

Oracle® Cloud

Administering and Working with Oracle Enterprise Data Management Cloud Learning Path



F17397-06

ORACLE®

Oracle Cloud Administering and Working with Oracle Enterprise Data Management Cloud Learning Path,
F17397-06

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1

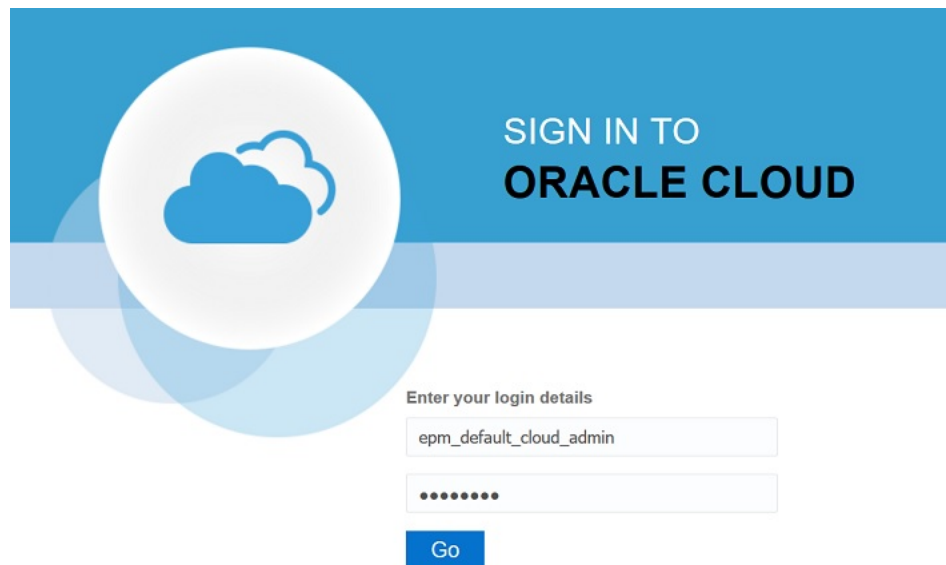
Workflow Approvals

Related Topics

- [Sign in as a Service Administrator](#)
- [Add Users to Groups](#)
- [Enable Approval Policies and Add Approval Groups](#)
- [Sign Out as a Service Administrator](#)
- [Create a Request](#)
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- [Approve a Request](#)

Sign in as a Service Administrator

Sign in to Oracle Enterprise Data Management Cloud as a service administrator.



Add Users to Groups

System administrators assign users to groups. In this example, we will:

- Add a user named Alex Smith to the *Analyst* group
- Add a user named Anita Kennedy to the *Interactive User* group

- Add a user named Kerry Lane to the *Super User* group

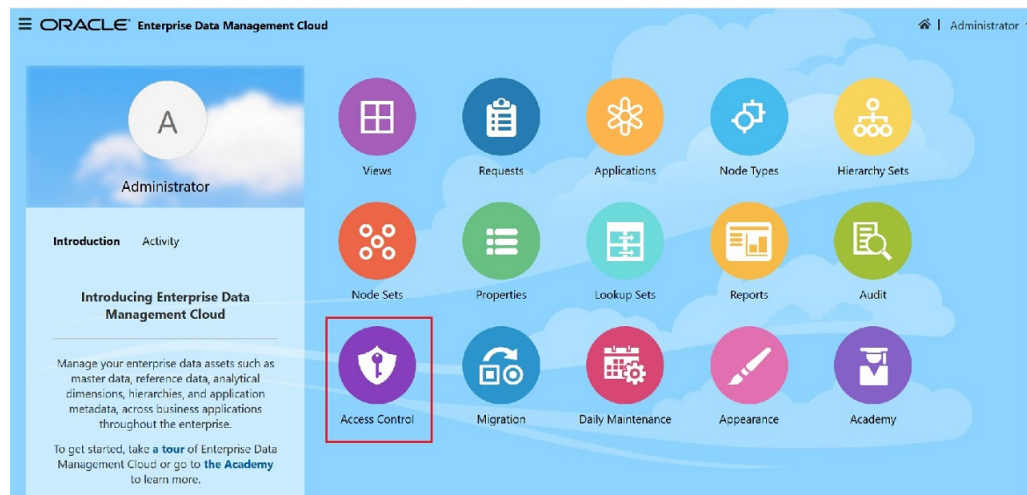
These groups have already been granted permissions to the dimensions.



Note:

Since the Enterprise Data Management snapshot you imported for this learning path does not contain users, you must use your own users in place of Alex, Anita, and Kerry.

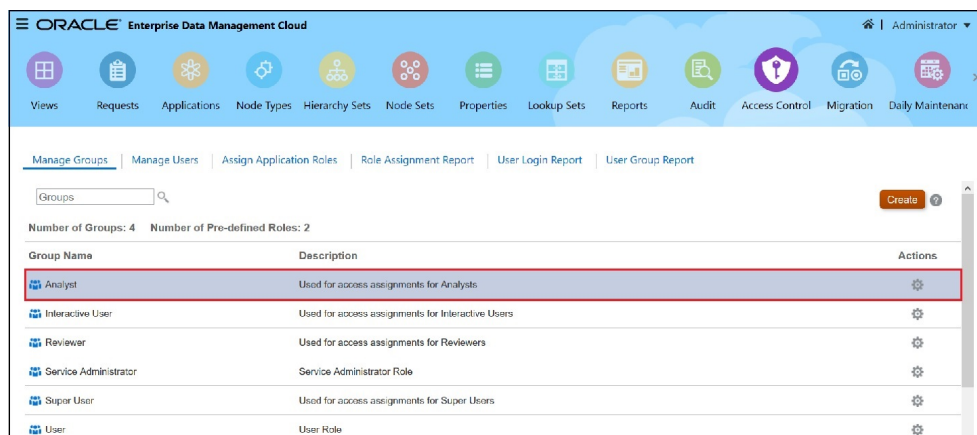
To add users to groups, from the Enterprise Data Management Cloud Home page, select **Access Control**.



Add Alex Smith to the Analyst Group

First, we will add Alex Smith to the Analyst group. Alex is the user who will create the initial request.

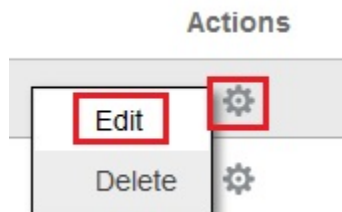
1. Select the **Analyst** group.



- Click the **Actions**



icon, and then select **Edit**.



- In the **Edit Group: Analyst** dialog box, select **Users**, and then click the **Search**



icon to display all the users. Select **Alex Smith**, and then click **Move** to move him to **Assigned Users**.

Edit Group: Analyst Save Close

* Name:

Description:

Groups **Users**

Available Users

- ☒ Alex Smith
- ☐ Amy Marlin
- ☐ Anita Kennedy
- ☐ Barry
- ☐ Betty Anderson
- ☐ Brodie Smith
- ☐ Carol
- ☐ Casey Brown
- ☐ Charlie
- ☐ Curtis Feitty
- ☐ Fanta Jabara
- ☐ George

Assigned Users

Move

Move All

Remove

Remove All

- Click **Save** to save the selection of Alex Smith as an assigned user in the Analyst group.

- Click **OK** in the dialog box that is displayed letting you know that the Analyst group was modified successfully.



Add Anita Kennedy to the Interactive User Group

Next we will add Anita Kennedy to the Interactive User group. Anita is going to collaborate on Alex's request and submit it for approval.

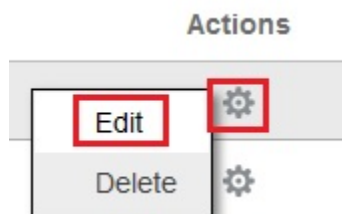
- Select the **Interactive User** group.

Group Name	Description	Actions
Analyst	Used for access assignments for Analysts	[Settings Icon]
Interactive User	Used for access assignments for Interactive Users	[Settings Icon]
Reviewer	Used for access assignments for Reviewers	[Settings Icon]
Service Administrator	Service Administrator Role	[Settings Icon]
Super User	Used for access assignments for Super Users	[Settings Icon]
User	User Role	[Settings Icon]

2. Click the **Actions**



icon, and then select **Edit**.



3. In the **Edit Group: Interactive User** dialog box, select **Users**, and then click the **Search**



icon to display all the users. Select **Anita Kennedy**, and then click **Move** to move her to **Assigned Users**.

