CORRECTIVE ACTIONS FOR JOURNALS

GL

QUICK REFERENCE GUIDE GL-27

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to share corrective actions for manual, spreadsheet, or interface journals, i.e., missing bank account, incorrect or invalid journal categories etc.

Introduction and Overview

This QRG covers the various corrective actions users could perform for manual, spreadsheet, or interface journals based on different journal statuses.

Corrective Actions for Journals by Status

Batch Status	Approval Status	Completion Status	Where to initiate Corrective Action	Corrective Actions	Reference Material
Posted	Approved	Complete	**Manage Journals** Page	• Reverse • Request Approval for Reversing Journal • Create a new journal	QRG: Reversing a Journal Entry
Unposted	Rejected	Complete	Notifications (Bell)	• Edit Journal • Request Approval Again	How-To Video: CM-20 Correct a Rejected Journal
Unposted	Approved	Complete	**Manage Journals** Page	• Edit (button) • Save (button) • Edit Journal • Request Approval Again	None
Unposted	In Process	Complete	Notifications (Bell)	• Withdraw (button); Edit Journal • Save • Complete • Request Approval Again	QRG: Creating Withdrawals in NCFS
Unposted	Required	Incomplete	**Manage Journals** Page	• Edit Journal • Save • Complete • Request Approval for the first time	QRG: Editing a Journal Entry AND Job Aid: CM-11 Editing a Journal Entry
Error* Note: Specific error message may vary	Approved	Complete	**Manage Journals** Page	• Unreserve Funds*; Edit (button) • Save (button) • Edit Journal • Request Approval Again • Note: OSC to unreserve if funds-status is reserved	Non

Wrap-Up

The above matrix provides guidance around the various corrective actions users can perform for manual, spreadsheet, or interface journals based on different journal statuses.

Additional Resources

Virtual Instructor-Led Training (vILT)

- GL100c Journal Entry