



REVERSING A JOURNAL ENTRY

QUICK REFERENCE GUIDE CM-30

CM

The purpose of this Quick Reference Guide is to provide General Ledger (GL) Journal Entry users with step-by-step instructions on how to reverse a journal entry.

Overview

Journal Entry users may need to update a transaction or remove a transaction all together once a transaction has been approved and posted. In this case, the user needs to reverse a journal entry. Reversing a journal entry updates the GL account balances and can be accessed via the General Accounting Module.

Key Terms

Key Terms	Description
Journal Entry	A tool to record financial transactions to the system's general ledger. Journal creation, posting, and editing work together in the recording process to produce accurate financial records.
Journal Batches	A Journal Batch is a single or group of journal entries processed under a combined "header."
Journal Category	Journal categories are used to differentiate journal entries by purpose or type, such as accruals, payments, or receipts.
Ledger	Ledger is the main record-keeping ledger. It records transactional balances by using a chart of accounts with a consistent calendar and currency, and accounting rules implemented in an accounting method.
Reversal	A reversing entry is a journal entry to undo a posted entry.

Information needed to complete this Process

- Journal Batch Name
- Journal Number

Output of this Process

- Reversed Journal

Reversing a Journal Entry

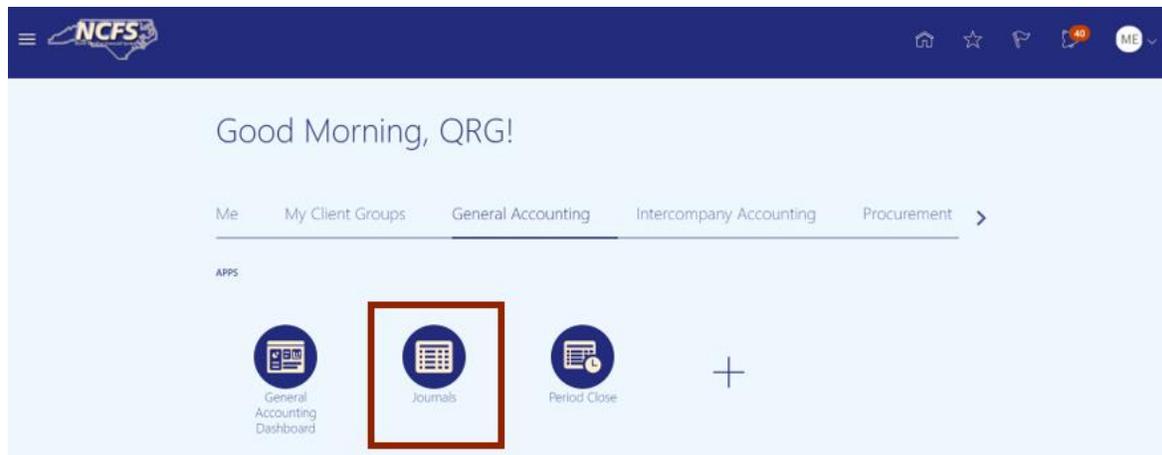
To reverse a journal entry, please follow the steps below.

1. Access the Home Page and click the **General Accounting** icon.



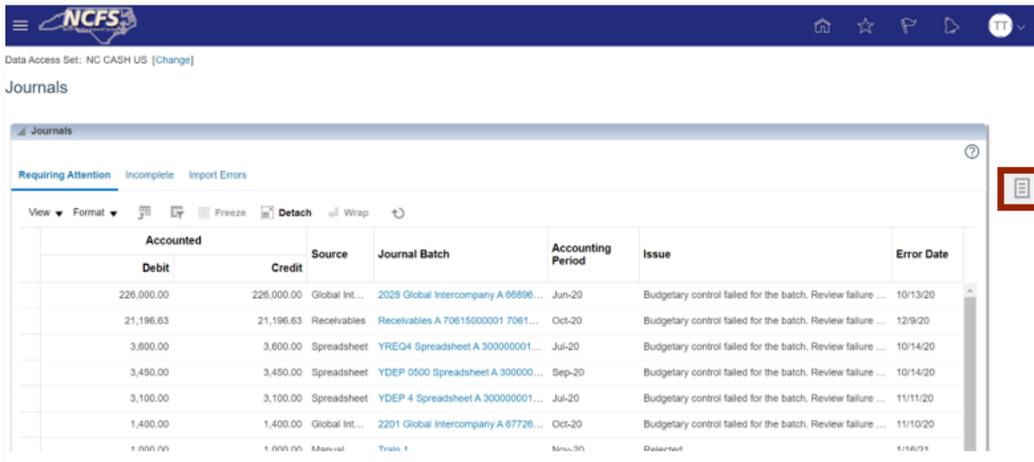
The General Accounting icon on the NCFS Homepage