Edit Group: Interactive User

* Name: Interactive User

Description: Used for access assignments for Interactive Users

Groups: **Users**

Available Users: Search [magnifying glass icon]

- ☐ Alex.Smith
- ☐ Amy.Marlin
- ☒ Anita.Kennedy
- ☐ Aruna
- ☐ Barry
- ☐ Carol
- ☐ Casey.Brown
- ☐ Charlie
- ☐ Fanta.Jabara
- ☐ Francis
- ☐ Frank
- ☐ George

Assigned Users

Move (highlighted with a red box)

Move All

Remove

Remove All

4. Click **Save** to save the selection of Anita Kennedy as an assigned user in the Interactive User group.

Edit Group: Interactive User

* Name: Interactive User

Description: Used for access assignments for Interactive Users

Groups Users

Available Users: Search

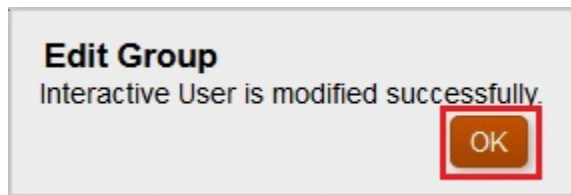
- Alex.Smith
- Amy.Marlin
- Aruna
- Barry
- Carol
- Casey.Brown
- Charlie
- Fanta.Jabara
- Francis
- Frank
- George
- Harold.Wilson

Assigned Users: Anita.Kennedy

Move, Move All, Remove, Remove All

Save Close ?

- Click **OK** in the dialog box that is displayed letting you know that the Interactive User group was modified successfully.



Add Kerry Lane to the Super User Group

Finally, we will add Kerry Lane to the Super User group so that he can approve the request.

- Select the **Super User** group.

ORACLE Enterprise Data Management Cloud

Views Requests Applications Node Types Hierarchy Sets Node Sets Properties Lookup Sets Reports Audit Access Control Migration Daily Maintenance

Manage Groups Manage Users Assign Application Roles Role Assignment Report User Login Report User Group Report

Groups

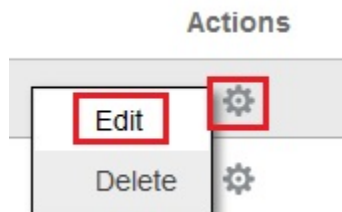
Number of Groups: 4 Number of Pre-defined Roles: 2

Group Name	Description	Actions
Analyst	Used for access assignments for Analysts	
Interactive User	Used for access assignments for Interactive Users	
Reviewer	Used for access assignments for Reviewers	
Service Administrator	Service Administrator Role	
Super User	Used for access assignments for Super Users	
User	User Role	

- Click the **Actions**



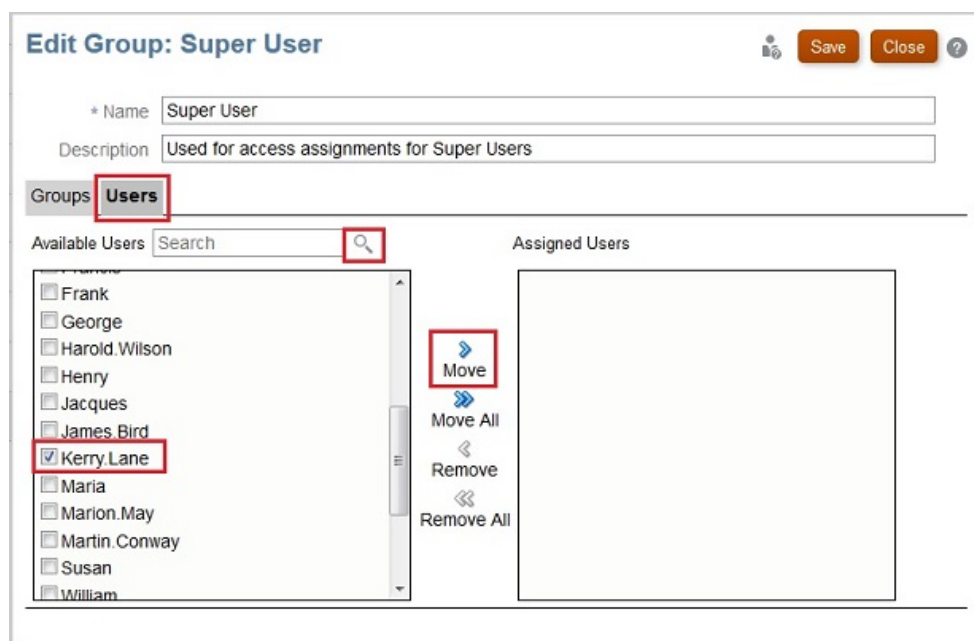
icon, and then select **Edit**.



- In the **Edit Group: Super User** dialog box, select **Users**, and then click the **Search**



icon to display all the users. Select **Kerry Lane**, and then click **Move** to move him to **Assigned Users**.



- Click **Save** to save the selection of Kerry Lane as an assigned user in the Super User group.

Edit Group: Super User

* Name: Super User

Description: Used for access assignments for Super Users

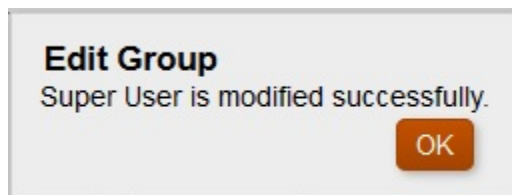
Groups Users

Available Users: Search

Assigned Users: Kerry.Lane

Move, Move All, Remove, Remove All

5. Click **OK** in the dialog box that is displayed letting you know that the Super User group was modified successfully.



Enable Approval Policies and Add Approval Groups

The next step is to enable the approval policy on each dimension. The Entity Maintenance view has three viewpoints representing the General Ledger, Consolidation and Close, and Planning applications. Each viewpoint uses a unique dimension, and the approval policy must be enabled for each dimension.

Recall that we added Kerry Lane to the *Super User* group. This allows him to review the changes associated with all three viewpoints, and he will be able to approve requests. In addition to enabling the approval policy, we will also add *Super User* as an approval group for each viewpoint.

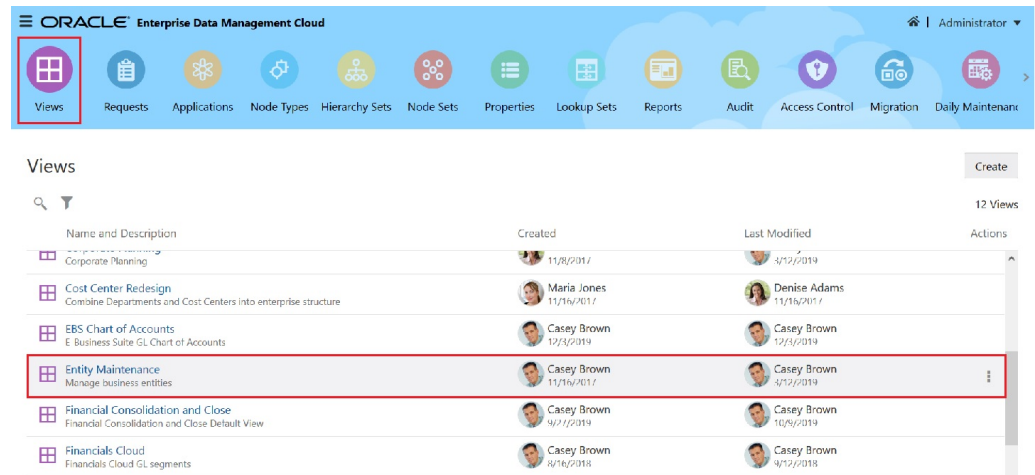
To do this, we will:

- Access the *Entity Maintenance* view
- Enable the approval policy and add the *Super User* group as an approver of changes to the *Corporate Company* dimension in the *General Ledger* viewpoint
- Enable the approval policy and add the *Super User* group as an approver of changes to the *Entity* dimension in the *Consolidation and Close* viewpoint

- Enable the approval policy and add the *Super User* group as an approver of changes to the *Entity* dimension in the *Planning* viewpoint

Access the Entity Maintenance View

To access the Entity Maintenance view, from the Enterprise Data Management Cloud Home page, select **Views**, and then select the **Entity Maintenance** view.



