

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.

Account	63634	Telecomm Other Srv Charges	Source	Accounts Payable																		
Reviewed	<input type="checkbox"/>	Review Date																				
<table border="1"> <thead> <tr> <th>Details</th> <th>Flag</th> <th>Easy Correct</th> <th>Invoice ID</th> <th>Invoice Date</th> <th>Due Date</th> <th>Voucher ID</th> <th>Voucher Line Descr</th> <th>Vendor</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td>Easy Correct</td> <td>INV114443</td> <td>2019-11-01</td> <td>2020-01-30</td> <td>00184366</td> <td>Data/cable-KC Hall</td> <td>APOGE TELEC</td> </tr> </tbody> </table>					Details	Flag	Easy Correct	Invoice ID	Invoice Date	Due Date	Voucher ID	Voucher Line Descr	Vendor	1		Easy Correct	INV114443	2019-11-01	2020-01-30	00184366	Data/cable-KC Hall	APOGE TELEC
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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.

Easy Correct

Business Unit: UTARL Journal ID: NEXT Journal Date: 06/09/2020

Transfer From		
CostCenter/Project	470085	Account 63634 Amount -9390.640

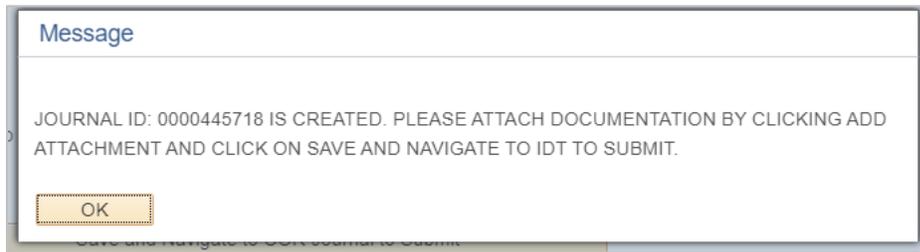
Transfer To		
*CostCenter/Project	470085	*Account 60305 Amount 9390.640
Analysis Type		

Description for the transfer
ARA Easy Correct Entry
requesting correction - data entry error on payment voucher

