Actioning a GL Journal

When a GL Journal is submitted for approval, and it is outside the originator’s approval limit, it will go to the originator’s supervisor.

**IMPORTANT**

If you have been sent a GL Journal Approval notification and you are not responsible for the debiting cost centre / project you should reject the approval request and advise the Journal originator to delete the Journal and have someone who is responsible for the debiting cost centre / project re-enter the Journal.

The system is set up to go up the Management Chain. This means that the approval request notification will go to the Journal originator’s immediate supervisor for approval, and if they approve it but it is outside their approval limit, it will go to the supervisor’s supervisor, and so on until it is approved by someone who has the appropriate approval limit. If anyone along the way rejects the Journal, the Journal originator is notified that the Journal has been rejected.

If the Journal is not actioned within 24 hours the enterer will be notified that their Journal has not been approved, but they have the option to ‘Resend To Approver’ or ‘Resend To Approver’s Manager’ to kick off the approval process again.

**To action a GL Journal in 11i**

Responsibility: ECU GL Approver.

1. Double click the email notification that you have received in your Microsoft Outlook (or Mac equivalent) inbox to open it.

   The email will look similar to:

<table>
<thead>
<tr>
<th>Inbox</th>
</tr>
</thead>
<tbody>
<tr>
<td>WorkFlow Mailer</td>
</tr>
</tbody>
</table>

   The email will always be from Workflow Mailer, and the subject will indicate the name of the Journal, when it was created, and by whom.

   **IMPORTANT**

   If you already know what the Journal is about and you do not need to review the Journal details, go to step 17.
If you need to review the Journal detail continue following each step.

2. Double click on the email attachment to open it.

This may display a dialogue box reminding you to only open attachments from a trustworthy source.

3. If you see the above dialogue box, click the Open button. If you do not see the above dialogue box, continue on to step 4.
4. You should now see a Security Warning advising you that a web page is trying to open a site on your intranet. Click the Yes button to allow this to happen.

5. The Oracle E-Business Suite Login screen will now open up in a browser (usually Internet Explorer, Safari, or similar) window. Clear the Username GUEST, and put your own in (should be the same as your ADS username).

6. Press TAB.

7. Enter your Oracle password (will not be the same as your ADS password, unless you chose to make it so).

8. When you have entered your Oracle Username and Password, click the Login button.

!IMPORTANT!

If you cannot remember your Oracle Password, click the 'Forgot your password?' link just under the Login button to request that it be reset and sent to you via email.
If you cannot remember your Oracle Username, email fbscsystems@ecu.edu.au to request it.

9. You should now be able to view the email attachment.

10. Click the Enter Journals link to review the Journal details.

   This will open up the Oracle core application to allow you to review the Journal details.

11. If you have more than one responsibility in Oracle, you may be asked to choose which one to use to review the Journal. You should always select ECU GL Approver.

   ! IMPORTANT !

   If you do not have this responsibility, you should email fbscsystems@ecu.edu.au to request that it be added to your user account.
12. Once you have selected the correct responsibility, click the OK button.

13. This will display the Batch window. Click the Journals button to review the Journal.

14. This will display the Journals window where you can now review the transactional details of the Journal.
You cannot approve / reject the Journal from this window. You must return to the original email (or the email attachment) and indicate your response from there.

15. If this is the only Journal you want to review, exit out of Oracle by selecting Exit Oracle Applications from the File Menu.

If you have other Journals to review go back to step 1 (you won’t have to re-do steps 5 – 8, or steps 11 – 12 as you are already logged into the Oracle system).

16. Return to Microsoft Outlook and find the original Journal Approval notification, and double click it to open it.
17. Indicate the action you want to take on this Journal by clicking the appropriate response.

Click Approve, if you want to approve this Journal for posting.

Click Reject, if you do not want to approve this Journal for posting.

Click Request Information, if you want the Journal originator to provide more information to you before you decide what action to take.

18. This will open up an email to be sent to the system to record your response. If you want to make a comment back to the Journal originator, include this comment between the two single quotes (""") on the line beginning with Comment.
19. When you are ready, click the Send button to send the email and record your action.

20. If you want to keep copies of the email, file it accordingly, otherwise, you can delete the notification once it has been actioned.

Next Step – Post GL Journal [GL-013]