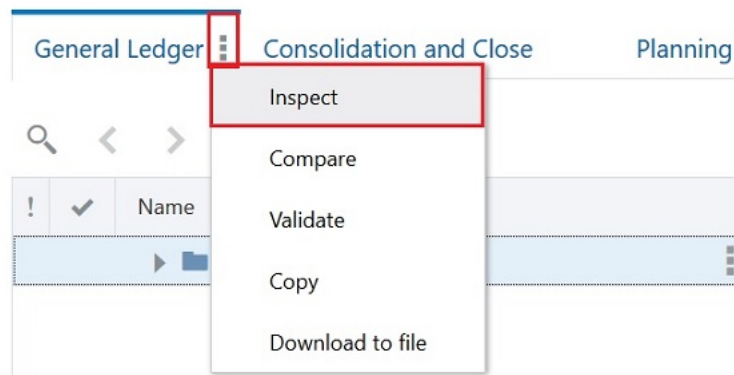
Enable the Approval Policy and Add the *Super User* Group to the *Corporate Company* Dimension in the *General Ledger* Viewpoint

1. Click



next to the **General Ledger** viewpoint, and then select **Inspect**.

Entity Maintenance



2. In the General Ledger viewpoint, select the **Corporate Company** dimension.

General Ledger viewpoint
Companies in Financials Cloud GL

General Definition Properties Subscriptions Data Chain

Name General Ledger Node Set ALL CORPORATE COMPANY | V1
Description Companies in Financials Cloud GL Hierarchy Set ALL CORPORATE COMPANY | V1
Layout Hierarchy
View Entity Maintenance

Label
Status Active
Created Administrator April 22, 2019
Modified Casey Brown September 27, 2019

Application Financials Cloud
Dimension Corporate Company
Binding Status Node Set Bound

3. In the Corporate Company dimension, select **Policies**, and then select the **GL Entity Approval** policy.

Corporate Company dimension
Corporate Company

General Bindings Import/Export Validations Permissions Policies

Policies Create

Name and Description	Policy Type	Workflow Stage	Enabled	Policy Groups
GL Entity Approval Approval policy for Corporate Company	Approval	Approve	True	1 groups / 0 users

4. Select **Definition**, and then click **Edit**.

GL Entity Approval policy
Approval policy for Corporate Company

General Definition Filters

Policy Settings: Enabled True
Approval Method: Parallel
One Approval Per Group: True
Total Required: 1 group(s)
Include Submitter: False
Reminder Notification: After 2 day(s)
Approval Escalation: After 2 reminder(s)

Policy Groups
Name and Description Action
Super User

General Ledger Corporate Company GL Entity Approval

5. Select **Enabled** to enable the GL Entity Approval policy. Then, click the arrow next to **Add an policy group**, select **Super User**, and the click **Save**.

GI Entity Approval policy
Approval policy for Corporate Company

General Definition Filters

Policy Settings

Enabled ☒

Approval Method Parallel

One Approval Per Group ☒

Total Required 1 group(s)

Include Submitter ☐

Reminder Notification 2

Approval Escalation 2

Policy Groups

Add a policy group

Name and Description	Action
Super User	

Save Cancel

- Click **Close** to return to the Entity Maintenance screen.

GI Entity Approval policy
Approval policy for Corporate Company

Edit Close

Enable the Approval Policy and Add the *Super User* Group to the *Entity* Dimension in the *Consolidation and Close* Viewpoint

- Click



next to the **Consolidation and Close** viewpoint, and then select **Inspect**.

Entity Maintenance

General Ledger Consolidation and Close Planning

! ✓ Name

- C_All_Corp_Comp_V1
- EUR_Region
- LegalEntities
- FCCS_Global Assumptions
- FCCS_Total Geography

Inspect

Compare

Validate

Copy

Download to file

- In the Consolidation and Close viewpoint, select the **Entity** dimension.

Consolidation and Close viewpoint
Consolidation and Close

General Definition Properties Subscriptions Data Chain

Name Consolidation and Close Node Set Entity

Description Consolidation and Close Hierarchy Set Entity

Layout Hierarchy View Entity Maintenance

Label

Status Active Created Casey Brown September 27, 2019

Modified Casey Brown October 4, 2019

Application Financial Consolidation and Close

Dimension Entity

Binding Status Node Set Bound

3. In the Entity dimension, select **Policies**, and then select the **Close Entity Approval** policy.

Entity dimension
Entity dimension for Financial Consolidation and Close

General Bindings Import/Export Validations Permissions **Policies**

Policies Create

Name and Description	Policy Type	Workflow Stage	Enabled	Policy Groups
Close Entity Approval Approval policy for Entity	Approval	Approve	False	None

Consolidation and Close Entity

4. Select **Definition**, and then click **Edit**.

Close Entity Approval policy
Approval policy for Entity

General **Definition** Filters

Policy Settings

Enabled False

Approval Method Parallel

One Approval Per Group True

Total Required 0 group(s)

Include Submitter False

Reminder Notification After 1 day(s)

Approval Escalation After 3 reminder(s)

Policy Groups

Name and Description	Action
No data to display.	

Consolidation and Close Entity Close Entity Approval

5. Select **Enabled** to enable the Close Entity Approval policy. Then, click the arrow next to **Add a policy group**, select **Super User**, and click **Save**.

Close Entity Approval policy
Approval policy for Entity

General Definition Filters

Policy Settings

Enabled ☒

Approval Method: Parallel

One Approval Per Group ☒

Total Required: 1 group(s)

Include Submitter ☐

Reminder Notification: 1

Approval Escalation: 3

Policy Groups

Add a policy group

Name and Description	Action
Super User	

- Click **Close** to return to the Entity Maintenance screen.

Close Entity Approval policy
Approval policy for Entity

Edit Close

Enable the Approval Policy and Add the *Super User* Group to the *Entity* Dimension in the *Planning* Viewpoint

- Click



next to the **Planning** viewpoint, and then select **Inspect**.

Entity Maintenance

General Ledger Consolidation and Close Planning

! ✓ Name Alias: Det

Initializing...

- Inspect
- Compare
- Validate
- Copy
- Download to file

- In the Planning viewpoint, select the **Entity** dimension.

Planning viewpoint
Entity for Planning

General Definition Properties Subscriptions Data Chain

Name Planning
Description Entity for Planning
Label
Status Active
Application Corporate Planning
Dimension **Entity**
Binding Status Node Set Bound

Node Set Entity
Hierarchy Set Entity
Layout Hierarchy
View Entity Maintenance

Created Casey Brown November 16, 2017
Modified Casey Brown October 3, 2019

3. In the Entity dimension, select **Policies**, and then select the **Plan Entity Approval** policy.

Entity dimension
Entity dimension for Planning

General Bindings Import/Export Validations Permissions **Policies**

Policies

Name and Description	Policy Type	Workflow Stage	Enabled	Policy Groups
Plan Entity Approval Approval policy for Entity	Approval	Approve	False	None

4. Select **Definition**, and then click **Edit**.

Plan Entity Approval policy
Approval policy for Entity

General **Definition** Filters

Policy Settings

Enabled False
Approval Method Parallel
One Approval Per Group True
Total Required 0 group(s)
Include Submitter False
Reminder Notification After 1 day(s)
Approval Escalation After 3 reminder(s)

Policy Groups

Name and Description	Action
No data to display.	

Edit Close

5. Select **Enabled** to enable the Plan Entity Approval policy. Then, click the arrow next to **Add a policy group**, select **Super User**, and then click **Save**.

Plan Entity Approval policy
Approval policy for Entity

General Definition Filters

Policy Settings

Enabled ☒

Approval Method Parallel

One Approval Per Group ☒

Total Required 1 group(s)

Include Submitter ☐

Reminder Notification 1

Approval Escalation 3

Policy Groups

Add a policy group

Name and Description	Action
Super User	

Save Cancel

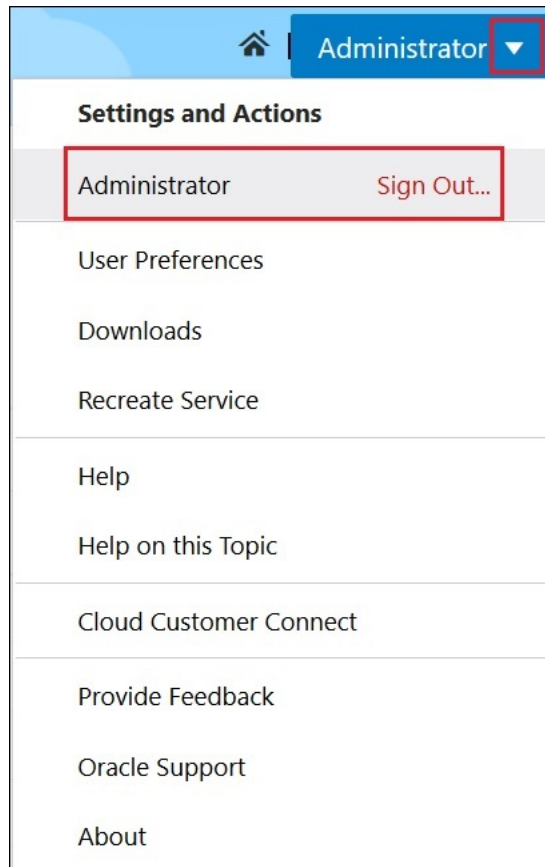
6. Click **Close** to return to the Entity Maintenance view.