2. Click the **Journals** app.



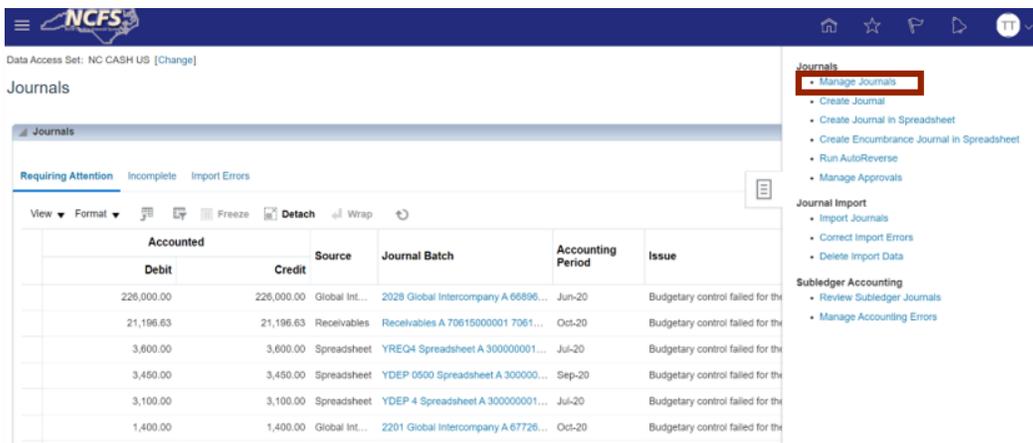
NCFS Journals app

3. Click the **Task List** to open the task list.



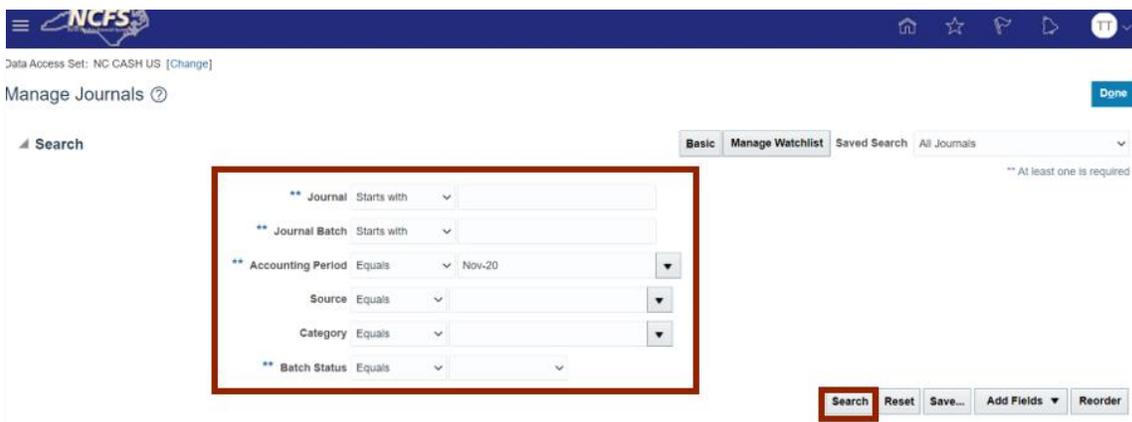
The Task List icon on the Journals screen

