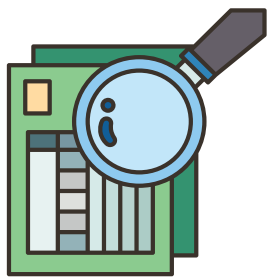# HOW TO AVOID
DISINVESTMENT JOURNAL ERRORS

User Role(s): Agency GL Journal Processor & Agency GL Journal Approver

BEFORE PROCESSING A DISINVESTMENT JOURNAL

- Verify ChartField values have been set up and are active
- Verify corresponding 29-digit FLAIR Account Code has been added to the COA Crosswalk (Crosswalk Value Report GLR121)
- Confirm available investment account balance on the Budget Overview screen

PROCESSING A DISINVESTMENT JOURNAL

- Enter and confirm all required ChartField values
- Confirm both Budget Entity values match on the disinvestment and where investments were recorded
- Verify total amount of disinvestment journal (debits = credits)
- Verify Journal and Budget Statuses (GL WorkCenter/Journal Lines Tab)

AFTER PROCESSING A DISINVESTMENT JOURNAL

- Verify the Journal is in a Posted status (Journal Status = P)
- Verify transaction posted in Central FLAIR (TR45)
- Monitor for and correct any errors

GOT ERRORS OR JOURNAL DIDN'T POST?

Refer to the following resources for guidance:

- Disinvestment Information Job Aid
- Journal Reversal Job Aid
- Journal Deletion Job Aid
- Tips & Tricks: Disinvestment Recording (Register first to watch the recording)
- Investment Activity Report IRL | Report Placemat
- Florida PALM End User Manual
- Live demo of Correcting a Disinvestment Journal from the Production Support Round Table (Register first to watch the recording)