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**

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

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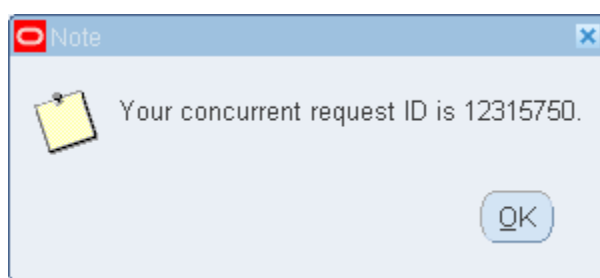
If you close the journal down and return to the journal enquiry screen, and then click on the **Requery button,** you will see the status of the journal has changed to **Reversed**. Re-query your original journal and click on the More Details button at the bottom of the screen, you will see that the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

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.

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.