

# How to Reverse a Journal

- Search for the journal

**Navigation:** Main Menu → Financials → General Ledger → Journals → Create/Update Journal Entries

### Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Keyword Search](#) | [Add a New Value](#)

▼ **Search Criteria**

Business Unit	=	▼	UFLOR	🔍
Journal ID	begins with	▼	0001231234	
Journal Date	=	▼		📅
Document Sequence Number	begins with	▼		
Line Business Unit	=	▼		🔍
Journal Header Status	=	▼		▼
Budget Checking Header Status	=	▼		▼
Source	=	▼		🔍
Entered By	begins with	▼		🔍
Attachment Exist	=	▼		▼

Case Sensitive

[Search](#) | [Clear](#) | [Basic Search](#) 📄 | [Save Search Criteria](#)

- Click on the Lines tab
- Click 'Copy Journal' in the Process drop down menu
- Click 'Process'

Header | **Lines** | Totals | Errors | Approval

Unit UFLOR	Journal ID <u>0001231234</u>	Date <u>01/01/2018</u>	<input type="checkbox"/> Errors Only
<a href="#">Template List</a>	<a href="#">Search Criteria</a>	<a href="#">Change Values</a>	<a href="#">View Audit Logs</a>
<a href="#">Inter/IntraUnit</a>	*Process <b>Copy Journal</b> ▼	<a href="#">Process</a>	🔍 📄 Line

- Enter the Journal ID
  - o The Journal ID should be the same if you're reversing to keep track of the journals, but the journal **must have a different date**
- Make sure the "Reverse Signs" and "Recalculate Budget Date" are checked

**Journal Entry Copy**

Business Unit UFLOR      Copy From ID 0001231234      Copy From Date 01/01/2018

Journal ID 0001231234      Ledger

Journal Date 01/10/2018

ADB Date

Currency Effective Date

New Ledger

Document Type

Reverse Signs

Recalculate Budget Date

Save Journal Incomplete Status

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**Reversal Date**

Do Not Generate Reversal

Beginning of Next Period

End of Next Period

Next Day

Adjustment Period

On Date Specified By User

Adjustment Period

Reversal Date

**ADB Reversal Date**

Same As Journal Reversal

On Date Specified By User

ADB Reversal Date

OK    Cancel    Refresh

- Click 'OK'
- Click 'Save'
  - \*\*At this point, the journal status should be N-N
- Enter in the Long Description that this is a **"Reversing entry for JRNL xxxxxxxxxx on xx/xx/201x, (for whatever reason)"**
- Edit the journal, by going to the Process drop down menu and select 'Edit Journal'
- Click 'Process'
- Journal should have V-V status