

Reversing a Grants Journal

Responsibility:GM Grants AdministratorNavigate:Expenditures > Enter Actuals

- 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 (or part thereof, using wildcard %, e.g. %ZZ/WHW%) and click on **Find**

Expenditure Batch	Expenditure Ending Date	Description	By	Date	Operating Unit
ZZ/WHW/18-12-18/0	23-DEC-2018	TEST	ROGERSON, N	18-DEC-2018	Cambridge Univers =
ZZ/WHW/18/12/18/C	23-DEC-2018	TEST TUBES FOR	ROGERSON, N	18-DEC-2018	Cambridge Univers
ZZ/ WHW/18/12/18/C	23-DEC-2018	CREDIT	ROGERSON, N	18-DEC-2018	Cambridge Univers
ZZ/ WHW/18/12/18/C	23-DEC-2018	CREDIT CARD CL	ROGERSON, N	(18-DEC-2018	Cambridge Univers
	[4]			1	· · ·

- 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.

Operating Unit	Cambridge University		
Batch	ZZ/WHW/18/12/18/01	Status Released	
Ending Date	23-DEC-2018	erse An Expenditure Batch (Cambrid)	ge University)
Class	Miscellaneous Transact		
Description	TEST TUBES FOR DR	Batch ZZ/WHW/18/12/18	1/01/R
Transaction Source Amounts	All Negative Transas	Çancel	QK
Totals	- 50	x	
Count	A - 1	=	



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 Working							
Ending Date	23-DEC-2018 Created							
Class	Miscellaneous Transaction w By ROGERSON, Ms Christine							
Description	TEST TUBES FOR DR PINK GR Date 18-DEC-2018							
Transaction Source								
□ All Negative Transactions Entered As Unmatched								
□ Reverse Expenditures In a Future Perico Note								
- Amounts	Centrel Rupping '1' expenditures copied, '0' rejected.							
Totals								
Count								
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 Organization	1	Expnd Ending Date		Control Total		Rur	Running Total		
1			ZZ_Ecology	ZZ_Ecology		23-DEC-2018				-50		\square
Ī												3
ň][F
Batch Control Total Batch Running Total50												
	Expnd Item Date	Project Number	Task Number	Award	Number	Expnd Type		UOM	Quantit	ty Com	nment	
	18-DEC-2018	ZZAG/123	1	G1234	56	Other Costs/C		Pound	-50	TEST	T TUBE	
Ī												J
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.