I have a Journal Entry that I need to approve. However, when I click on it, I get an error message saying that I do not have access to it. How can I approve it?

The workaround for approving these journal entries is below. This usually happens when the Journal Entry includes a Business Unit other than UNCCH, typically for the College, these are Arts & Sciences Foundation entries (CHASF).

1. Follow these breadcrumbs in ConnectCarolina.
2. Enter UNCCH as the Line Business Unit.
3. Delete the Journal Date From and leave it blank.
4. Copy and paste the journal id from your worklist here.

Manage GL Journal Approval

Once your Journal Entry populates, you will be able to approve it just as you would any other Journal Entry.

Important Note: You need to approve these Journal Entries twice, once for each Business Unit. You need to follow this process for each side of the journal entry. Be sure to replace UNCCH with the Business Unit for the other side of the transaction, i.e. CHASF or UNCGA.