GL.07 – Manage Failed Journals

Central Finance Accounting User

<1 day to GL close

Several days prior to GL Close

Review period close dashboard for unposted subledger journals

Unposted journals?

Yes

Coordinate with Business Entity Approval Group to correct journal

Make Corrections and Submit

End

No

End

Coordinate with Subledger owner to correct journal

Manual source?

Yes

BEAG

Subledger Owner begins daily reconciliation

No

End

Journal Source Owner

Errors or warnings?

Yes

Notify Finance Accounting as necessary

Make Corrections and Submit

End

No

End

Notify Finance Accounting as necessary

Errors or warnings?

Yes

Notify Finance Accounting as necessary

Make Corrections and Submit

End

No

End

Notify Finance Accounting as necessary

Errors or warnings?

Yes

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