There are two ways to change the departmental approver on e-Journals:

1) Change the default approver on all e-Journals
2) Change the approver on a single journal entry

1. **How to Change Default Approver on all e-Journals**

   A preparer can have up to three default approvers added to his/her preparer security access form. This form is submitted to gain access to the e-Journal system. If you need to change the approvers on all the journal entries that you create after submitting the Preparer security access form, you should use the “Change Approver/ Change Access Form” located on the EJ home page. See the green box below.
There are three sections on the e-Journal Change Approver / Change Access Form that will need to be filled out before submitting the form. All the fields with an * next to them are required information.

1) Preparer’s information
2) Owner Org information
3) Default Approvers Information

1. Preparer’s Information
The first part of the form that needs to be filled out is information on the preparer. First you will need to select “Update Access” on the Action drop down menu. Continue the first section by filling out all the required preparers’ information.

2. Owner Org Information
List the highest level/highest rollup Organization for which you are requesting preparer access. If you create journal entries for multiple, unrelated Organization, submit this form multiple times, once for each Owner Org.

3. Default Approvers Information
Next complete the Default Approvers section of the form. In this section you will specify who you want to approve your journal entries. You will be required to input their name, employee ID # and level. This process can be repeated if multiple approvers are desired.

If you leave the Level blank, each approver will be auto-assigned level 1 and the approvals can occur concurrently. If you have more than one default approver, and want the approvals to happen in a particular order, number the order in which they should occur in the “Level” field.

Submitting the Form
After completing the form, click on the submit function at the bottom of the page. This will send the form to General Accounting for processing and set up.

Each default approver will be auto assigned to journal entries created by the preparer, and must open and approve each entry the preparer submits (unless manually removed from entries)
2. How to change the approver on a single entry

Departmental approvers can also be removed or added to a single entry by the preparer at any time before the approver has approved the entry. Removing an approver could be initiated if the approver is on vacation or otherwise unavailable to approve a journal entry.

Note: as long as the approver on the journal entry hasn't approved the entry, the preparer can recycle the entry back to themselves to change the approver(s) on the entry.

To change an approver on a single entry, click the Approvals tab within the Journal Entry.

After clicking on the Approval tab the default approvers will be displayed. An example is shown below.

To delete approvers - check the box(es) under “SEL” of the approvers you want to delete.

Click the Approvals menu, and then click on “Delete Selected”.

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*eJE: How do I Change the Departmental Approver?*
When the “Delete Selected” option has been selected, a pop up box will appear. In the box the preparer should add a comment(s) to why they are deleting an approver on the specific journal entry. Click the **Submit** button when you are finished adding comments.

Note: At this point an alternative approver(s) can be added to the e-Journal if desired.

**To add Approvers** - Click the Approvals menu and then click on the “Add Dept. Approver” on the drop down menu.

Specify the approver’s **Emplid** (can be found using the spyglass – must be a current employee with an email address on employment record).

Enter the first and last name of the individual that you would like to add as an approver.
Note: that the full name does not need to be entered in to search if the full name is not known. See screen shot below:

Once the individual ID information has been found, click on the EMPLID # to select the individual that you want to approve the e-Journal. See the green box below.

After you have selected their Emplid number, their information will automatically populate under the Approvals tab.
To add a Single Approver
If only one approver is selected, the “Level” field has a default of 1 and no further action is necessary.

To add Multiple Approvers
If multiple approvers are added, the approvers can all be assigned to a “Level” 1. All the approvers have the default level 1 assigned. By leaving the default “Level” equal to 1 on each approval row, they will all receive the journal entry concurrently. However all approvers must still approve the entry for it to be complete. See example below.

Or they can be assigned multiple levels (see green box below) which means that the e-Journal must be approved in a specific order of approvers beginning with level 1 and progressing through the assigned levels. Level 1 Approvers will receive the entry first and be required to approve the entry before it is sent to Level 2 and any subsequent level approvers. Please note that multiple level approvers are not required.

After the e-Journal is submitted, the entire approval path will be visible on the Approvals tab.