



Work Instruction

Create a Reversing Journal

Purpose

Use this procedure to reverse any journal you have created.

Trigger

You need to reverse a journal entry or batch that has been posted.

Prerequisites

- Previous journal entry must be entered and posted.

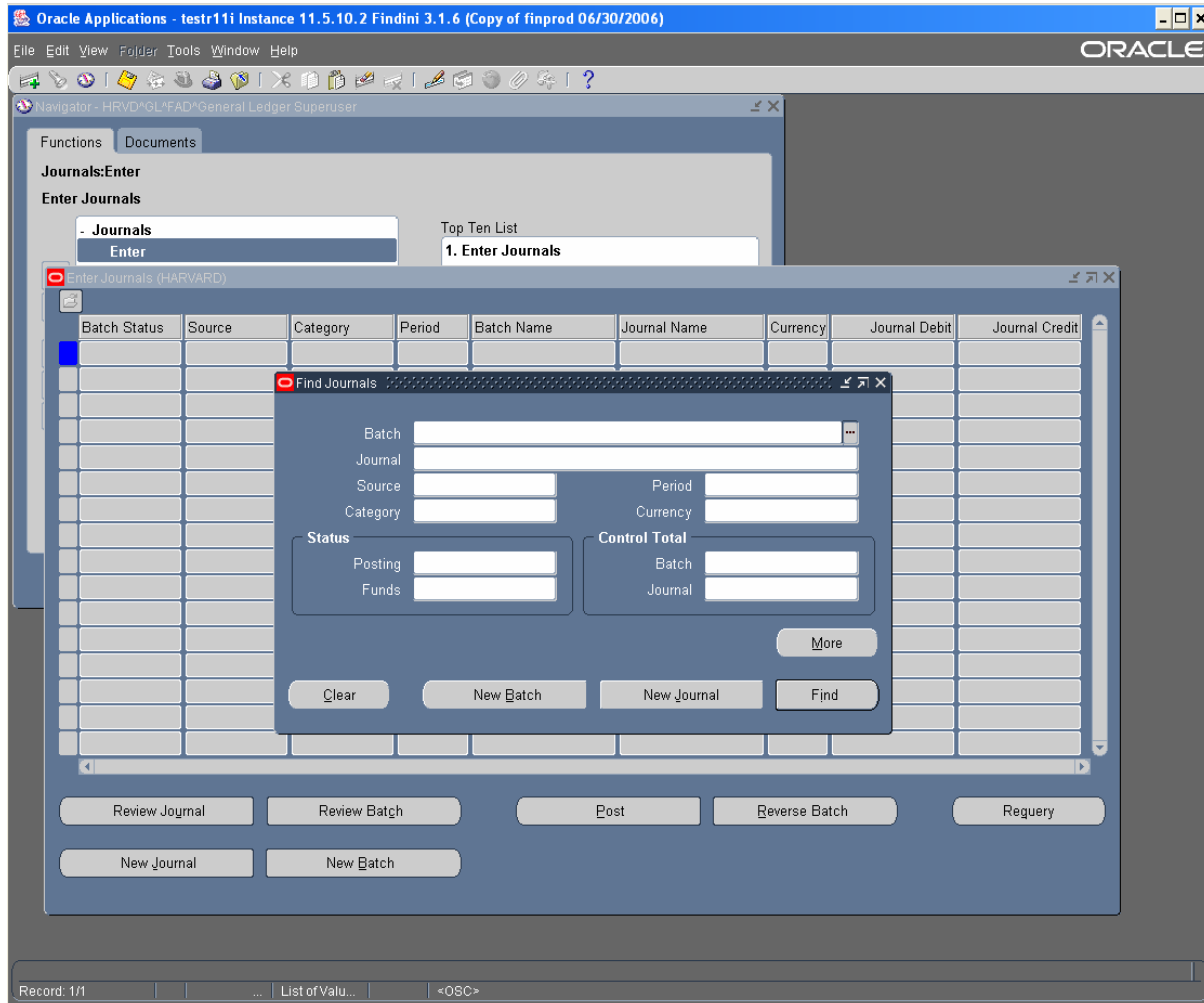
Navigator Path

- **Journals → Enter**

Helpful Hints

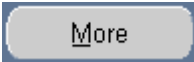
- If the journal has not been posted, it should be deleted rather than reversed
- You can only reverse a journal into an Open or Future Entry period.
- If you reverse a journal batch, the General Ledger generates a separate reversal batch for each reversed journal.
- You can reverse just one journal entry in a batch of many journals.


