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