# Approving Disinvestment Journals Checklist

**User Roles**: *Agency GL Journal Approver*

**Last Updated:** 03/10/2023

Use this checklist when approving disinvestment journals in Florida PALM. For additional assistance and training resources on disinvestments, visit the Florida PALM website, User Support, End User Training page.

**Note:** This guide MUST be edited to add your agency-specific values (i.e. Unit, Fund, Budget Entity) where <enter agency value> is shown before sharing with end users.

## Checklist

* Navigate to the **GL WorkCenter**:

NavBar>Menu>General Ledger>GL WorkCenter

* Select the **Main** tab on the left side of the GL WorkCenter panel (may default)
* Under the **My Work** section, Click the **Journals Pending My Approval** link
* Click on the **Journal Overview** tab (may default)
* Select the **Journal ID** link for the journal needing approval
* Click the **Go to Journal Entry Page** link
* Review the journal lines and confirm the appropriate values are entered

Table 1: Disinvestment Journel Line Value

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Line | Unit | Account | Fund | Budget  Entity | Category | Base  Amount |
| 1 | <enter agency value> | 104001 | <enter agency value> | <enter agency value> | 002000 | Enter a ***negative*** value |
| 2 | <enter agency value> | 101013 | <enter agency value> | <enter agency value> | 002000 | Enter a ***positive*** value |
| 3 | 43002 | 304001 | 72800 | 43100300 | 315010 | Enter a ***positive***value |
| 4 | 43002 | 101013 | 72800 | 43100300 | 315010 | Enter a ***negative*** value |

**(Note: You may see additional ChartField not represented on Table 1 above. Scroll to the right to see all the ChartFields.)**

* Review the **Totals** section to verify the journal is balanced (the debits and credits should match) and the Journal Status is a “**V”** for valid
* Click the **Approve** button to approve the journal
  + To deny the journal, enter the business reason in the add comments box and click the **Deny** button