

GL-04 Reverse Journals

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Reverse Journals in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the process of reversing journals manually and through AutoReverse. Journals once posted, can be reversed for accruals, adjustments, reclassification, and errors.

User Tip

The following are prerequisites to creating and uploading a journal from spreadsheet:

1. User must download desktop integration installer for using ADFDI spreadsheet (Navigation: Tools >> Download Desktop Integration Installer).

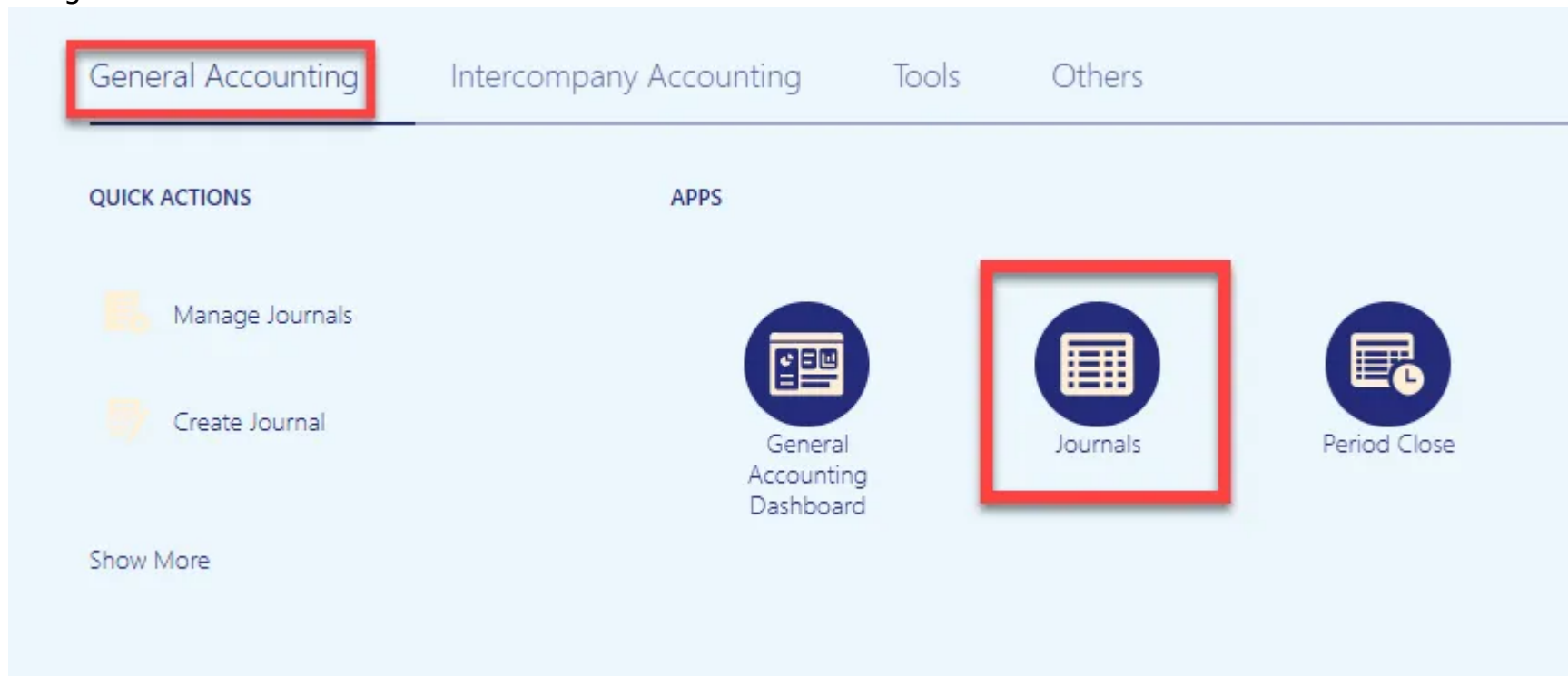
Reverse Journals

To reverse journals, please follow the steps below. There are 10 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

Step 2. On the **Home** page, click the **General Accounting** tab and select the **Journals** app.

Image



Step 3. On the **Journals** page, select the appropriate Data Access Set on the top left corner by clicking **Change**.

In this example, choose **NC CASH US**.

Image

Data Access Set: **NC CASH US** [\[Change\]](#)

Journals

Journals							
Requiring Attention Incomplete Import Errors							
View Format Freeze Detach Wrap							
Accounted		Source	Journal Batch	Accounting Period	Issue	Error Date	
Debit	Credit						
65,258.60	65,258.60	Spreadsheet	4800 Dep 10/17/22 FreedomPay2 ...	Oct-22	Rejected	10/19/22	

Step 4. Click the **Tasks** icon and select **Manage Journals** from the **Tasks** pane.