Enter Journals



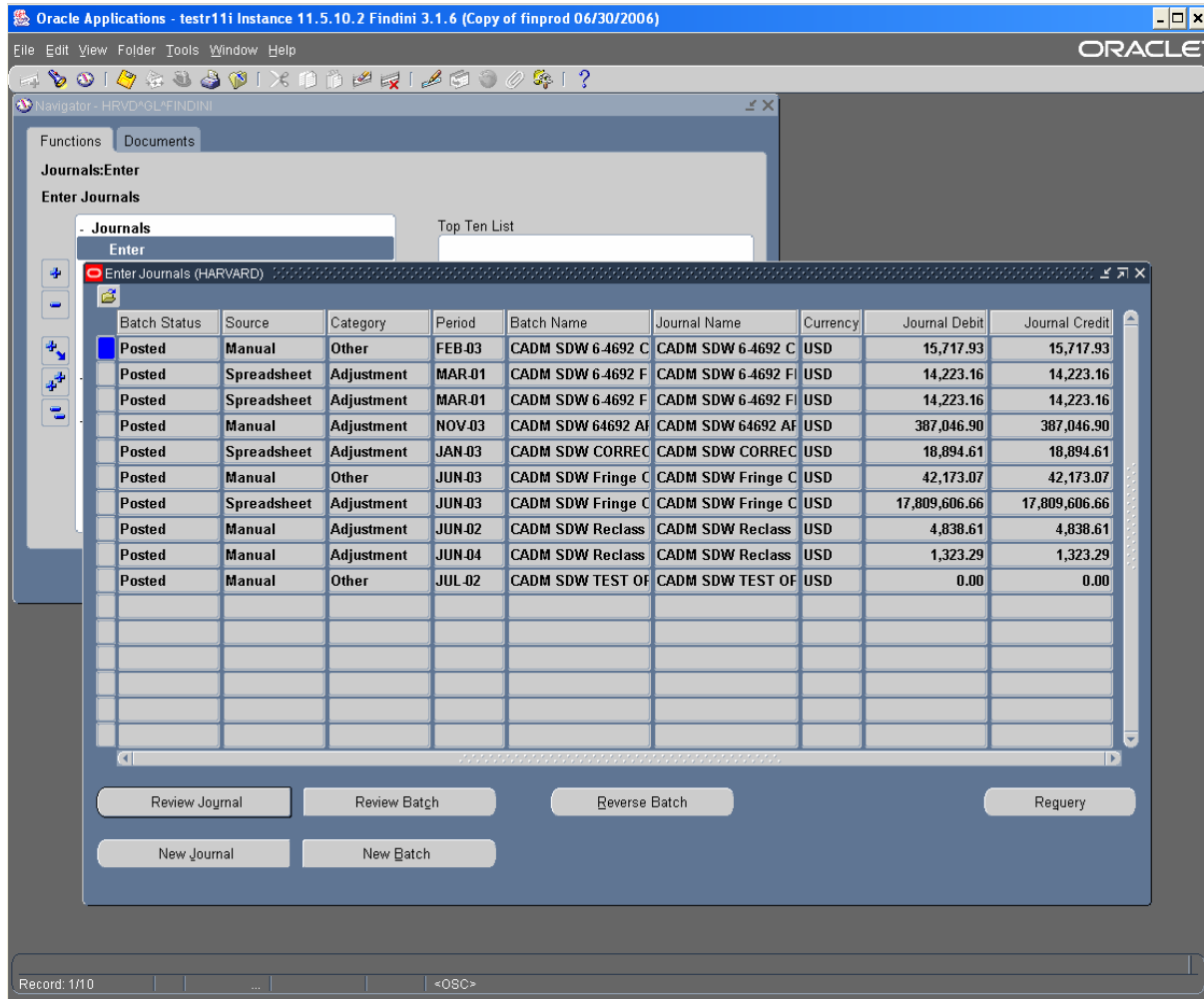
1. From the Navigator, go to **Journals** → **Enter**. Fill in the appropriate criteria to reduce your search.