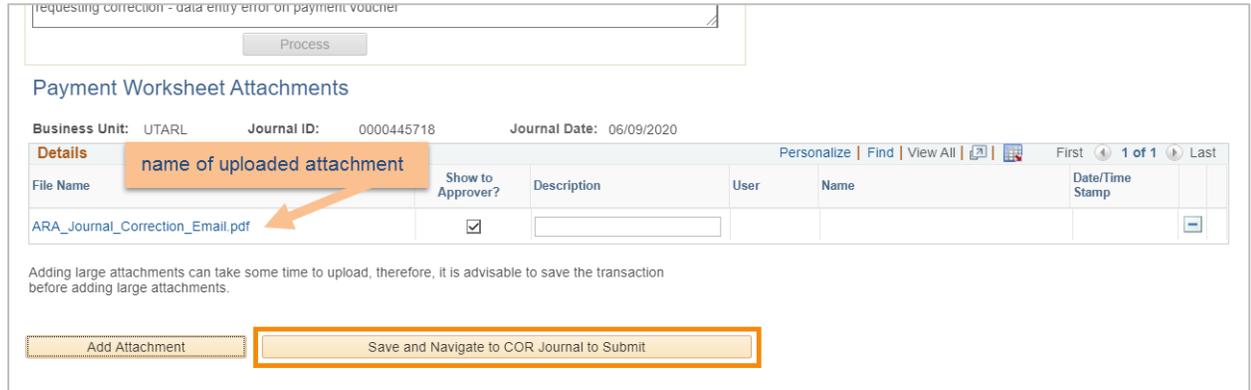
Process

Payment Worksheet Attachments

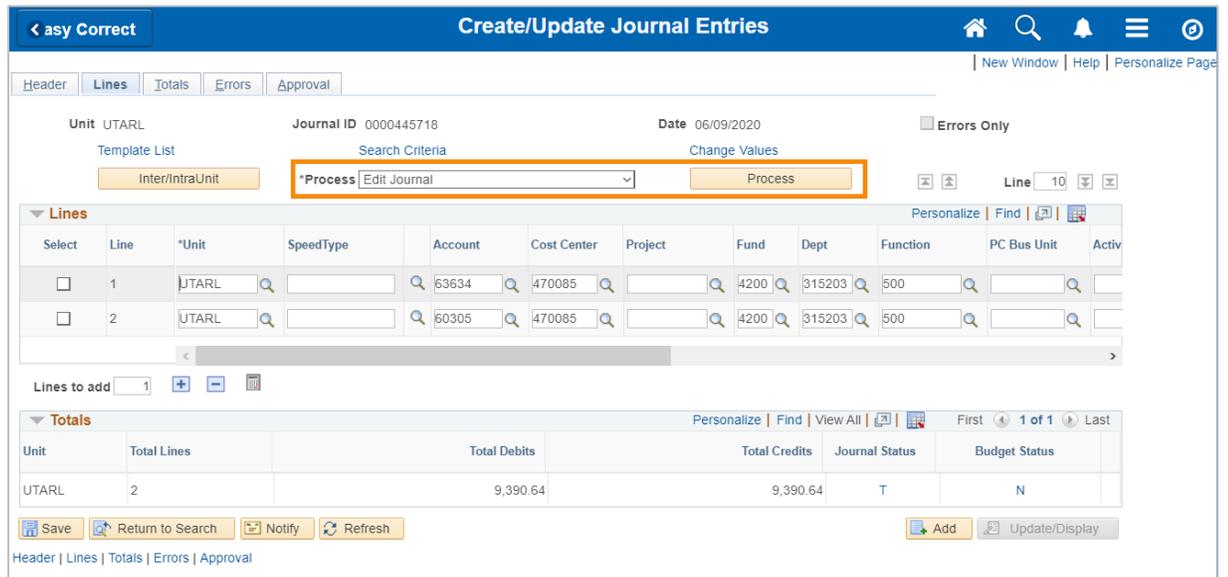
4. Click the **“Process”** button to generate the journal. A message will populate providing the Journal ID number. Click **“OK”** to continue.



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.



asy Correct **Create/Update Journal Entries**
New Window | Help | Personalize Page

Header | **Lines** | Totals | Errors | Approval

Unit: UTARL Journal ID: 0000445718 Date: 06/09/2020 Errors Only

Template List: Inter/IntraUnit Search Criteria: *Process Edit Journal Change Values: Process

Line: 10

Select	Line	*Unit	SpeedType	Account	Cost Center	Project	Fund	Dept	Function	PC Bus Unit	Activ
<input type="checkbox"/>	1	UTARL		63634	470085		4200	315203	500		
<input type="checkbox"/>	2	UTARL		60305	470085		4200	315203	500		

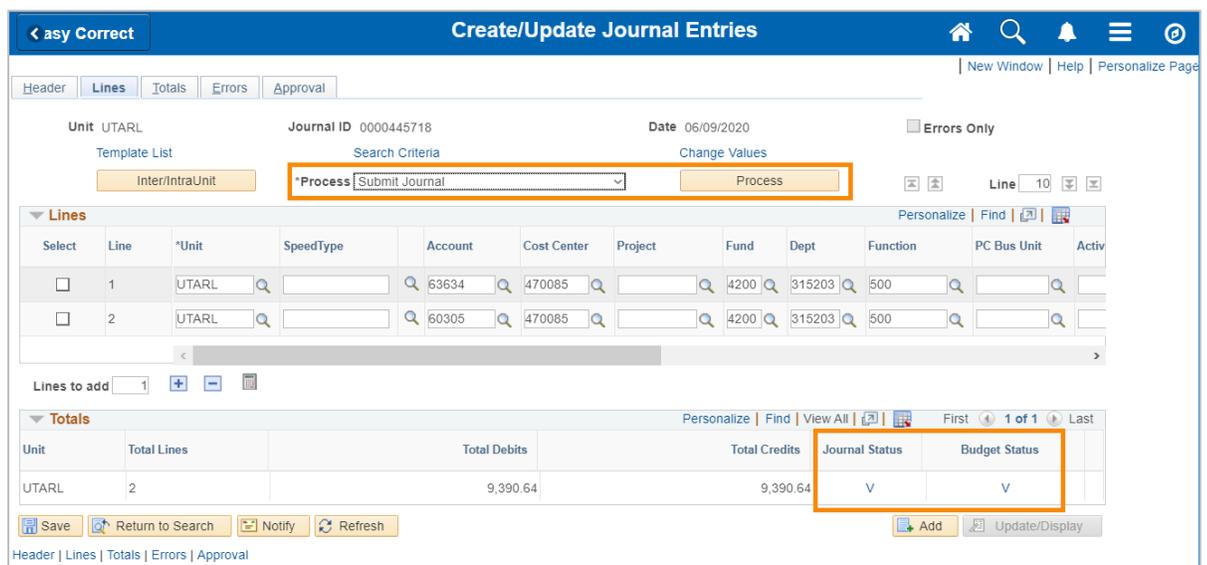
Lines to add: 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UTARL	2	9,390.64	9,390.64	T	N