4. From the task list, click **Manage Journals** under the *Journal* section.



The Manage Journals option from the Journals Task List

5. Enter the desired search criteria and select [SEARCH].

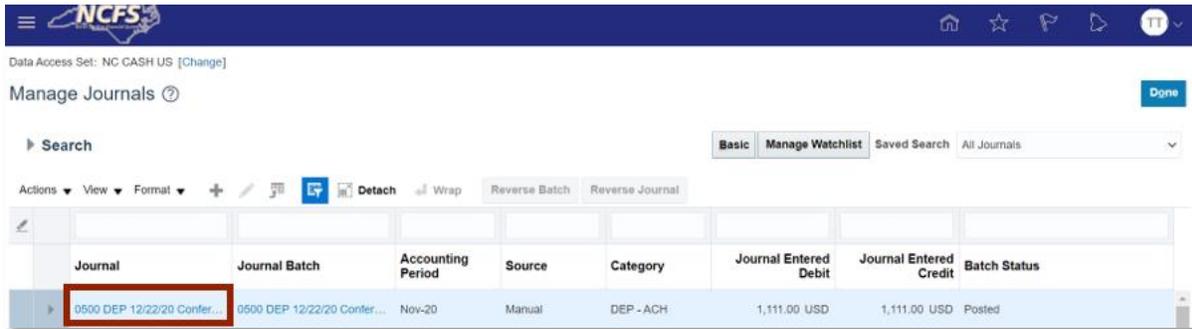


The Advanced Search Options on the Manage Journals Screen



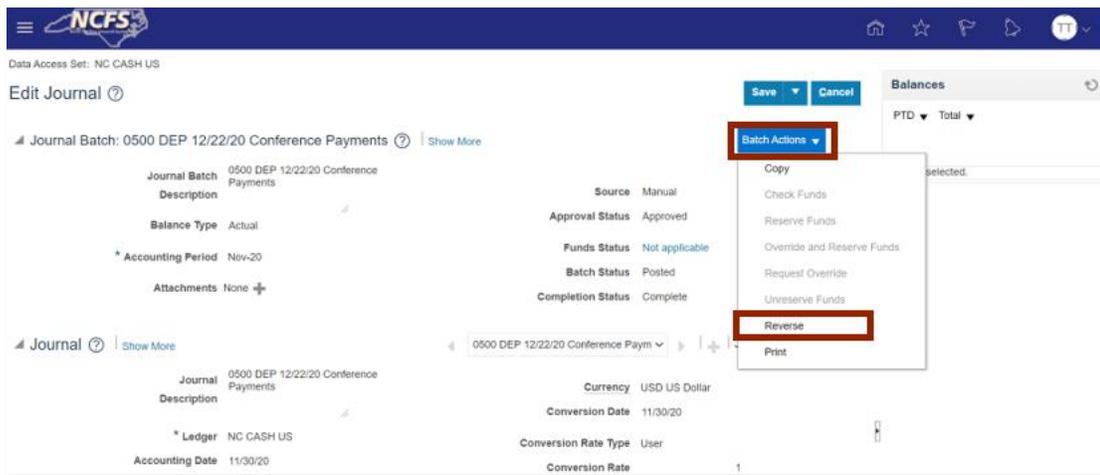
User Tip: Users can only reverse a journal entry that has been posted so be sure to include this in the journal search.

6. Select the journal by clicking the **Journal Hyperlink**.



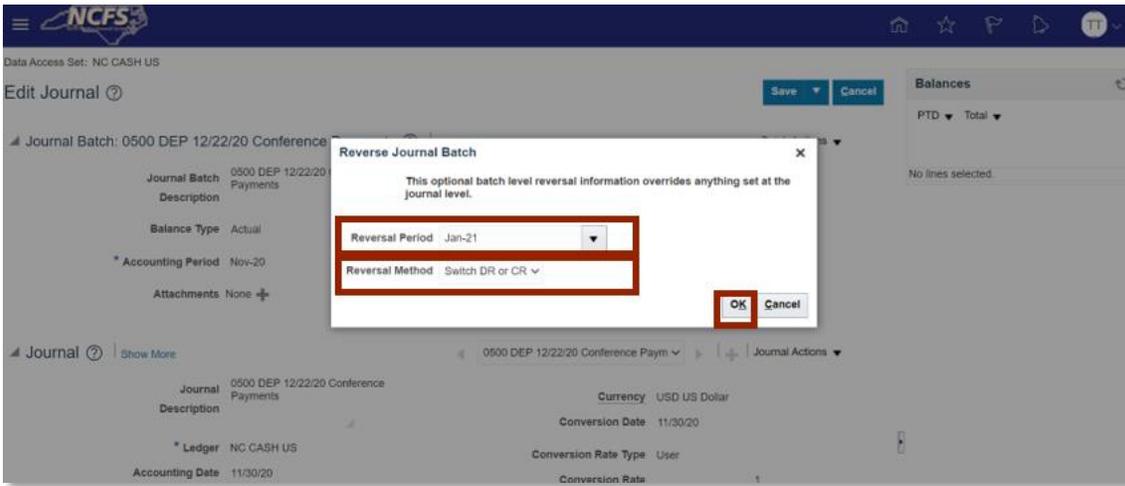
The Journal Hyperlink on the Manage Journals Screen

