Approvals
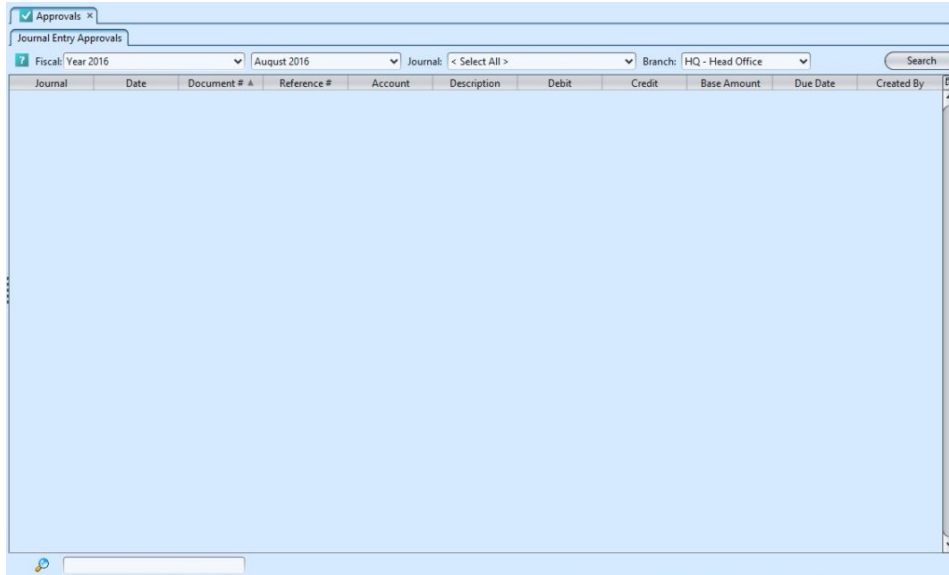
Approvals view allows user to view and approve (post) journal entries that are pending for approval. Below actions are available from *"Approvals"*:

    🔗   View and search for journal entries pending approval, approve / post journal entry.

| Field Name	Description	Mandatory Information
Fiscal	Select a fiscal / financial year to view	Y
Journal	Select a journal to view or select all	Y
Branch	Company's branch	Y
Journal	Type of journal	Y
Date	Document date of the journal entry	Y
Document #	Document number of the journal entry	Y
Reference #	Reference code for easy search	N
Account	Account code and name	Y
Description	Self-explanatory	N
Debit	Debit value of the journal entry	N
Credit	Credit value of the journal entry	N
Base Amount	Self-explanatory	N
Due Date	Self-explanatory	N
Created By	Staff who created the journal entry	Y

View and Search for Journal Entries Pending Approval

1. Select fiscal year and month from drop-down lists on top of screen and click *"Search"* button on top right of screen
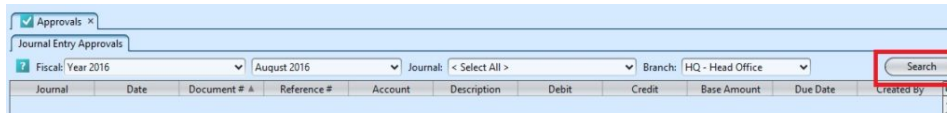
2. Enter search parameter to filter the result, i.e. type in the account name in the search textfield box at the bottom left of screen

3. Right click on a journal entry and select **"Open Journal Entry"** or **"Open Account Register"** option to view more details
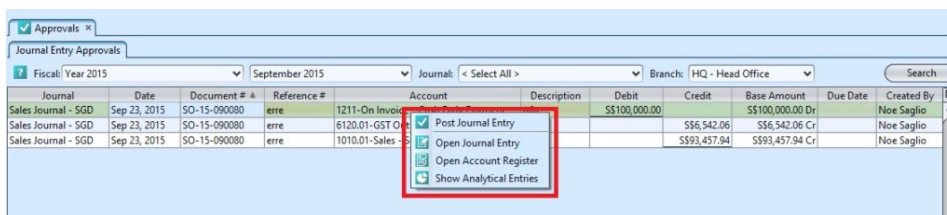
Approve / Post Journal Entry

1. Select fiscal year and month from drop-down lists on top of screen and click **"Search"** button on top right of screen

2. Right click on a journal entry and select **"Post Journal Entry"** option to approve the double-entries