Hitting the  button will pull up some additional search fields.

2. Click  to go to the *Enter Journals* form.
3. Click on the journal or batch to be reversed.

Enter Journals





The screenshot shows the Oracle Applications 'Enter Journals' window. The window title is 'Oracle Applications - testr11i Instance 11.5.10.2 Findini 3.1.6 (Copy of finprod 06/30/2006)'. The main window contains a table with the following data:

Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Posted	Manual	Other	FEB-03	CADM SDW 6-4692 C	CADM SDW 6-4692 C	USD	15,717.93	15,717.93
Posted	Spreadsheet	Adjustment	MAR-01	CADM SDW 6-4692 F	CADM SDW 6-4692 F	USD	14,223.16	14,223.16
Posted	Spreadsheet	Adjustment	MAR-01	CADM SDW 6-4692 F	CADM SDW 6-4692 F	USD	14,223.16	14,223.16
Posted	Manual	Adjustment	NOV-03	CADM SDW 64692 AI	CADM SDW 64692 AF	USD	387,046.90	387,046.90
Posted	Spreadsheet	Adjustment	JAN-03	CADM SDW CORREC	CADM SDW CORREC	USD	18,894.61	18,894.61
Posted	Manual	Other	JUN-03	CADM SDW Fringe C	CADM SDW Fringe C	USD	42,173.07	42,173.07
Posted	Spreadsheet	Adjustment	JUN-03	CADM SDW Fringe C	CADM SDW Fringe C	USD	17,809,606.66	17,809,606.66
Posted	Manual	Adjustment	JUN-02	CADM SDW Reclass	CADM SDW Reclass	USD	4,838.61	4,838.61
Posted	Manual	Adjustment	JUN-04	CADM SDW Reclass	CADM SDW Reclass	USD	1,323.29	1,323.29
Posted	Manual	Other	JUL-02	CADM SDW TEST OF	CADM SDW TEST OF	USD	0.00	0.00

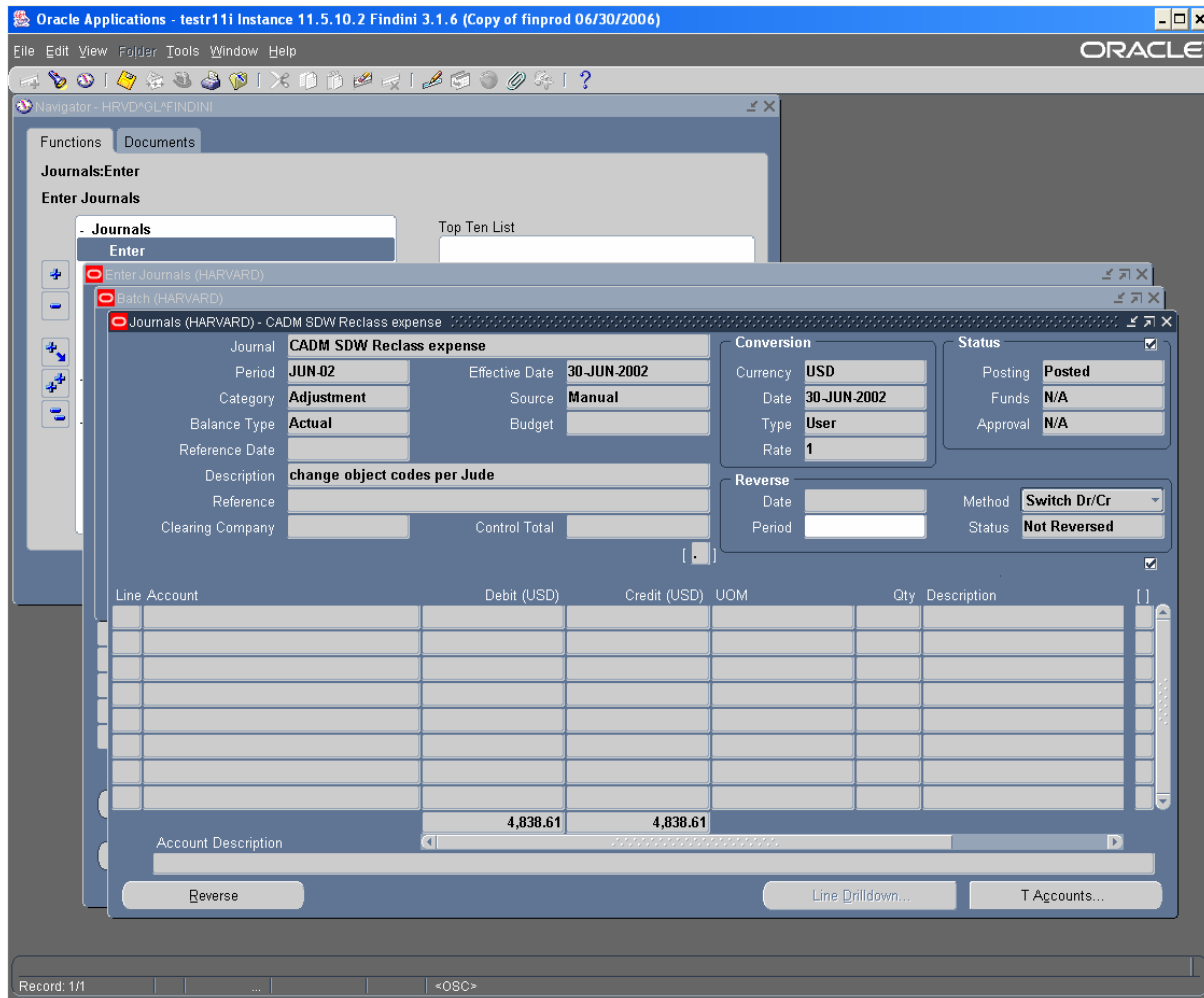
Below the table are several buttons: Review Journal, Review Batch, Reverse Batch, Reguery, New Journal, and New Batch. The status bar at the bottom indicates 'Record: 1/10'.