Save | Return to Search | Notify | Refresh Add | Update/Display

Header | Lines | Totals | Errors | Approval

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.



asy Correct **Create/Update Journal Entries**
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Unit: UTARL Journal ID: 0000445718 Date: 06/09/2020 Errors Only

Template List: Inter/IntraUnit Search Criteria: *Process Submit Journal Change Values: Process

Line: 10

Select	Line	*Unit	SpeedType	Account	Cost Center	Project	Fund	Dept	Function	PC Bus Unit	Activ
<input type="checkbox"/>	1	UTARL		63634	470085		4200	315203	500		
<input type="checkbox"/>	2	UTARL		60305	470085		4200	315203	500		

Lines to add: 1

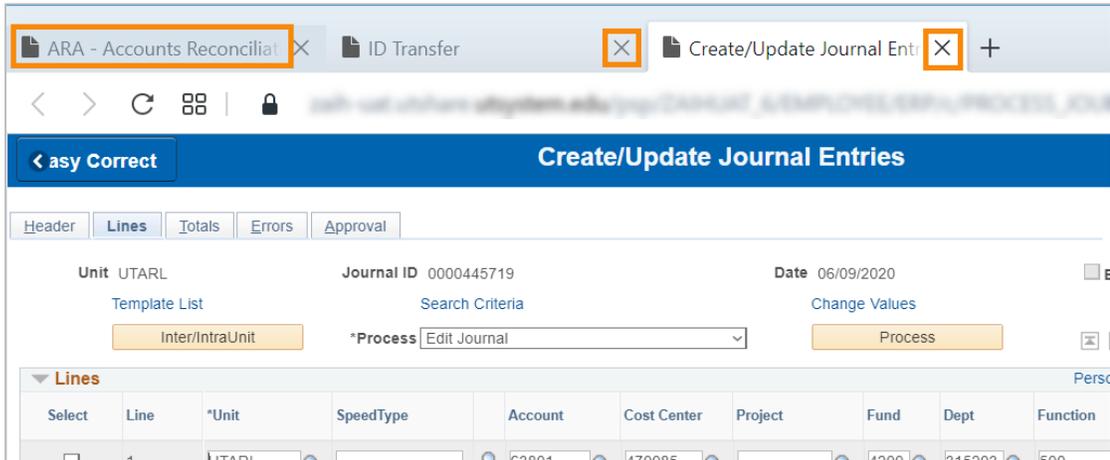
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UTARL	2	9,390.64	9,390.64	V	V

Save | Return to Search | Notify | Refresh Add | Update/Display

Header | Lines | Totals | Errors | 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.



Header | **Lines** | Totals | Errors | Approval

Unit: UTARL Journal ID: 0000445719 Date: 06/09/2020

Template List Search Criteria Change Values

Inter/IntraUnit *Process: Edit Journal Process

Select	Line	*Unit	SpeedType	Account	Cost Center	Project	Fund	Dept	Function
<input type="checkbox"/>	1	UTARL		62004	17005		1200	24500	500