

## **Reversing a Grants Journal**

Responsibility:GM Grants AdministratorNavigate:Expenditures > Enter Actuals > Find

- 1. Navigate to the *Expenditure Batches* window.
- 2. Find the **Batch** to be reversed by clicking on the *torch icon* in the tool bar. Enter the batch name and click on *Find*

Expenditure Batch	Expenditure Ending Date	Description	By	Date	Operating Unit
ZZ//WHW/18-12-18/0		TEST	ROGERSON, N		Cambridge Univers
ZZ/WHW/18/12/18/0	23-DEC-2018	TEST TUBES FOR	ROGERSON, N	18-DEC-2018	Cambridge Univers
ZZ/ WHW/18/12/18/0	23-DEC-2018	CREDIT	ROGERSON, N	18-DEC-2018	Cambridge Univers
ZZ/ WHW/18/12/18/C	23-DEC-2018		ROGERSON, M	18-DEC-2018	Cambridge Univers
	I Joooo Submit 1	Releas		Open	Expenditures

- 3. Click **Open** and the **Expenditure Batches** screen displays.
- 4. Click on the *Reverse* button on the batch header and enter the batch name for the reversal batch.

**NB:** Use the original batch name adding an **R** for reversal.

Expenditure Batches						_ 🗆 ×
Operating Unit	Cambridge Universit	у				
Batch	ZZ/WHW/18/12/18/01		Statu	us Released		
Ending Date	23-DEC-2018	O R	everse An Expendit	ure Batch (Cambridg	e University)	
Class	Miscellaneous Tran	sact				
Description	TEST TUBES FOR	DR I	Batch	ZZ/WHW/18/12/18/	/01/R	
Transaction Source						
	□ All <u>N</u> egative Tra	nsac				
	Beverse Expend	iture				
C Amounts				Cancel	QK	
	Control				·	
Totals		- 50	] = [			
Count	$\land$	- 1	=			
Rework Submit	Reverse	<u>C</u> opy	From		Expenditures	



5. Click on **OK** and the system will create the reversal batch, giving the following message to indicate how many expenditure lines have been copied.

Expenditure Batches		_ 🗆 ×						
Operating Unit	Cambridge University							
Batch	ZZ/WHW/18/12/18/01/R Status Workin	g						
Ending Date	23-DEC-2018 Created							
Class	Miscellaneous Transaction  By R	OGERSON, Ms Christine						
Description	TEST TUBES FOR DR PINK GR Date 18	3-DEC-2018						
Transaction Source								
□ All Negative Transactions Entered As Unmatched								
Reverse Expenditures In a Future Perico Note								
- Amounts								
	Control Running	cpenditures copied, '0' rejected.						
Totals	- 50 =							
Count	- 1 =	<u>(ок</u> )						
Rework Submit	Reverse Copy From	Expenditures						

6. Click **OK** and the expenditure lines from the original batch will have been copied with the values reversed.

Expenditures - ZZ/WHW/18/12/18/01/R												
	Employee Name	Employee Nun	nbe Organiz	ation	Expnd E		Control Total		R	Running Total		
			ZZ_Eco	logy	23-DEC	-2018			-5	-50		A
lŌ												13
Ī												
Batch Control Total												
Expenditure Items												
[	Expnd Item Date	Project Number	Task Num	ber Awar	d Number	Expnd Ty	ре	UOM	Quant	ity Con	nment	
	18-DEC-2018	ZZAG/123	1	G123	456	Other Cos	sts/Co	Pound	-50	TES	T TUE	SE 🛋
Ū												U
Reverse Original												

If the original batch had more than one line and you do not wish to reverse them all, close the *Expenditures* screen to return to the header and then click on *Expenditures* again to view the lines. This will enable the *delete record* icon in the tool bar.

Delete any expenditure lines that do not need reversing. To select a line for deleting you will need to click on the line. To delete the record, use the *delete record* icon in the tool bar or *Edit* > *delete record*.

- 8. Save the batch and return to the header to correct the control totals if necessary.
- 9. Submit and Release the batch.