Approval Status

Unit CHASF

Approval Check Active Y

Approval Status Pending Approval

Approval Action Approve