GL-27 Corrective Actions

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.

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

Batch Status	Approval Status	Completion Status	Where to Initiate Corrective Action	Corrective Actions	Reference Material
Unposted	Rejected	Complete	Notifications (Bell)	• Edit Journal • Request Approval Again	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

Batch Status	Approval Status	Completion Status	Where to Initiate Corrective Action	Corrective Actions	Reference Material
Unposted	Required	Incomplete	Manage Journals Page	• Edit Journal • Save • Complete • Request Approval for the first time	QRG: Editing a Journal Entry & 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	None

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

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