# Submitting an Easy Correct Journal

The purpose of this job aid is to explain how to submit an Easy Correct journal through the SAHARA Account Reconciliation to correct transaction charges.

If corrections (adjusting entries) are necessary on accounts *not related to Payroll*, a correction journal may be initiated using the Easy Correct button.  The Easy Correct button is found on the Account Reconciliation screens and can be used to submit corrections in the current, future, and past two accounting periods.

**Note: The Easy Correct and UTZ OneClick correction journals should not be used to make corrections to projects.**  For Plant Funds/Capital Projects, send the correction request to Bridgett Allbright (bridgett.allbright@uta.edu) in Accounting Services.  For Grants/Sponsored Projects, send the correction request to Research Administration (postaward@uta.edu) for approval and to Grant Accounting (gca@uta.edu) to process the request.

The **Easy Correct** button can be used to submit a transaction-related correction journal.  The button is found on the Actuals Reconciliation tab of the ARA Account Reconciliation page.

1.  Click the "**Easy Correct**" button on the row for the transaction needing the correction.



2.  The "Transfer From" section will populate from the transaction information.  Enter the new/correct information in the "**Transfer To**" section.

3.  In the **Description** leave the defaulted comment of "ARA Easy Correct Entry" and add the justification for the correction request.



4.  Click the "**Process**" button to generate the journal.  A message will populate providing the Journal ID number.  Click "**OK**" to continue.

Message

JOURNAL ID: 0000445718 IS CREATED. PLEASE ATTACH DOCUMENTATION BY CLICKING ADD ATTACHMENT AND CLICK ON SAVE AND NAVIGATE TO IDT TO SUBMIT.

OK
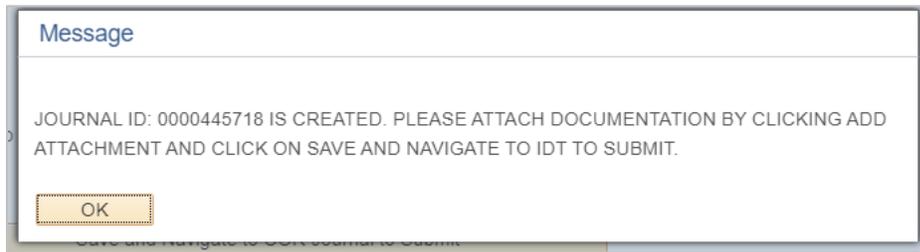
5.  Add an attachment to the journal using the "**Add Attachment**" button.  The attachment should include:
    a.  Departmental approvals or the request from the approver
    b.  The Transaction Type and the Reference number (i.e. Payment Voucher 123456)
    c.  The reason for the correction.
    d.  Any special considerations for the adjustment (i.e. partial corrections).
    e.  The amount of the correction.
    f.  The incorrect and the correct Cost Center to be charged/credited.
    g.  The incorrect and the correct General Ledger Account to be charged/credited.

6.  Once the journal has been generated and the attachment has been added, click the "**Save and Navigate to COR Journal to Submit**" button.   This will go directly to the Journal screen for the correction journal.
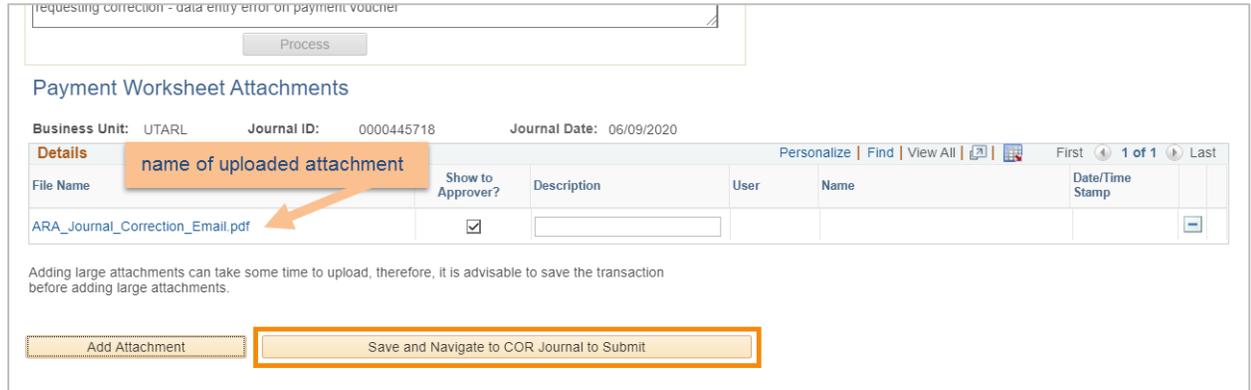