Image

Data Access Set: NC CASH US [\[Change\]](#)

Journals

Journals							
Requiring Attention Incomplete Import Errors							
View Format Freeze Detach Wrap							
Accounted		Source	Journal Batch	Accounting Period			
Debit	Credit						
65,258.60	65,258.60	Spreadsheet	4800 Dep 10/17/22 FreedomPay2 ...	Oct-22			
65,258.60	65,258.60	Spreadsheet	4800 Dep 10/17/22 FreedomPay1 ...	Oct-22			

Journals

- Manage Journals**
- Create Journal
- Create Journal in Spreadsheet
- Create Encumbrance Journal in Spreadsheet
- Run AutoReverse
- Manage Approvals

Journal Import

- Import Journals
- Correct Import Errors

Subledger Accounting

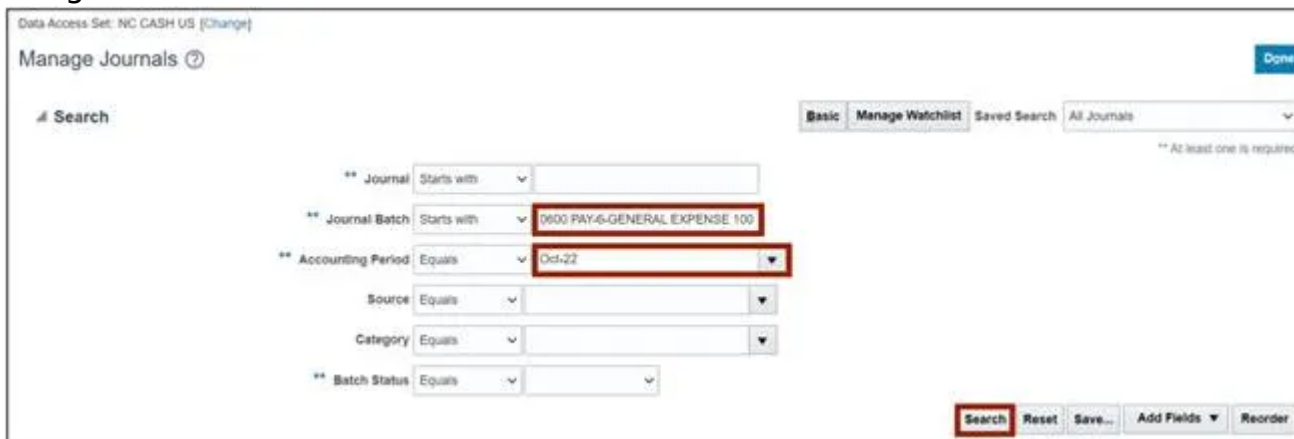
- Review Subledger Journals
- Manage Accounting Errors

Step 5. On the **Manage Journals** page, for the fields of ****Journals**, ****Journal Batch**, ****Accounting Period**, and ****Batch Status**, enter at least one field and click the **Search** button.

In this example, we entered **0600 PAY-6-GENERAL EXPENSE 100522** for **Journal Batch** and **Oct-22** as the **Accounting Period**.

Note: The **Accounting Period** date will be filled by default. You have the option to clear this field or select the **Accounting Period** related to the journal you want to reverse.

Image



The screenshot shows the 'Manage Journals' search interface. At the top, it says 'Data Access Set: NC CASH US [Change]'. Below that is the 'Manage Journals' title with a help icon. A search bar with a magnifying glass icon is on the left. On the right, there are tabs: 'Basic' (selected), 'Manage Watchlist', 'Saved Search', and a dropdown menu showing 'All Journals'. A note says '** At least one is required'. The search criteria are listed on the left: '** Journal' (Starts with), '** Journal Batch' (Starts with), '** Accounting Period' (Equals), 'Source' (Equals), 'Category' (Equals), and '** Batch Status' (Equals). The values entered are: '0600 PAY-6-GENERAL EXPENSE 100' for Journal Batch and 'Oct-22' for Accounting Period. At the bottom right, there are buttons: 'Search' (highlighted with a red box), 'Reset', 'Save...', 'Add Fields', and 'Reorder'.

Step 6. Click the **Journal** link to be reversed.

Note: If several journals appear under the **Search** section, determine the relevant Accounting Period, and select the Journal associated with that.

