



Reverse Journals

You can reverse the journal that you are currently entering in either a future period or the current period. If you choose the current period it would effectively net off the original journal and the end result would be zero.

1. Navigate → **Journals Enter**
2. Find the journal you wish to reverse
3. In the journal listing screen you can select the **Reverse Batch Button**

Posted	Manual	Adjustment	JUL-05	AA/AS/15/09/05/HPET	AA/AS/15/09/05/HPET	GBP	2,600,000.00	2,600,000.00
Posted	Manual	Transfer	APR-06	AG/AS/05/05/06/HPET	AG/AS/05/05/06/HPET	GBP	11,530,112.00	11,530,112.00
Posted	Manual	Adjustment	JUL-03	AG/AS/16/07/03/HP1	AG/AS/16/07/03/HP1	GBP	30,000.00	30,000.00
Posted	Manual	Adjustment	JUL-03	AG/AS/16/07/03/HP2	AG/AS/16/07/03/HP2	GBP	30,000.00	30,000.00
Posted	Manual	Accrual	JUL-06	AG/AS/24/08/06/HP2	AG/AS/24/08/06/HP2	GBP	653.89	653.89
Posted	Manual	Adjustment	AUG-13	AG/HP/21/08/13/J2	AG/HP/21/08/13/J2	GBP	594.00	594.00
Posted	Manual	Transfer	JUL-03	AG/PT/26/08/03/HP	AG/PT/26/08/03/HP	GBP	605,365.00	605,365.00
Posted	Spreadsheet	Bank Charges	APR-06	AG/SM/CAHPS/03/04	AG/SM/CHAPS/03/04	GBP	290.00	290.00
Posted	Manual	Adjustment	JUN-09	EN/LG/06/07/09/BP-H	EN/LG/06/07/09/BP-HI	GBP	31.22	31.22
Posted	Manual	Petty Cash	OCT-00	EWRHPCASH3 25-OC	EWRHPCASH3	GBP	43.54	43.54
Posted	Manual	Transfer	JUL-13	JP/LC/18/07/13/CCHP	JP/LC/18/07/13/CCHP	GBP	45,000.00	45,000.00
Posted	Manual	Transfer	JUN-13	JP/LC/27/06/13/01/CC	JP/LC/27/06/13/01/CC	GBP	21,083.40	21,083.40
Posted	Manual	Transfer	JUL-13	JP/LC/30/07/13/01/CC	JP/LC/30/07/13/01/CC	GBP	4,500.00	4,500.00
Posted	Manual	Transfer	JUL-13	JP/LC/31/07/13/01/CC	JP/LC/31/07/13/01/CC	GBP	4,500.00	4,500.00
Posted	Manual	Transfer	MAY-13	JP/LW/02/05/13/01/CC	JP/LW/02/05/13/01/CC	GBP	604.00	604.00
Posted	Manual	Transfer	JAN-12	JP/LW/13/01/12/01/CC	JP/LW/13/01/12/01/CC	GBP	1,500.00	1,500.00

Buttons: Review Journal, Review Batch, **Reverse Batch** (highlighted with red arrow), Tax Batch, Requery, New Journal, New Batch, Approve

Or..... you can review the journal and then click on the **Reverse button**.

Journals (CAPSA Set of Books) - AG/HP/21/08/13/J2 21-AUG-2013 10:34:44

Journal: AG/HP/21/08/13/J2
 Description: Transfer of part of invoice to be covered by AGAT
 Ledger: CAPSA Set of Book
 Period: AUG-13
 Balance Type: Actual
 Clearing Company:
 Category: Adjustment
 Effective Date: 21-AUG-2013
 Budget:
 Tax: Not Required
 Control Total: 594.00

Conversion: Currency: GBP, Date: 21-AUG-2013, Type: User, Rate: 1

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

Buttons: **Reverse** (highlighted with red arrow)

Line	Account	Debit (GBP)	Credit (GBP)	Description
0	U.AG.AGTD.AAAA.ERPZ.0000		594.00	Transfer of part of invoice to be covered by AGAT
0	U.AG.AGTD.GAAB.ERPZ.0000	594.00		Transfer of part of invoice to be covered by AGAT

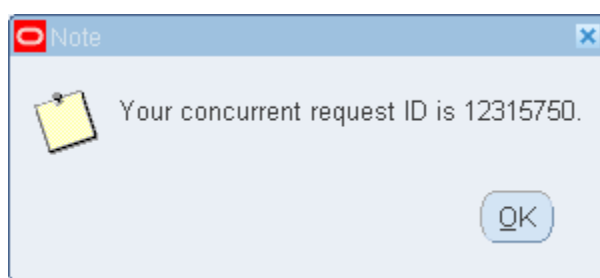


Line	Account	Debit (GBP)	Credit (GBP)	Description
10	U.PD.PDAA.AAAA.ESAO.0000	100.00		Transf
20	U.PD.PDAA.GAAA.ESAO.0000		100.00	My Jo
		100.00	100.00	

4. Select → **Reverse**

- In this example the original journal was completed for the Oct-13 period and so there are two choices to reverse it, in either Nov or Oct.
- Select the period for reversal and click **OK**

After clicking **OK**, CUFS will run a concurrent request to create the reversing journal, which will then have to be selected for posting.



If you close the journal down and return to the journal enquiry screen, and then click on the **Requery** button, you will see the status of the journal has changed to **Reversed**. Re-query your original journal and click on the More Details button at the bottom of the screen, you will see that the status of the journal has changed to "Reversed".



GL Detailed Procedure Reverse Journals

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

When you post your journals, remember to ask the system to find batches awaiting posting by using wildcards either side of your department code, i.e. %your dept code%.

This is because the system automatically creates your reversal journal with a modified batch name.

Period	Batch	Balance Type	Debit	Credit	Control Total	
<input type="checkbox"/>	OCT-13	GE/FJFH/UAT_J05 06-SEP-20	Actual	1,000.00	1,000.00	
<input type="checkbox"/>	OCT-13	GT/AC/05/09/2013/UAT_B13:1	Actual	0.00	50.00	
<input type="checkbox"/>	OCT-13	GU/JC/04/09/2013/UAT_B01	Actual	350,000.00	350,000.00	
<input type="checkbox"/>	OCT-13	GU/JC/UAT_J03 04-SEP-2013	Actual	50,000.00	50,000.00	
<input type="checkbox"/>	OCT-13	KA/JS/06/09/13/UAT_J05 06-S	Actual	100.00	100.00	
<input type="checkbox"/>	OCT-13	Reverses "AG/JEC/UAT_J12"0	Actual	5,000.00	5,000.00	
<input type="checkbox"/>	OCT-13	Reverses "AG/KMS/JGL17.01"	Actual	100.00	100.00	
<input type="checkbox"/>	OCT-13	Reverses "EA/RJS/UAT_J11"0	Actual	100.00	100.00	
<input type="checkbox"/>	OCT-13	Reverses "PD/HP/J01*05-NOV"	Actual	100.00	100.00	

Batch Information

Post Status: Postable
Batch Status: Requires funds reservation

Review Batch Post

In this example the reversing journal is created, but as it is for the next period, it will not be activated for posting until that period is opened

If you forget to post the journal in the next period, the Finance Division will prompt you to either post or cancel the journal.