Plan Entity Approval policy
Approval policy for Entity

Edit Close

Sign Out as a Service Administrator

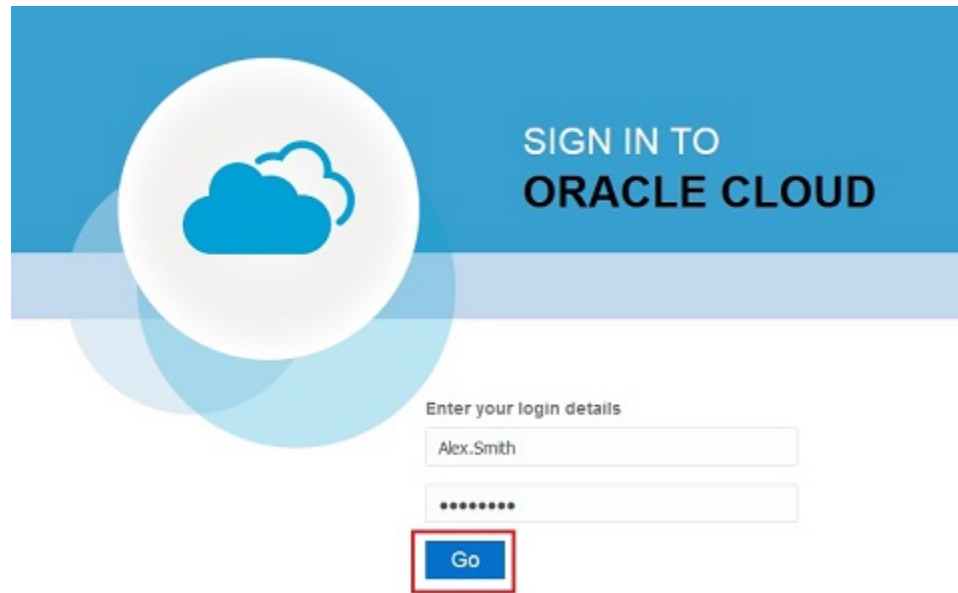
We have now completed the service administrator steps in the workflow approval process. To sign out, click the arrow next to **Administrator** at the top right of the screen, and then select **Sign Out**.



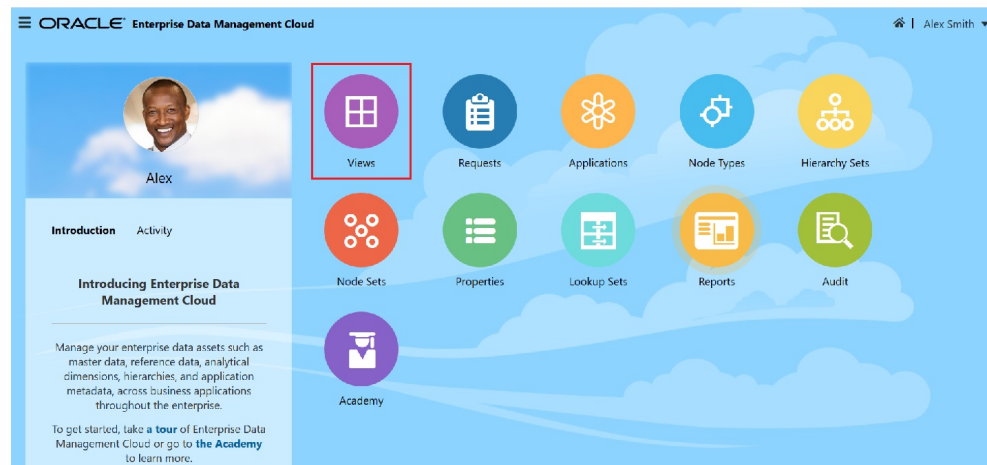
Create a Request

In this step, a user named Alex Smith is going to create a request to add a two nodes to the North America hierarchy in the General Ledger application. The two nodes are contained in a file that Alex is going to load.

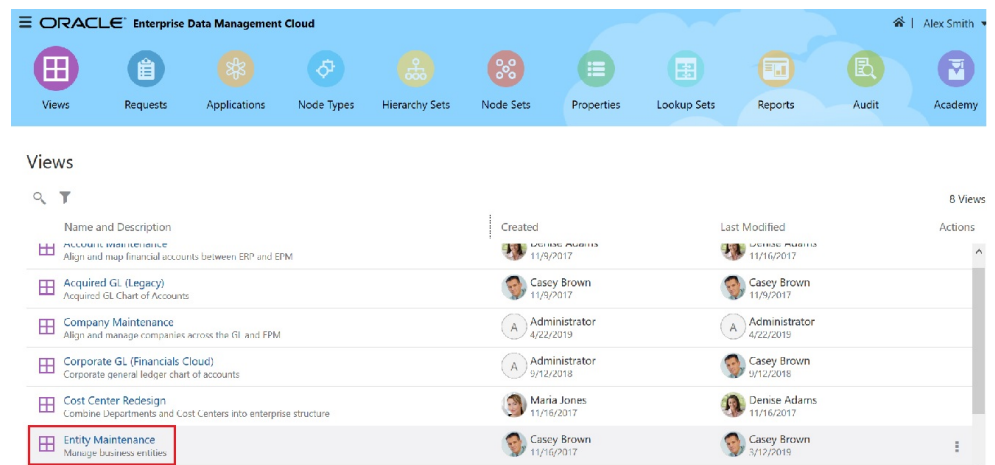
1. On the Oracle Cloud Sign In screen, sign in as Alex Smith.



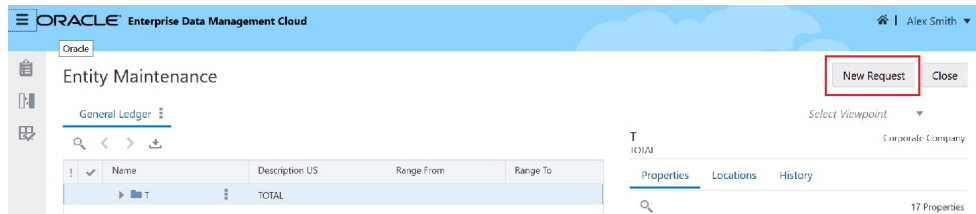
2. From the Enterprise Data Management Cloud Home page, select **Views**.



3. Select the **Entity Maintenance** view.



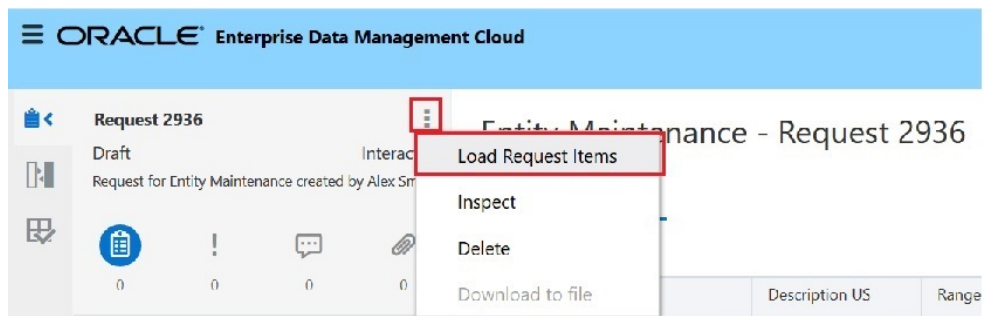
4. Select **New Request**.



5. Click

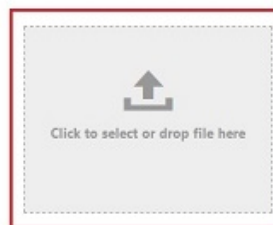
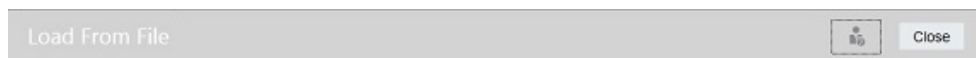


and select **Load Request Items**.



Note: The load file is automatically attached to the request.

6. Select the **GL-Entity-Updates.xlsx** file that you saved to your local drive.



7. Click **Load** to load the information in the file.

Load From File

Load Cancel

File Name

GL-Entity-Updates.xlsx

Viewpoint

General Ledger

Sheet

General Ledger

Description

Companies in Financials Cloud GL

Columns to Load

Row/Column Count 2/12

Column Header	Name	Description	Node Type	Enabled	Start Date
Data Preview	121	US 1 Health	Corporate Company	True	
	141	US 1 Support	Corporate Company	True	

- After reviewing the results summary, click **Close**.