Image

Data Access Set: NC CASH US [\[Change\]](#)

Manage Journals [?](#)

[Done](#)

Search

Basic Manage Watchlist Saved Search All Journals

Actions View Format + Detach Wrap Post Batch Reverse Batch Reverse Journal

	Journal	Journal Batch	Accounting Period	Source	Category	Journal Entered Debit	Journal Entered Credit	Batch Status
	PAY-6-GENERAL EXPENSE	0600 PAY-6-GENERAL EX...	Oct-22	Agency Req Int...	PAY-6-GENERA...	2,210.40 USD	2,210.40 USD	Posted

Step 7. Under the **Journal Batch** section, click the Batch Actions drop-down choice list and select **Reverse**.

Image

Data Access Set: NC CASH US

Edit Journal [?](#)

[Save](#) [Post](#) [Cancel](#)

Journal Batch: 0600 PAY-6-GENERAL EXPENSE 100522 Agency Req Interface A 221006053044186 [?](#) [Show More](#)

Journal Batch 0600 PAY-6-GENERAL EXPENSE
Description 100522 Agency Req Interface A
 221006053044186 1717798 N
 Journal Import Agency
 Req Interface 1717798: //

Source Agency Req Interface A

Approval Status Approved

Funds Status Reserved

Batch Status Posted

Completion Status Complete

Balance Type Actual

* **Accounting Period** Oct-22

Attachments None +

Batch Actions

- Copy
- Delete
- Check Funds
- Reserve Funds
- Override and Reserve Funds
- Request Override
- Unreserve Funds
- Reverse
- Print

Journal ? [Show More](#)

Journal PAY-6-GENERAL EXPENSE

Currency USD US Dollar

Step 8. On the *Reverse Journal Batch* pop-up, select the applicable **Reversal Period** and **Reversal Method** from the respective drop-down choice lists.

In this example, we choose the **Reversal Period** as **Apr-23** and the **Reversal Method** as **Switch DR or CR**. Then click the **OK** button.

Image

Data Access Set: NC CASH US

Edit Journal ?

Save Post Cancel

Journal Batch: 0600 PAY-6-GENERAL EXPENSE 100522 Agency Req Interface A 221006053044186 ? Show More Batch Actions

Journal Batch 0600 PAY-6-GENERAL EXPENSE 100522 Agency Req Interface A 221006053044186 1717798

Description Journal Import Agency Req Interface 1717798: /

Balance Type Actual

* Accounting Period Oct-22

Attachments None +

Reverse Journal Batch X

This optional batch level reversal information overrides anything set at the journal level.

Reversal Period Oct-22

Reversal Method Switch DR or CR

OK Cancel

Balances

PTD Total

No lines selected.

Step 9. The *Confirmation* pop-up appears. Click the **OK** button.

Image

Data Access Set: NC CASH US

Edit Journal ?

Save ▼ Post ▼ Cancel

Last Saved 6/27/23 7:04 AM

Journal Batch: 0600 PAY-6-GENERAL EXPENSE 100522 Agency Req Interface A 221006053044186 ? Show More Batch Actions ▼

Journal Batch	0600 PAY-6-GENERAL EXPENSE 100522 Agency Req Interface A 221006053044186 1717798 N
Description	Journal Import Agency Req Interface 1717798: ⚡
Balance Type	Actual
* Accounting Period	Oct-22
Attachments	None +

Completion Status Complete

Confirmation

Your processes have been submitted.

OK

Step 10. Click the Save drop-down choice list and select **Save and Close**.

Image

Data Access Set: NC CASH US

Edit Journal ?

Save ▼ Post ▼ Cancel

Journal Batch: 0600 PAY-6-GENERAL EXPENSE 100522 Agency Req Interface A 221006053044186 ?

Journal Batch	0600 PAY-6-GENERAL EXPENSE 100522 Agency Req Interface A 221006053044186 1717798 N	Source	Agency Req Interface
Description	Journal Import Agency Req Interface 1717798: ⚡	Approval Status	Approved
Balance Type	Actual	Funds Status	Reserved
* Accounting Period	Oct-22	Batch Status	Posted
Attachments	None +	Completion Status	Complete

Save and Close

Save and Create Another

Notes:

- Do not edit the fields in the newly created reversal journal!

- The newly created reversal journal needs to be submitted for approval. It will be routed to the appropriate party, based on its journal Category.
- If the journal reversal was initiated to correct a keying error, a new and correct journal still needs to be created, saved, completed, approved and posted.

