How to Reverse a Journal

- Search for the journal

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

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

- Enter the Journal ID
  - 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 _____   ☑ Reverse Signs

Journal Date 01/10/2018   New Ledger _____   ☑ Recalculate Budget Date

ADB Date _____   Document Type _____   ☐ Save Journal Incomplete Status

Currency Effective Date _____

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