Unapproving a GL Journal

IMPORTANT!

You cannot unapprove a GL Journal that has already been posted. You cannot make changes to a posted GL Journal. If the Journal is already posted you will need to reverse that Journal and raise a new one.

If you have raised a GL Journal that has been approved, but you realise there is a problem with it before you post it you are able to unapprove the Journal to allow changes to be made and then resubmit the Journal for approval again.

IMPORTANT!

Before you make any changes to an approved GL Journal you must first unapprove it.

Common scenarios that may require you to unapprove a GL Journal include:

- You have tried to post the Journal only to find that the flexfield combination you used is no longer valid (see Changing a GL Journal [GL-022]).

- You have tried to post the Journal only to find that the period you raised the Journal in has since closed (see Changing the GL Journal Period [GL-023]).

- You have just been informed that the Journal is no longer valid / required and should be deleted (see Deleting a GL Journal [GL-024]).

To unapprove a GL Journal in 11i

Responsibility: ECU end user responsibility with 'GL' in the title.

1. (N) Enter GL Journals.
   This will display the Find Journals window.
2. Enter search criteria (e.g. the Journal name, remember to use the % wildcard) to help you find your Journal.

   You can use any or all of the other fields in this window to help you find the Journal you are looking for.

3. Click the Find button, because you want to search for an existing Journal, not create a new Journal.
4. Click on the line showing the Journal that you want to unapprove (if only one Journal has been returned then that line will be selected by default).

5. Click the Unapprove button.

6. A dialogue box will be displayed advising you that “If you unapprove your Journal batch, it will have to be reapproved. Do you want to continue? Click the Yes button to be able to make changes to the GL Journal.

If you change your mind and you don’t want to make any changes to the Journal, then click the No button and close down the windows.

Next Step –
- Changing a GL Journal [GL-022], or
- Changing the GL Journal Period [GL-023], or
- Deleting a GL Journal Period [GL-024].