WA216 INCORRECT AUTO JOURNAL ENTRY CREATED

When reviewing the Journal Log and it is discovered that an incorrect Auto Journal entry has been created it should be 'Suppressed' so that it is hidden from the Journal Log.

STEP 1   Access the case **Journal** from the **Utility Navigation** bar.

STEP 2   Search the Journal log using the appropriate **Resource** or **Case Criteria**.

STEP 3   Is there an incorrect **Auto Journal Entry** that requires suppression?
- If Yes, continue with STEP 4.
- If No, continue with STEP 6.

STEP 4   Staff should click on the box next to incorrect **Auto Journal Entry** and click the **Suppress** button.

STEP 5   The **Suppress Journal Entry** page will display. The user enters a reason in the **Suppress Text Box.**

STEP 6   Click **Suppress** or **Cancel**.
- Suppress will hide the incorrect entry from the Journal Log.
- Cancel returns the user to the Journal page without suppression.

STEP 7   End process.

Document Change Log

Date	Version	Author	Change Description
02/17/2014	1.0	Jonathan A. Garcia	Initial Draft completed
03/19/2014	1.1	Jonathan A. Garcia	Changes made to steps 2,3,4,5 & 6. Added more detail on how to actual complete Journal suppression.
10/31/2014	2.6	Debbie Pence	Ready for 2.6 Go-Live
06/16/2015	2.7	Daniel	Ready for 2.6 Go-Live

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