



# CORRECTIVE ACTION FOR JOURNALS BY STATUS

CM

JOB AID CM-21

The purpose of this job aid is to share corrective action for manual or spreadsheet journals, i.e., missing bank account.

Batch Status	Approval Status	Completion Status	Where to initiate Corrective Action	Corrective Actions	Reference Material
Posted	Approved	Complete	<i>Manage Journals</i> 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	<i>Manage Journals</i> 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	<i>Manage Journals</i> 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