<u>How to approve a Journal Entry (JE)</u>

1) In SIMBA, go to My Inbox & Outbox – click on My Inbox.
2) Select document you'd like to review/approve.
3) The Notepad Icon, will show you any comments that have been entered such as who has approved it prior and/or why it was rejected previously.
4) The Paperclip Icon, will have any attachments that were added when the document was entered. **Please include any documents that would be helpful such as emails, shopping cart previews, invoices, etc… (save as Word .docx, PDF .pdf or Excel .xlsx)
5) The Chain Link Icon, will provide you with the link to open the entered document which will open in another window.
6) What to review in document on Basic Data Tab:
   a. Document Date should be the date it is being entered
   b. Reference Field – may vary, see breakdown
      i. Cash/Check Deposits – Business Area + Today's Date + User Initials + Sequential Number
      ii. Cash Advance Settlement – Employee PERNR
      iii. All other JE's - original invoice #, Shopping cart #, PO # or SIMBA document #
   c. Doc.Header Text – short description of what is being moved
   d. Verify G/L Account is correct and was the one used on the original expense (could be different if incorrect GL was used on original expense)
   e. Verify the Debits/Credits are correct
   f. Short description in Text Field <u>for each line item</u> (similar to old IBIS free space)
   g. Detailed explanation in Long Text Field <u>for each line item</u> (who, where, what, when why as well as any previous document #'s. If going on a Sponsored Program, include brief explanation on how the expense is benefitting the project. Similar to Note Pad on IBIS form)
   h. Verify Cost Center or Order is able to be used
7) If all fields have the correct information. You will close this window which will take you back to your inbox with this document selected.
   a. You will then either Approve or Reject the document. Once you click Approve or Reject a box will pop up asking for a note. Enter "Approve" if you are approving or enter a detailed description of why it's being rejected.

Tip:

1) Under Services for Object, Workflow, Workflow Overview – this shows you where the document has been previously approved and/or who it is sitting with for approval.