Quick Reference

**Actioning a GL Journal**

Responsibility: ECU GL Approver

! 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.

1. Double click the email notification that you have received in your Microsoft Outlook (or Mac equivalent) inbox to open it
2. Double click on the email attachment to open it.
3. If you see the ‘Opening Mail Attachment’ dialogue box, click the Open button. If you do not see the 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. Click the Login button.
9. You should now be able to view the email attachment.
10. Click the Enter Journals link 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.
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.

! IMPORTANT !
You cannot approve / reject the Journal from this window. You must return to the original email (or 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.
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.