CM-21 Corrective Action for Journals by Status

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to share corrective action for manual or spreadsheet journals, i.e., missing bank account in the North Carolina Financial System (**NCFS**).

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	CM-30: Reversing a Journal Entry
Unposted	Rejected	Complete	Notifications (Bell)	Edit Journal; Request Approval Again	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	CM-28: Creating Withdrawals in NCFS
Unposted	Required	Incomplete	Manage Journals Page	Edit Journal; Save; Complete; Request Approval for the first time	CM-11: Editing a Journal Entry

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