| **Step** | **Action** |
| --- | --- |
|  | Begin by navigating to the **General Ledger WorkCenter.**  Click the **Scroll Down arrow.** |
|  | Click the **General Ledger** menu. |
|  | Click the **General Ledger WorkCenter.** |
|  | Use the **General Ledger WorkCenter** page to access work items, links, queries, reports, and processes that are specific to your position. |
|  | The **My Work** pagelet is set up with two groups. |
|  | The first group label is **Current Work**. These alerts include items that require further processing, such as journals pending approval or incomplete journals. |
|  | The second group label is **Exceptions.** These alerts show the journals with the various types of errors that require attention. |
|  | The other pagelets in the **WorkCenters** -- Links, Reports and Processes and Queries -- can be Personalized with page, report, and query links.  Note that **Personalization** is not available for the **My Work** Pagelet.  The standard set-up provides consistency across all agencies and modules. |
|  | You have successfully reviewed the **My Work** pagelet.  **End of Procedure.** |