7.  Here, select "**Edit Journal**" for the Process and click the "**Process**" button.  A message will populate stating that the journal has been saved.  Click "**OK**" to continue.

8.  A second message will populate asking to wait for confirmation that the Edit process has completed. Click "**Yes**" to wait for the process to be completed.

9.  Once the process is completed and the journal has both a Journal and Budget status of "V" for Valid, select the Process "**Submit Journal**" and click the "**Process**" button. This will submit the journal for Accounting Services approval.



Once the journal is fully approved, it will be reviewed and, if approved, posted by Accounting Services.
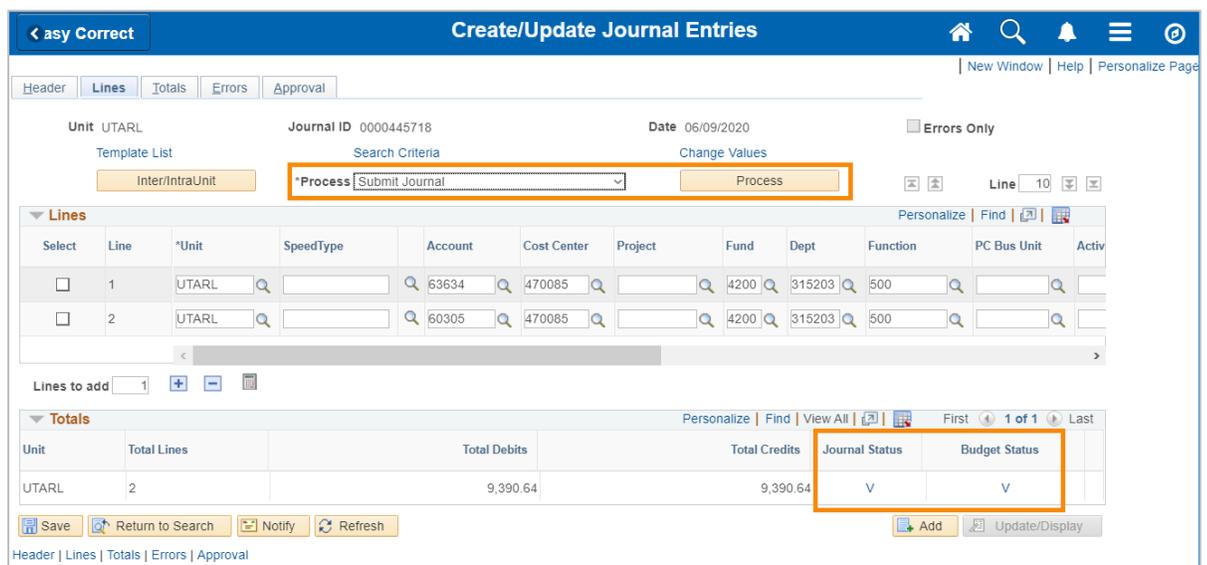
10. To return to the Account Reconciliation page, click browser tab for the ARA – Accounts Reconciliation. As long as all data has been saved and or the journal submitted, the ID Transfer and Create/Update Journal Entry browser tabs can be closed.