Load From File

Close

File Name

GL-Entity-Updates.xlsx

Viewpoint

General Ledger

Sheet

General Ledger

Description

Companies in Financials Cloud GL

Results Summary

Rows Loaded

2

Rows Processed

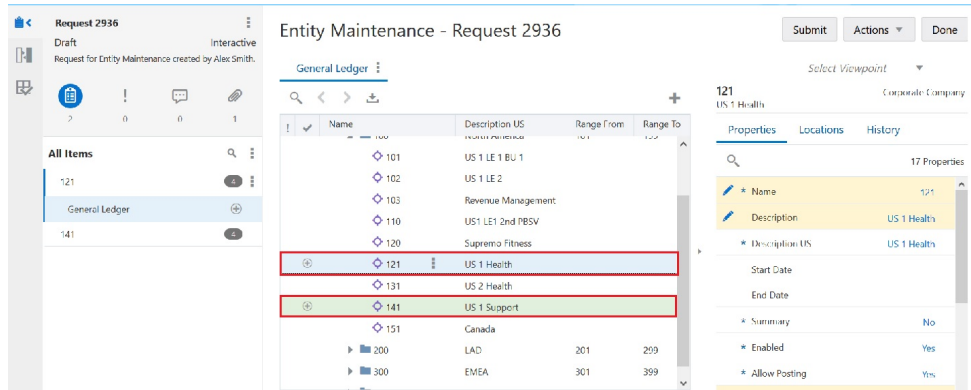
2


Rows Skipped

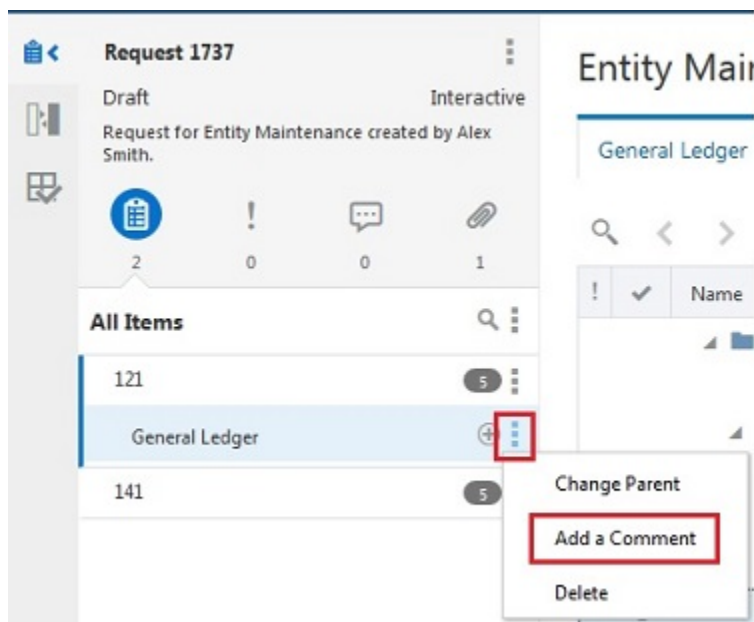
0

✓ The file was successfully loaded into the request.

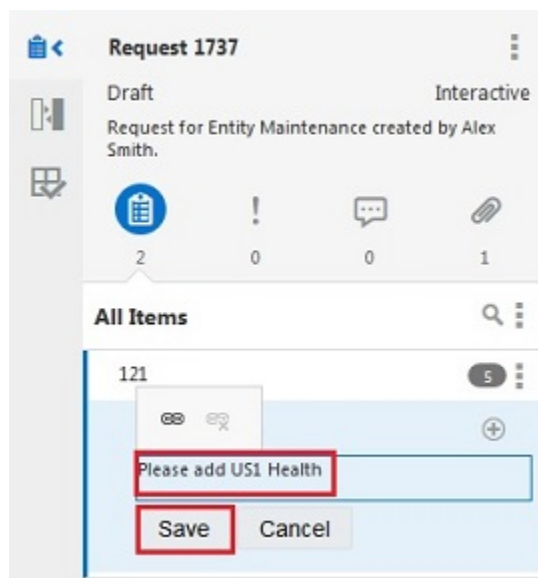
Note that two new nodes were added: **121, US1 Health** and **141, US1Support**.



9. Add a comment further explaining the request to add **121, US1 Health**. To do this, click  next to **General Ledger** and select **Add a Comment**.



10. Enter "Please add US1 Health", and then click **Save**.



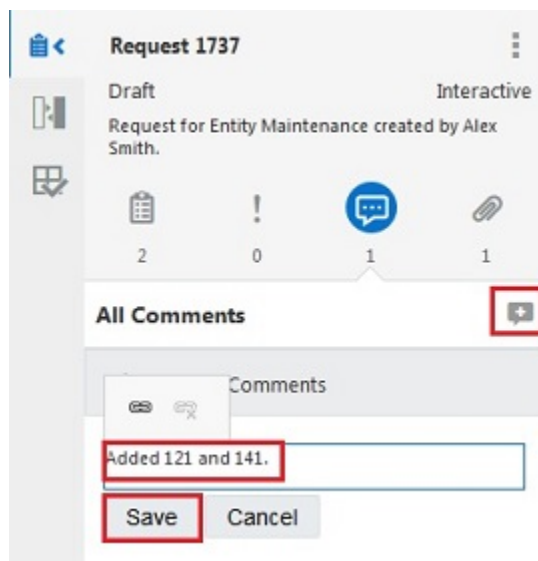
11. Add a comment for the overall request. To do this, click the **Comments**



icon. Then click



next to **All Comments**, enter "Added 121 and 141", and click **Save**.



Assign a Request

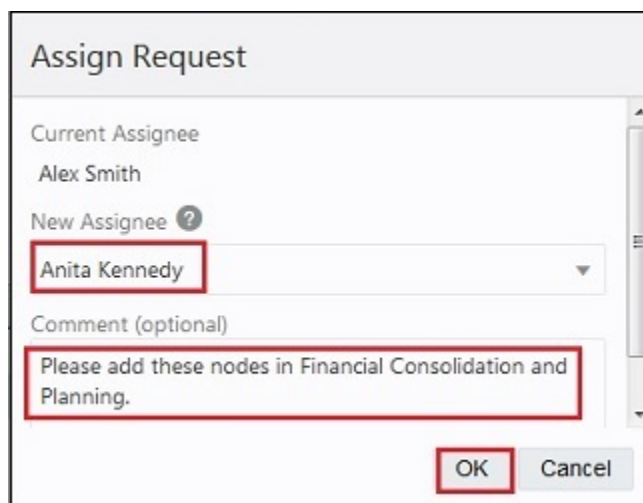
The two nodes that Alex added to the General Ledger application also need to be added to the Financial Consolidation and Planning applications. Since Alex does not have permission to access the dimensions in the Financial Consolidation and Planning

viewpoints, he assigns the request to Anita, who will continue working on the request and then submit it for approval.

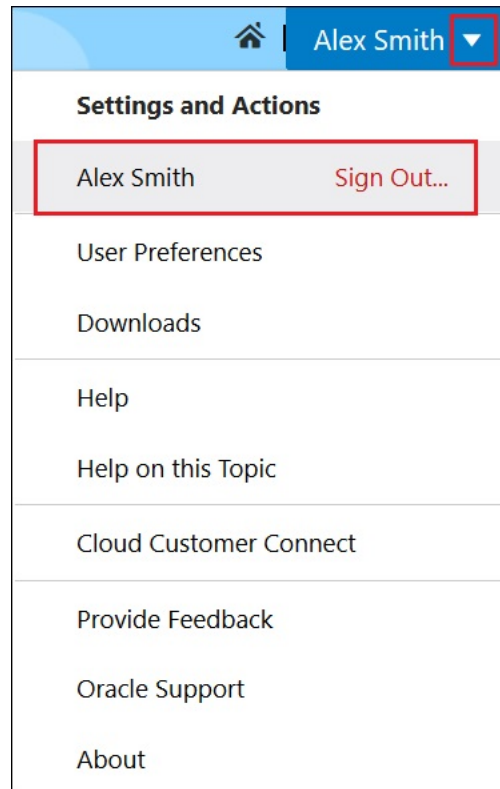
1. With the Entity Maintenance request still displayed, click **Actions**, and then select **Assign**.



2. In the Assign Request dialog box, select **Anita Kennedy** as the assignee, enter "Please add these nodes in Financial Consolidation and Planning" as the comment, and then click **OK**.



