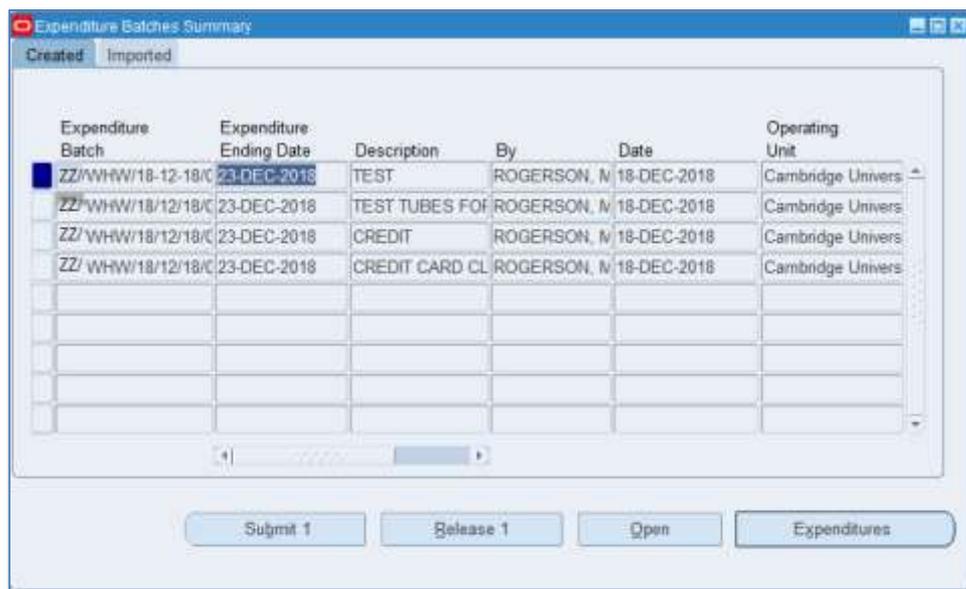




# Reversing a Grants Journal

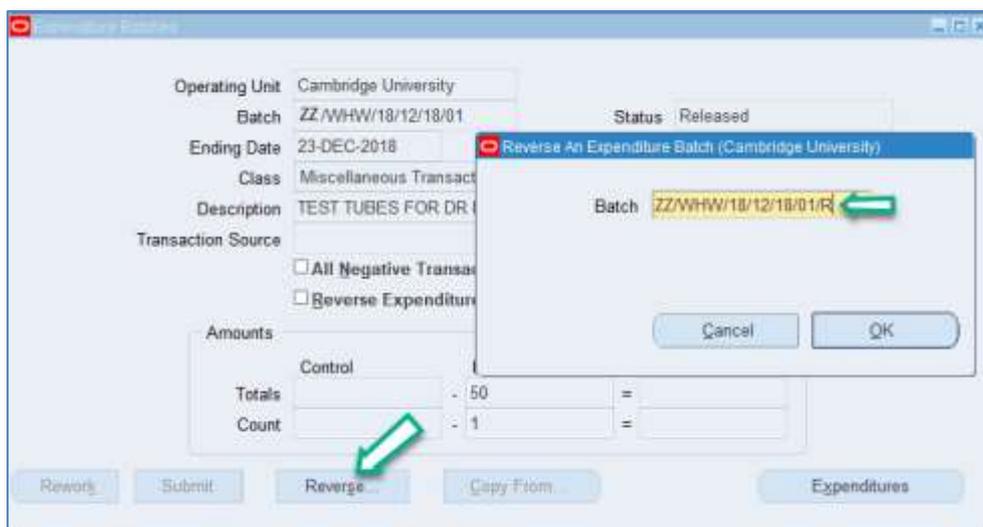
**Responsibility:** GM Grants Administrator  
**Navigate:** Expenditures > Enter Actuals

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**



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.





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.

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

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.