

Remediate Variances

Take Corrective Action – Review the variances identified on the Account Certification and take corrective action as necessary. The corrective action will differ based on the transaction. For **Purchase Orders** and **Expense Reports**, complete an **Accounting Adjustment** when possible. For all other transactions, complete an **Accounting Journal**. ***Please Note:** You must have the security permissions of the Accountant role to complete these transactions. If you do not have the security permissions of the Accountant Role, you will need to have someone else complete the adjustment transaction and provide you with the **Transaction ID number**.*

Enter Comments – After remediating the transaction, enter your comments related to the corrective action in the To Do inbox item. Include the **Transaction ID number** to reference the **Accounting Adjustment** or the **Accounting Journal** that was created.