7. Click **Batch Actions**. Select **Reverse** from the dropdown.



The Edit Journal Screen

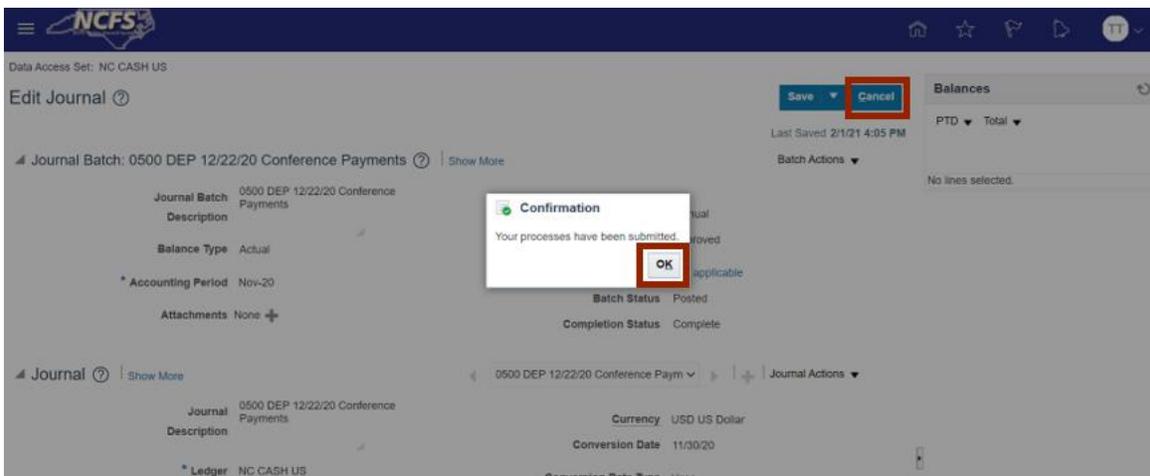
8. Enter the **Reversal Period** and **Reversal Method**. Click [OK].



Reversal Journal Batch Criteria

 **User Tip: The OSC preferred Reversal Method is "Switch DR or CR."**

9. A pop up appears that confirms the process has been submitted. Click [OK]. Then click [CANCEL].



Reversal Journal Batch Submission Confirmation Notification

10. Enter the **Journal Batch Name** and then click [SEARCH].

The screenshot shows the 'Manage Journals' search interface. The search criteria are as follows:

- Journal: Contains
- Journal Batch: Starts with **0500 DEP 12/122/20 Conference Payr** (highlighted)
- Accounting Period: Equals Feb-21
- Source: Equals
- Category: Equals
- Batch Status: Equals Posted

Buttons at the bottom include Search, Reset, Save..., Add Fields, and Reorder.

Search the Journal Batch

11. Click **Show More** in the Journal Section.

The screenshot shows the 'Edit Journal' screen for 'Journal Batch: 0500 DEP 12/22/20 Conference Payments'. The 'Show More' button in the Journal section is highlighted with a red box. The screen displays the following details:

- Journal Batch: 0500 DEP 12/22/20 Conference Payments
- Description: 0500 DEP 12/22/20 Conference Payments
- Balance Type: Actual
- Accounting Period: Nov-20
- Attachments: None
- Source: Manual
- Approval Status: Approved
- Funds Status: Not applicable
- Batch Status: Posted
- Completion Status: Complete
- Currency: USD US Dollar
- Conversion Date: 11/30/20
- Conversion Rate Type: User
- Conversion Rate: 1
- Inverse Conversion Rate: 1
- Ledger: NC CASH US
- Accounting Date: 11/30/20
- Category: DEP - ACH

Edit Journal Screen

12. Click the *Reversal* tab and click the **Reverse Journal Hyperlink**.

The screenshot shows the 'Reversal Journal Section' in the 'Journal' view. The 'Reversal' tab is highlighted with a red box. The 'Reverse Journal' hyperlink is also highlighted with a red box. The screen displays the following details:

- Reversal Period: Jan-21
- Reversal Method: Switch DR or CR
- Reversal Status: Reversed
- Reversal Journal: **Reverses 0500 DEP 12/22/20 Conference Payments 01-02-21 16:05:32** (highlighted)

Reversal Journal Section

13. Scroll up and click **Batch Actions**.

Data Access Set: NC CASH US

Edit Journal ?

