End users that are not in central finance should always select "Manual" journal category for web-based journals. Central Finance users may select the "Central Finance Only" category for journals that are administered centrally and do not require departmental approval.

- If the journal requires a change to the COA string, the user must "withdraw" the journal prior to making edits.

- This process will run in batch overnight, but can be run on an ad hoc basis via the scheduled processes page.