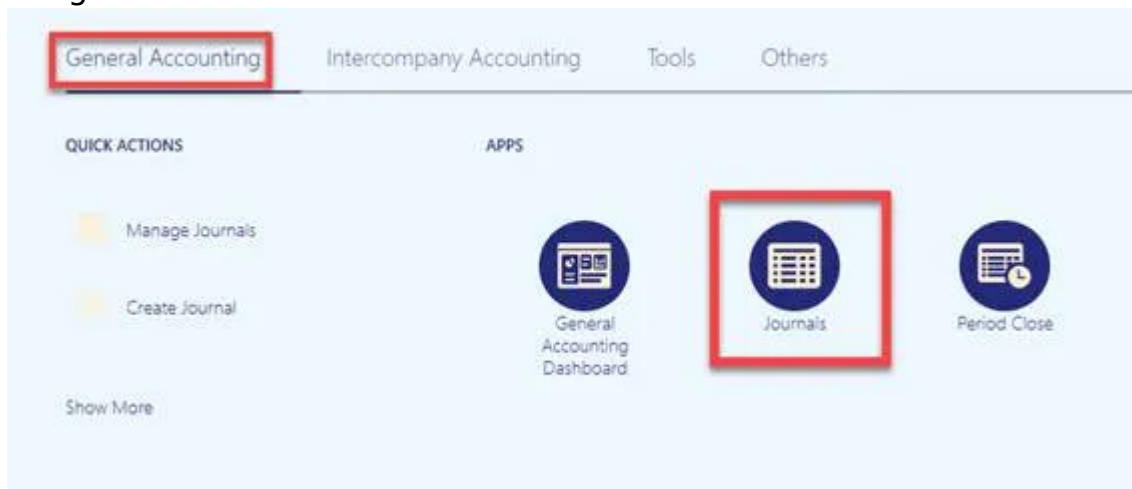
Run Automatic Journal Reversal

To run automatic reversal of journals, please follow the steps below. There are 6 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

Step 2. On the **Home** page, click the **General Accounting** tab and select the **Journals** app.

Image



Step 3. Click the **Tasks** icon and select **Run AutoReverse** from the **Tasks** pane.

Image

Data Access Set: NC CASH US [\[Change\]](#)

Journals

Journals

[Requiring Attention](#)
[Incomplete](#)
[Import Errors](#)

View ▼ Format ▼

Accounted		Source	Journal Batch	Accounting Period	Issue
Debit	Credit				

Journals

- [Manage Journals](#)
- [Create Journal](#)
- [Create Journal in Spreadsheet](#)
- [Create Encumbrance Journal in Spreadsheet](#)
- [Run AutoPost](#)
- [Run AutoReverse](#)
- [Manage Approvals](#)

Clearing Accounts Reconciliation

- [Reconcile Clearing Accounts Automatically](#)
- [Reconcile Clearing Accounts Manually](#)
- [Reverse Reconciliation](#)

Step 4. Under the **Basic Options** section, enter the required parameter values.

In this example, we choose:

Data Access Set: NC CASH US

Ledger: NC CASH US

Reversal Period: Jun-22

Note: AutoReverse will only act on journals with a category of 'NC AGY REVERSING ACCR'. Additionally, the journal must have its **Reversal Period** and **Reversal Method** already populated.

Image

Data Access Set: NC CASH US [\[Change\]](#)

 This process will be queued up for submission at position 1

Process Options **Advanced** **Submit** **Cancel**

Name AutoReverse Journals

Description Creates and posts journal reversals based on th...

Schedule As soon as possible

☐ Notify me when this process ends

Submission Notes

Basic Options

Parameters

Data Access Set NC CASH US ▼

* **Ledger** NC CASH US ▼

* **Reversal Period** Jun-22 ▼

Step 5. Click the **Submit** button.

Image

Data Access Set: NC CASH US [\[Change\]](#)

 This process will be queued up for submission at position 1

Process Options **Advanced** **Submit** **Cancel**

Name AutoReverse Journals

Description Creates and posts journal reversals based on th...

☐ Notify me when this process ends

Schedule As soon as possible

Submission Notes

Step 6. The *Confirmation* pop-up appears. Click the **OK** button.

Image



Wrap-Up

Reverse journals using the steps above, by manually reversing journals or by running automatic journal reversal. Once the journal is reversed, a new unposted batch is generated with a **Batch Name** beginning with “Reverses”. It is important you do not edit this automatically generated **Batch Name**.

Additional Resources

- Virtual Instructor-Led Training (vILT)
 - [GL100c: Journal Entry](#)

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