4. Perform one of the following:

If You Want To	Then	Go To
Reverse a journal in a batch	Click 	Step 5
Reverse a journal batch	Click 	Step 7

5. Review your journal.

Review Journal



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File Edit View Folder Tools Window Help ORACLE

Navigator - HRVD*GL*FINDINI

Functions Documents

Journals:Enter

Enter Journals

Enter Journals

Top Ten List

Journals (HARVARD) - CADM SDW Reclass expense

Journal: CADM SDW Reclass expense

Period: JUN-02 Effective Date: 30-JUN-2002

Category: Adjustment Source: Manual

Balance Type: Actual Budget:

Reference Date:

Description: change object codes per Jude

Reference:

Clearing Company: Control Total:

Conversion: Currency: USD Date: 30-JUN-2002 Type: User Rate: 1

Status: Posting: Posted Funds: N/A Approval: N/A


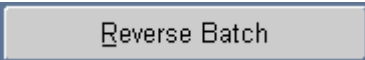
Reverse: Date: Method: Switch Dr/Cr Status: Not Reversed

Line	Account	Debit (USD)	Credit (USD)	UOM	Qty	Description
		4,838.61	4,838.61			

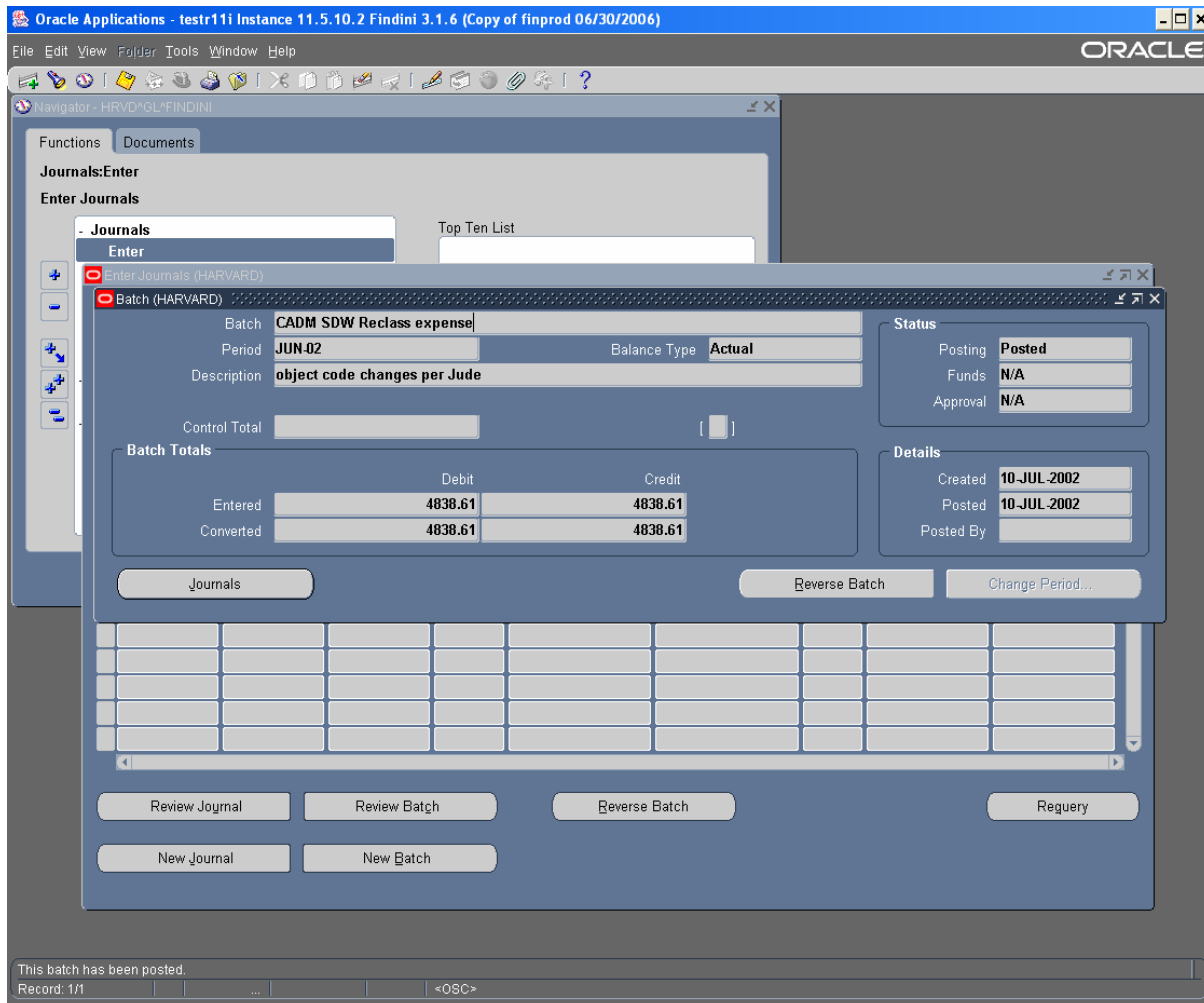
Account Description:

Reverse Line Drilldown... T Accounts...

Record: 1/1 <OSC>

6. Click on  to bring up the *Default Reversal Period* window. Go to Step 9.
7. Review your batch.
8. Click on  to bring up the *Default Reversal Period* window.

Review Batch



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Functions Documents

Journals:Enter

Enter Journals

Journals

Enter

Top Ten List

Enter Journals (HARVARD)

Batch (HARVARD)

Batch: CADM SDW Reclass expense

Period: JUN-02 Balance Type: Actual

Description: object code changes per Jude

Control Total: []

Batch Totals

	Debit	Credit
Entered	4838.61	4838.61
Converted	4838.61	4838.61

Status

Posting: Posted

Funds: N/A

Approval: N/A

Details

Created: 10-JUL-2002

Posted: 10-JUL-2002

Posted By:


Journals Reverse Batch Change Period...

Review Journal Review Batch Reverse Batch Regquery

New Journal New Batch

This batch has been posted.
Record: 1/1 <OSC>

9. Select the reversal period on the *Default Reversal Period* window.

10. Your reversal request should be process. Click  to close the request window.

Result

You have reversed a journal or batch. Select **File** → **Close Form** to exit the Journal form.

Comments

You have completed this work instruction.