Save Post Cancel

Journal Batch: Reverses 0500 DEP 12/22/20 Conference Payments 01-02-21 16:05:30 73987 ? Show More **Batch Actions**

Journal Batch: Reverses 0500 DEP 12/22/

Description: Reverses journal 0500 DEP 12/22/20

Balance Type: Actual

* Accounting Period: Jan-21

Attachments: None +

Source: Manual

Approval Status: Required

Funds Status: Not attempted

Batch Status: Unposted

Completion Status: Complete

Journal ? Show Less

Reverses 0500 DEP 12/22/20 Confere

Journal Control Total Sequencing **Reversal**

Reversal Period: Jan-21

Reversal Status: Not reversed

Originating Journal: 0500 DEP 12/22/20 Conference Payments

Batch Actions

14. Click **Request Approval**.

NCFS

Data Access Set: NC CASH US

Edit Journal ?

Save Post Cancel

Journal Batch: Reverses 0500 DEP 12/22/20 Conference Payments 01-02-2 ? Show More

Journal Batch: Reverses 0500 DEP 12/ 22

Description: Reverses journal 0500 DEP 12/22/20

Balance Type: Actual

* Accounting Period: Jan-21

Attachments: None +

Source: Spreadsheet

Approval Status: Required

Funds Status: Not attempted

Batch Status: Unposted

Completion Status: Complete

Batch Actions

- Copy
- Delete
- Check Funds
- Reserve Funds
- Override and Reserve Funds
- Request Override
- Unreserve Funds
- Request Approval**
- Reverse
- Print

Journal ? Show Less

Reverses Test121822 DEP - ACH 03-1

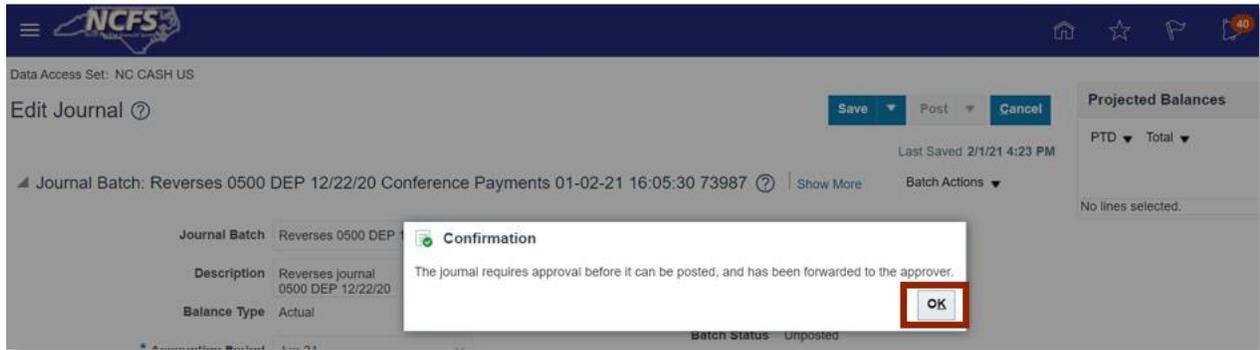
Journal Control Total Sequencing **Reversal**

Projected Balances

PTD Total

Request Approval

15. A pop up appears. Click [OK]. Then Click [CANCEL] to return to the home screen.



Reversal Submission Confirmation Notification

Wrap Up

A user can reverse a posted journal by following the steps above. Once a reversal journal entry is submitted for approval and approved, it is posted in the next AutoPost run. Once this transaction is posted, the GL balances will be updated.

Additional Resources

For more information on reversing a journal entry and journal entries in general, please review the following materials:

Web Based Training (WBT)

- None

Instructor Led Training (ILT)

- GL 100: Journal Entry

Quick Reference Guides (QRGs)

- Entering a Journal Entry (via Spreadsheet Upload)
- Entering a Journal Entry (Manually)
- Editing a Journal Entry
- Cash Availability Report