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.

Create/Update Journal Entries

| Header | Lines | Errors | Approval |

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

Approval Status

🔍 | |< < 1 of 1 ∨ > >|

Unit CASE1

Approval Check Active Y

Approval Status Pending Approval

Approval Action [Approve ∨]

Deny Comments [   ]

254 characters remaining

Non-Salary Non-OSPA Jrnl Appr

▼ **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]

Header | Lines | Errors | Approval