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.