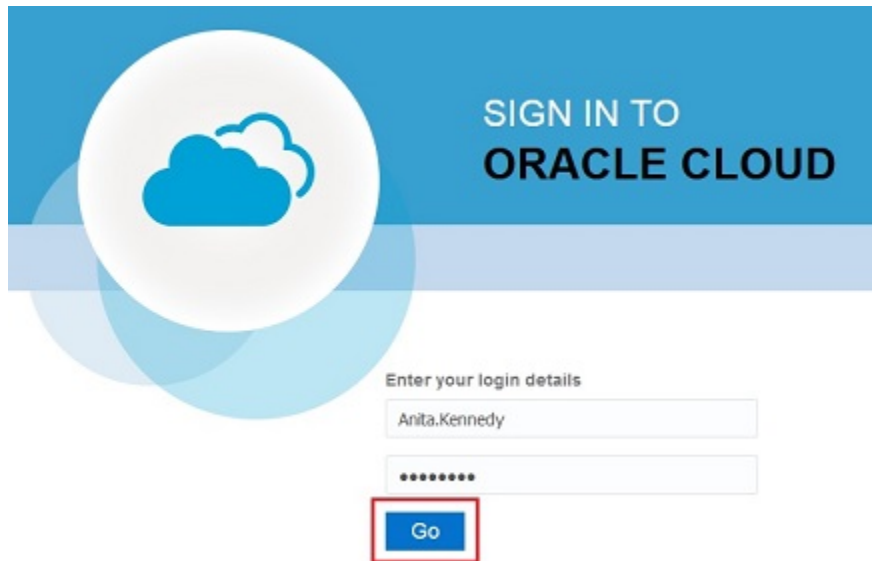
3. Click **Done** and then **Close** to return to the Enterprise Data Management Cloud home page.
4. At this point, Alex has completed the steps to create and assign a request, so he can sign out. Click the arrow next to **Alex Smith** at the top right of the screen, and then select **Sign Out**.



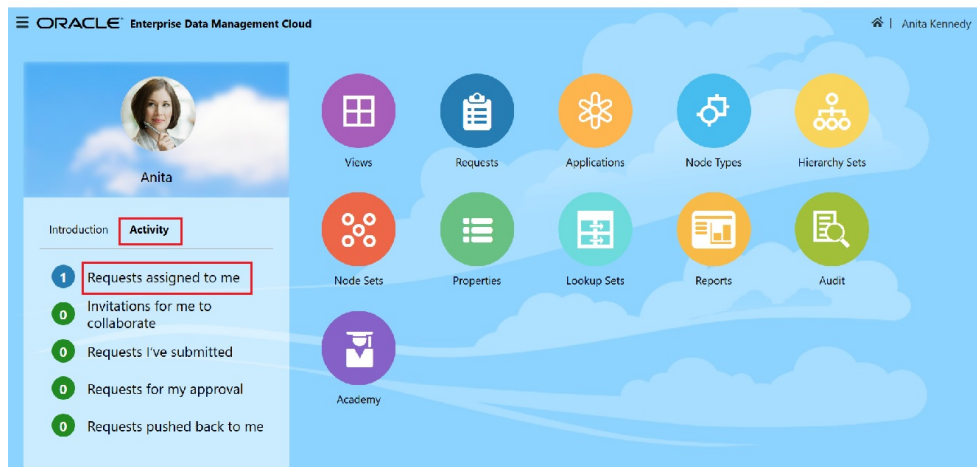
Collaborate on a Request

Since Alex only has permission to access the dimensions in the General Ledger viewpoint, he assigned the request to Anita, who now needs to add the two nodes to the dimensions in the Financial Consolidation and Planning viewpoints. Anita can add the nodes because she has permissions to the dimensions in all three viewpoints (General Ledger, Financial Consolidation, and Planning). Anita will receive an email notification asking her to update the request.

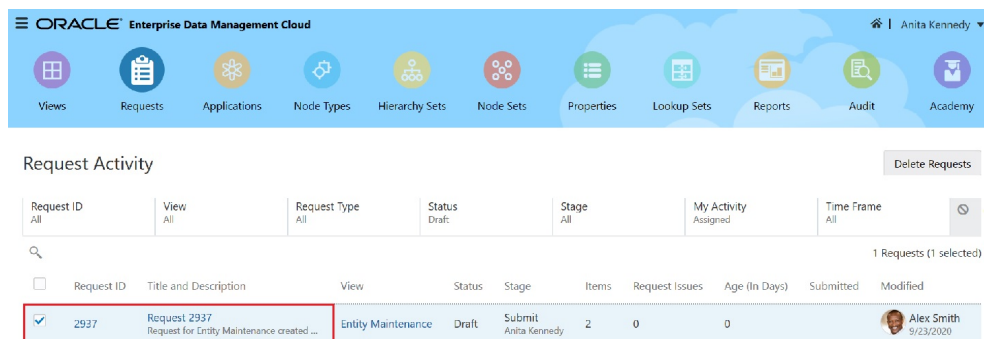
1. On the Oracle Cloud Sign In screen, sign in as Anita Kennedy.



2. Select **Activity**. Notice that Anita has one request assigned to her. This is the request assigned by Alex. Click **Requests assigned to me** to view the request.



3. Select the request, and then click the request to open it.



Notice that the additions that Alex made are highlighted in the General Ledger viewpoint. Anita can click



to view the comments Alex made about the request, and she can click



to view the attachment.

The screenshot shows the Oracle Enterprise Data Management Cloud interface. On the left, the 'Request 2937' panel displays a draft request for Entity Maintenance created by Alex Smith. It includes a comments section with two entries from Alex Smith: one assigning the request and another adding nodes 121 and 141. On the right, the 'Entity Maintenance - Request 2937' panel shows a table of entities. The table has columns for Name, Description US, Range From, and Range To. The entities listed are 101 (US 1 LE 1 BU 1), 102 (US 1 LE 2), 103 (Revenue Management), 110 (US1 LE1 2nd PBSV), 120 (Supremo Fitness), 121 (US 1 Health), 131 (US 2 Health), 141 (US 1 Support), 151 (Canada), 200 (LAD), and 300 (EMEA). The entities 121 and 141 are highlighted in blue and green respectively, indicating they were added by Alex Smith.

Name	Description US	Range From	Range To
101	US 1 LE 1 BU 1		
102	US 1 LE 2		
103	Revenue Management		
110	US1 LE1 2nd PBSV		
120	Supremo Fitness		
121	US 1 Health		
131	US 2 Health		
141	US 1 Support		
151	Canada		
200	LAD	201	299
300	EMEA	301	399

- Anita now must add the two nodes that Alex added to the General Ledger viewpoint to the Consolidation and Close and Planning viewpoints. Begin by comparing the General Ledger viewpoint with the Consolidation and Close

viewpoint. To do this, click the **Compare** icon at the top left of the screen.

After you click the icon, the viewpoints are displayed side-by-side.

The screenshot shows the 'Entity Maintenance - Request 2937' interface. On the left, the 'General Ledger' viewpoint displays a tree structure with nodes: T (TOTAL), 000 (None), 100 (North America), and 101 (US 1 LE 1 BU 1). Below this, the 'US 1 Health' entity is shown with properties: Name (121), Description (US 1 Health), Description US (US 1 Health), and Start Date. On the right, the 'Consolidation and Close' viewpoint shows a hierarchy: C_All_Corp_Comp_V1 (Corporate Company Hierarchy), EUR_Region (Euro Reporting Region), and FCCS Global Assumptions. Below this, the 'C_All_Corp_Comp_V1' entity is shown with properties: Name (C_All_Corp_Comp_V1), Parent, Alias (Default), and Description (Corporate Company Hierarchy (USD)).

5. In the **Consolidation and Close** viewpoint, expand the **C_All_Corp_Comp_V1** hierarchy down to the **C_100 North-America** node.

The screenshot shows the 'Entity Maintenance - Request 3012' interface. On the left, the 'General Ledger' viewpoint displays a tree structure with nodes: 100 (None), 101 (North America), 102 (US 1 LE 1 BU 1), 103 (US 1 LE 1 BU 1), 104 (Revenue Management), 105 (US 1 LE 2nd PRES), 106 (Superior Fitness), 107 (US 1 Health), 108 (US 1 Health), 109 (US 1 Support), and 110 (US 1 Support). On the right, the 'Consolidation and Close' viewpoint shows a hierarchy: C_All_Corp_Comp_V1 (Corporate Company Hierarchy), C_100 (Total Company), C_101 (None), C_102 (North America), C_103 (US 1 LE 1 BU 1), C_104 (US 1 LE 2), C_105 (US 1 Operations), C_106 (Canada), C_107 (LAD), C_108 (MBA), C_109 (APAC), and C_110 (APAC). The 'C_100 North-America' node is expanded, showing its sub-nodes.

