

General Journal Inbox

Detailed Module Guide: General Journal Inbox

Module Location

General Ledger > General Journal > General Journal Inbox

Module Objective

The **General Journal Inbox** module serves as the approval center for all General Journal entries that have been created and confirmed by the accounting team. This module is designed for managers or senior accountants who have the authority to review and provide final ratification before a journal is officially posted to the general ledger.

1. Main View (Journal Approval Inbox)

The main page of this module is an "inbox" that displays all journal entries requiring your action.

General Ledger | General Journal | General Journal | Inbox

Document Number

Any Part of Field

NONE

Search

Show All

Date From

1 July 2025

Date To

31 July 2025

Search

Document Filter Status

Approval Filter Status

Page : 0

Of 0

Document Number	Date	General Journal Description	Document Status	Approval Status	Created by
...: NO RECORDS :...					

View Explanation This page provides a summary of all journals that are awaiting ratification.

- Filters:** You can filter the displayed journals by **Document No.**, a **Start Date** and **End Date** range, as well as by **Document Status** and **Approval Status**.

- **Request List:** The table below will display all journals awaiting action. The table currently shows "...NO DATA AVAILABLE...".

Column Explanations

- **Document No.:** The unique number of the submitted General Journal entry.
- **Date:** The date the journal was created.
- **General Journal Description:** The explanation provided when the journal was created.
- **Document Status:** An icon indicating the current status of the document (e.g., awaiting ratification).
- **Approval Status:** An icon indicating the status of the approval process.
- **Created by:** The name of the user or employee who created and submitted the journal.

2. Journal Approval Process Steps

The following is the standard workflow for an approver in this module.

Step 1: Access the Inbox Open the **General Journal Inbox** module to see the list of journals that require ratification. Use the filters if necessary to find a specific journal.

Step 2: Review the General Journal Details Click on one of the journal rows in the table to open its detail view. In the detail view,

you can check the correctness of the debit-credit accounts, the amounts, and the completeness of the description and supporting documents (if any).

Step 3: Provide Ratification (Approval) Unlike other inboxes, the action buttons are not located on the main page. After you open and review the journal details in Step 2, you will find the buttons to grant approval (e.g., "**Ratify**", "**Approve**", or "**Reject**" buttons) within that detail page. Click the appropriate button to complete the review process.

3. Workflow & Integrated Business Process

This module ensures the **four-eyes principle** in accounting records.

1. **Journal Creation:** An accountant creates an entry in the **General Journal** module and clicks **Confirm**.
2. **Entering the Queue:** The confirmed journal is automatically placed in the queue within the **General Journal Inbox** module of their superior or the authorized party.
3. **Review & Ratification:** The superior/approver opens this module, selects the journal to be reviewed, opens it, and then provides ratification from within the journal's detail page.
4. **Final Posting:** After being ratified, the journal is officially posted to the general ledger and will affect account balances and financial reports.