

A new change on the journal entry page was introduced by the upgrade:

On the journal entry page, when a user submits a journal for approval from the Lines tab, Process drop-down, a new Comments window pops up. Enter any comments and click the OK button or just simply click the OK button so that the action of submitting the journal for approval will be saved in the system and the approval status will be changed from “None” to “Pending Approval” or “Approved to Post” on the Approval tab.

Entering comments in the Comments box is optional. But a user must click the OK button to save the Submit Journal Action.

The Submit Button on the Approval tab does not display this comment box.

The screenshot displays the 'Create/Update Journal Entries' interface. At the top, there are tabs for 'Header', 'Lines', 'Errors', and 'Approval'. The 'Lines' tab is active. Below the tabs, the 'Unit' is set to 'CASE1' with a 'Template List' link. The 'Journal ID' is '0000616286' with a 'Search Criteria' link. The 'Date' is '12/15/2025' with a 'Change Values' link. There is a checkbox for 'Errors Only'. A red arrow points to the '*Process' dropdown menu, which is currently set to 'Submit Journal'. Next to it is a 'Process' button. To the right, there is a 'Line' field set to '10' with up and down arrows. Below this, a 'Comments' dialog box is open, showing a text area for comments and an 'OK' button. The dialog box also indicates '254 characters remaining'. In the background, the 'Lines' table is visible with columns for 'Select', 'Line', 'Speed Type', 'Account', and 'Journal Line Description'. It contains two rows of data. At the bottom, there is a 'Totals' section with columns for 'Unit', 'Total Lines', 'Total Debits', 'Total Credits', 'Journal Status', and 'Budget Status'. The 'Unit' is 'CASE1', 'Total Lines' is '2', 'Total Debits' is '5,000.00', 'Total Credits' is '5,000.00', 'Journal Status' is 'V', and 'Budget Status' is 'V'. At the very bottom, there are buttons for 'Save', 'Notify', 'Refresh', and 'Add'.

Create/Update Journal Entries

Header Lines Errors Approval

Unit CASE1 Journal ID 0000616286 Date 12/15/2025 Errors Only
Template List Search Criteria Change Values

*Process Submit Journal Process Line 10

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Lines

Select Line Speed Type Account Journal Line Description

Select	Line	Speed Type	Account	Journal Line Description
<input type="checkbox"/>	1	OPR261222 Q	536200 Q	Test-move charges
<input type="checkbox"/>	2	OPR261221 Q	536200 Q	Test-move charges

Lines to add 1 + -

Totals

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
CASE1	2	5,000.00	5,000.00	V	V

Save Notify Refresh Add

Comments

Comments

254 characters remaining

OK

Create/Update Journal Entries

New Window

Header | Lines | Errors | **Approval**

Unit CASE1 Journal ID 0000616286 Date 12/15/2025 Submit

Approval Status

Unit CASE1

Approval Check Active Y

Approval Status Pending Approval

Approval Action Approve

Deny Comments

254 characters remaining

Unit CASE1, ID 0000616286, Date 2025-12-15, Line Unit CASE1:Pending

Non-OSPA Journals

Pending

Multiple Approvers

CW_GL_MEQUIP_APPR

> Approval History

Save Notify Refresh Add Update/Display