Correcting PC Chartfield Mapping Errors After February 28, 2015

In order to correct PC Chartfield mapping error entries that were posted prior to March 2, please follow these steps:

**Step One**
The journal preparer (user) creates the financial journal and saves it.

**Step Two**
Next, the user emails Contracts and Grants Accounting (CGA) at (CGAawards@berkeley.edu). The email must include the Journal ID, Journal Date, and indicate that the journal needs to be edited centrally.

**Step Three**
CGA edits the journal and notifies the user via email when done. Please note that only designated central users have the ability to bypass the PC mapping edit.

**Step Four**
Important! Do not make any changes or updates to the journal after it has been edited by CGA before submitting for approval. On-line updates (other than “Submit Journal” action) will result in the Journal Status returning to “N” (Not Edited). The user processes (submits) the journal for workflow.
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Step Five
The department approver authorizes the journal.

Step Six
The user posts the journal (or it posts automatically during the nightly batch cycle).

RECAP

1. The journal preparer (user) creates the financial journal and saves it.
2. The user emails Contracts and Grants Accounting (CGA) and requests the journal be edited centrally.
3. CGA edits the journal and notifies the user via email when done.
4. Without making any changes, the user processes (submits) the journal for workflow.
5. The department approver authorizes the journal.
6. The user posts the journal (or it posts automatically during the nightly batch cycle).