



Check for Un-posted Grants Journals

Ensure that all *Grants module* pre-approved batches (journals) have been posted i.e. submitted **and** released.

Responsibility: GM Administrator
Navigate: *Expenditures > Enter Actuals*

1. Search for any batches, by clicking on the *Torch* icon and select either status **working** or **submitted**.
2. Click *Find*.
3. Open, review and action any batches found.

Status of batch	Options
Working	Delete if no longer required
	Submit and release
Submitted	Release