



Journals - More Actions

Navigate: Journals -> Enter -> Find

Enter the batch/journal ID in the Find fields and recall the journal.

At the bottom of the journal screen there is a selection of buttons to perform more actions for a journal. They are:

- **Reverse Journals**
- **Change Period**
- **Change Currency**
- **Check Funds**
- **Reserve Funds**
- **View the T Accounts**

Journal: PD/HP/J1
Description: Journal 1
Ledger: CAPSA Set of Book
Period: NOV-13
Balance Type: Actual
Clearing Company:

Category: Adjustment
Effective Date: 04-NOV-2013
Budget:
Tax: Not Required
Control Total:

Conversion
Currency: GBP
Date: 04-NOV-2013
Type: User
Rate: 1

Reverse
Date:
Period:
Method: Switch Dr/Cr
Status: Not Reversed

Line	Account	Debit (GBP)	Credit (GBP)	Description
10	U.PD.PDAA.AAAA.ESA0.0000	100.00		Transfer of Expenditure
20	U.PD.PDAA.GAAA.ESA0.0000		100.00	Journal 1
		100.00	100.00	

Acct Desc: UC.Plant Sciences.Plant Sciences: Administr.Chest Non Payroll.Envelopes.Default