6. In the **General Ledger** viewpoint, click on **121** and drag it over to **C_100** in the **Financial Consolidation** viewpoint. Make sure to drop the node on top of the **C_100** parent node. Do the same thing for **141**.

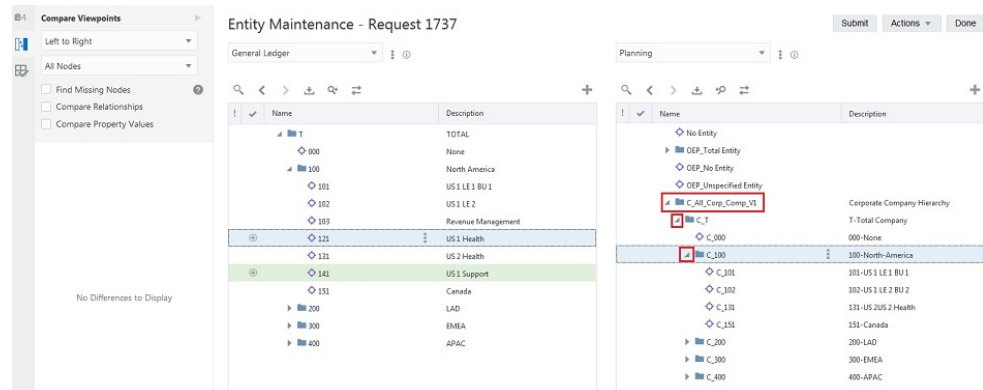
Note that you must place your cursor directly over the number in order to drag it to the new viewpoint.

The screenshot shows the 'Entity Maintenance - Request 3012' interface. On the left, the 'General Ledger' viewpoint displays a tree structure with nodes: 100 (None), 101 (North America), 102 (US 1 LE 1 BU 1), 103 (US 1 LE 1 BU 1), 104 (Revenue Management), 105 (US 1 LE 2nd PRES), 106 (Superior Fitness), 107 (US 1 Health), 108 (US 1 Health), 109 (US 1 Support), and 110 (US 1 Support). The nodes 121 and 141 are highlighted with red boxes. On the right, the 'Consolidation and Close' viewpoint shows a hierarchy: C_All_Corp_Comp_V1 (Corporate Company Hierarchy), C_100 (Total Company), C_101 (None), C_102 (North America), C_103 (US 1 LE 1 BU 1), C_104 (US 1 LE 2), C_105 (US 1 Operations), C_106 (Canada), C_107 (LAD), C_108 (MBA), C_109 (APAC), and C_110 (APAC). The nodes C_103 and C_104 are highlighted with red boxes.

7. Click the arrow next to the **Consolidation and Close** viewpoint and select **Planning**.

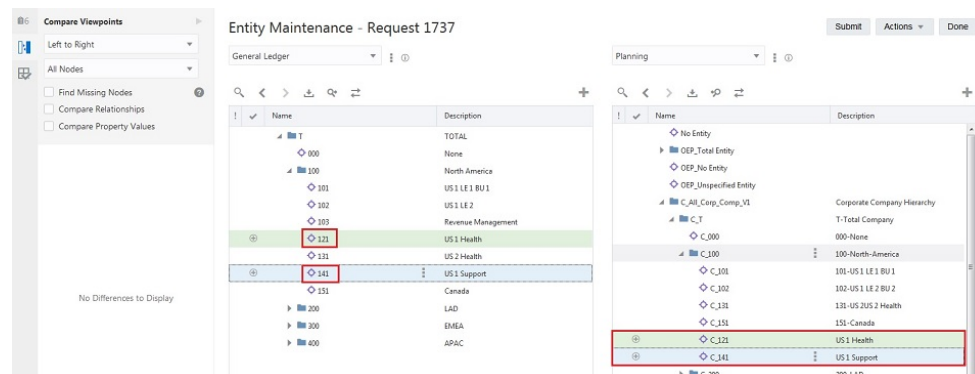


8. In the **Planning** viewpoint, expand the **C_All_Corp_Comp_V1** hierarchy down to the **C_100 North-America** node.



9. In the **General Ledger** viewpoint, click on **121** and drag it over to **C_100** in the **Planning** viewpoint. Do the same thing for **141**.

Note that you must place your cursor directly over the number in order to drag it to the new viewpoint.

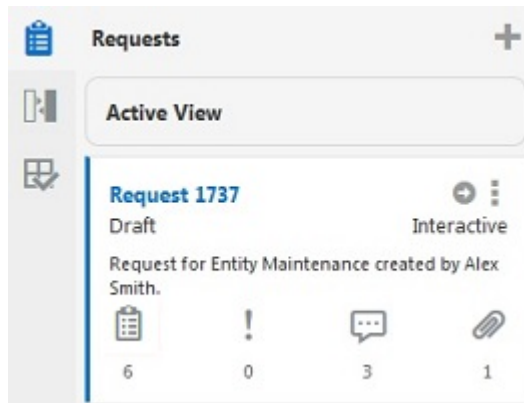


10. Click the Requests



icon at the top left of the screen to review information about the request.

Notice that there are six request items, three comments, and one attachment.



11. Click the **Items**




icon to show request details.

Request 1737


Draft

Interactive


Request for Entity Maintenance created by Alex Smith.




6



0





3



1

All Items




121	5
141	5
C_121	4
C_141	4
C_121	4
C_141	4


12. Select each request item to see the details about the item. For example, if you select **121**, you can see that the request was created by Alex Smith for the General Ledger viewpoint, and it has one comment.


Request 1737


DraftInteractive

Request for Entity Maintenance created by Alex Smith.

6

0


3


1

All Items

121

General Ledger

 [1 Comments](#)

 Alex Smith

21h ago

Please add US1 Health

[Reply](#)

141

C_121

C_141

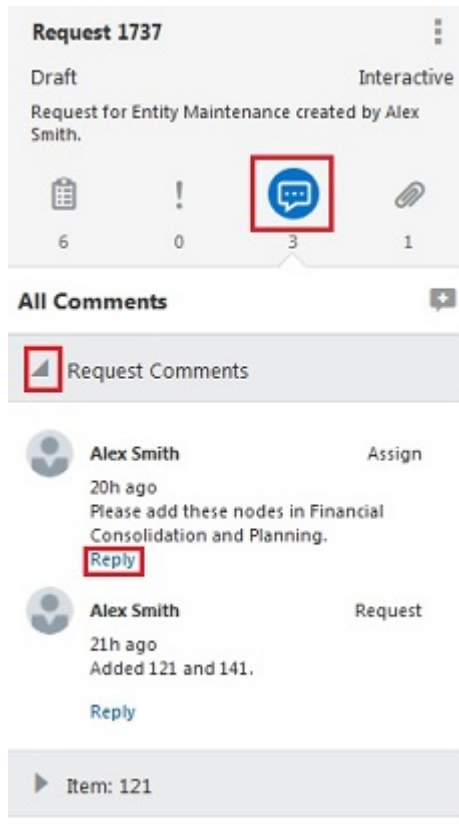
C_121

C_141

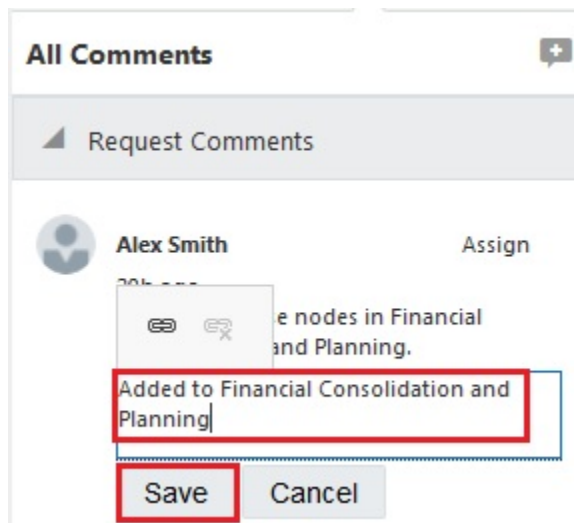
13. Click the **Comments**



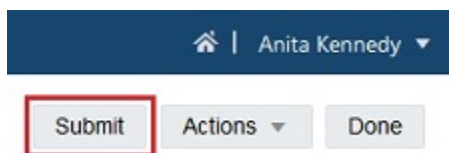
icon, then click the arrow next to **Request Comments**, and then click **Reply** to reply to Alex Smith.



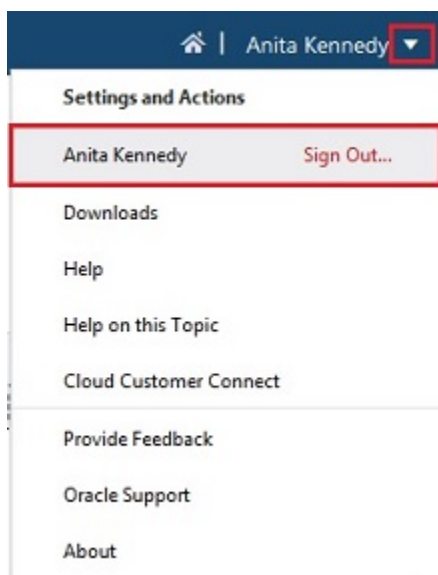
14. Enter "Added to Financial Consolidation and Planning", and then click **Save**.



15. Click **Submit** to submit the request.



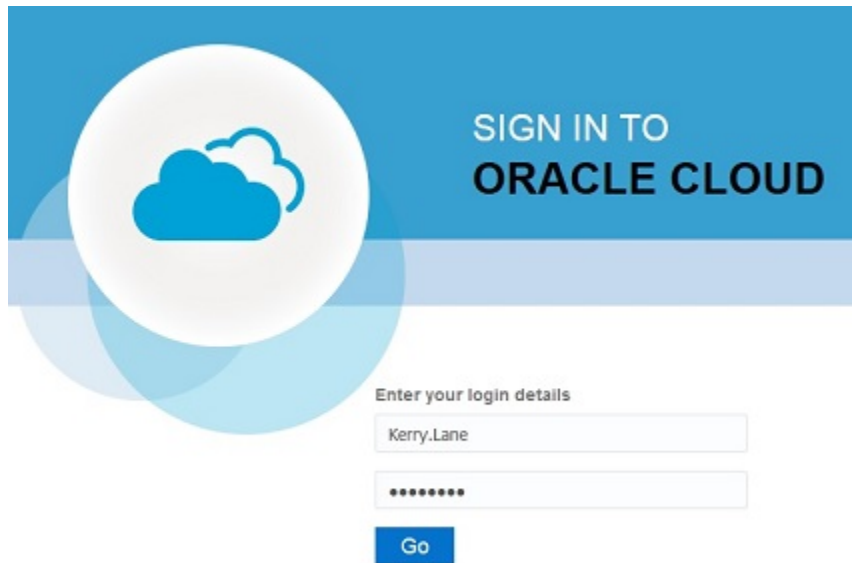
16. Click **Done** and then **Close** to return to the Enterprise Data Management Cloud home page.
17. At this point, Anita is done, so she can sign out. Click the arrow next to **Anita Kennedy** at the top right of the screen, and then select **Sign Out**.



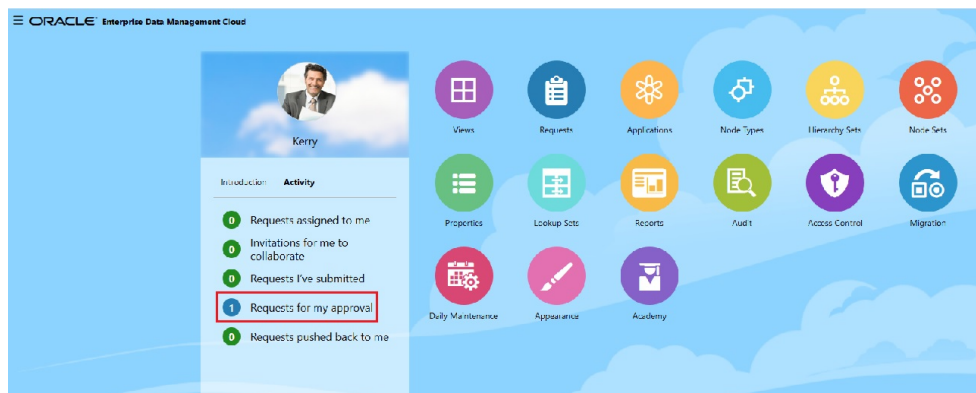
Approve a Request

In this step, Kerry Lane is going to approve the request to add two nodes to the General Ledger, Financial Consolidation, and Planning applications. Kerry has access to the dimensions in all three viewpoints (General Ledger, Financial Consolidation, and Planning). Kerry will receive an email notification asking him to approve the request.

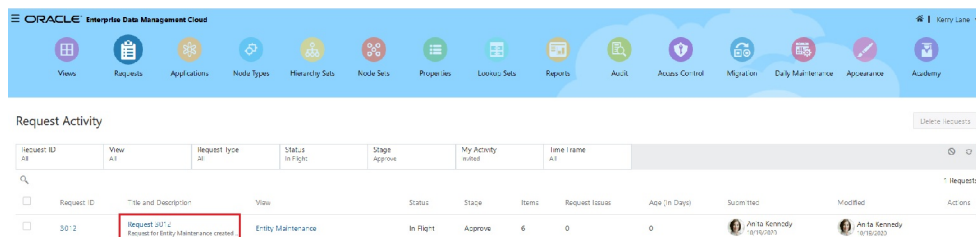
1. On the Oracle Cloud Sign In screen, log in as Kerry Lane.



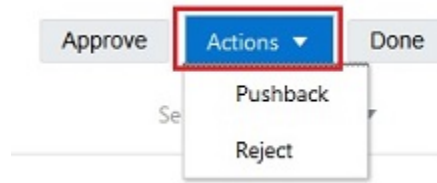
2. Select **Requests for my approval**.



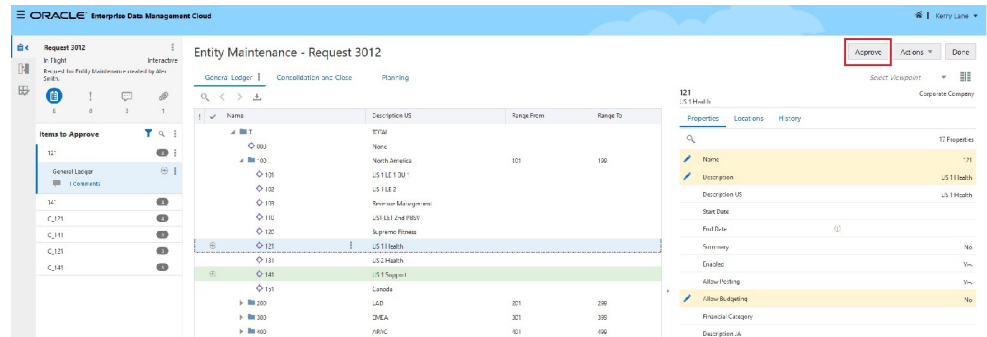
3. On the **Request Activity** screen, select the request.



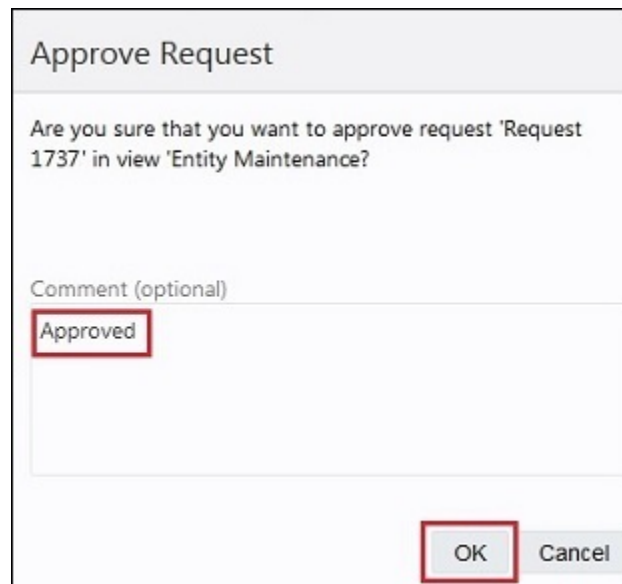
4. Click **Actions**. Notice that if you don't want to approve the request, you can either **Pushback** to the submitter, or you can **Reject** the request.



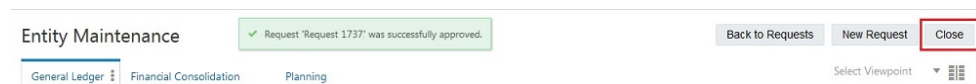
5. In this example, click **Approve** to approve the request.



6. In the **Approve Request** dialog box, enter **Approved**, and then click **OK**.



7. Click **Done**, and then click **Close**.



8. Sign out as Kerry Lane.

