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).

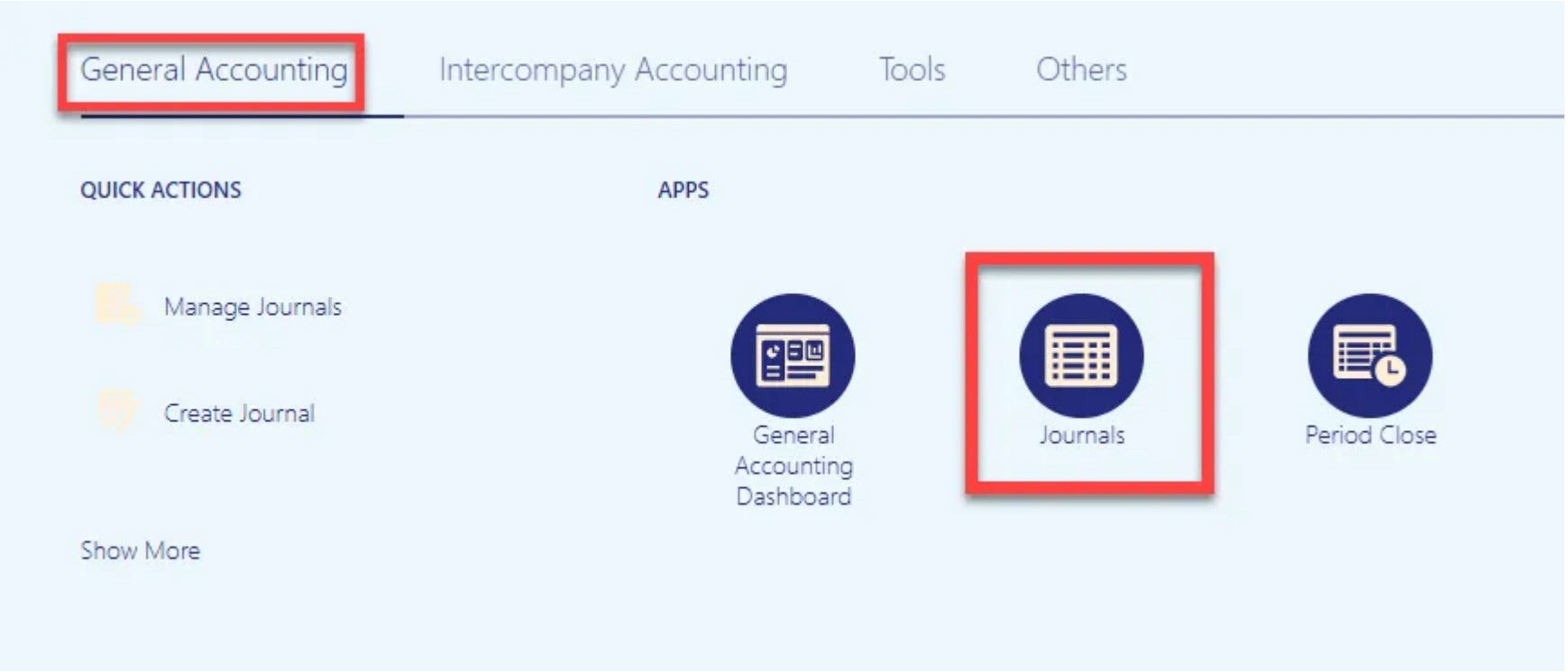
Reverse Journals

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.

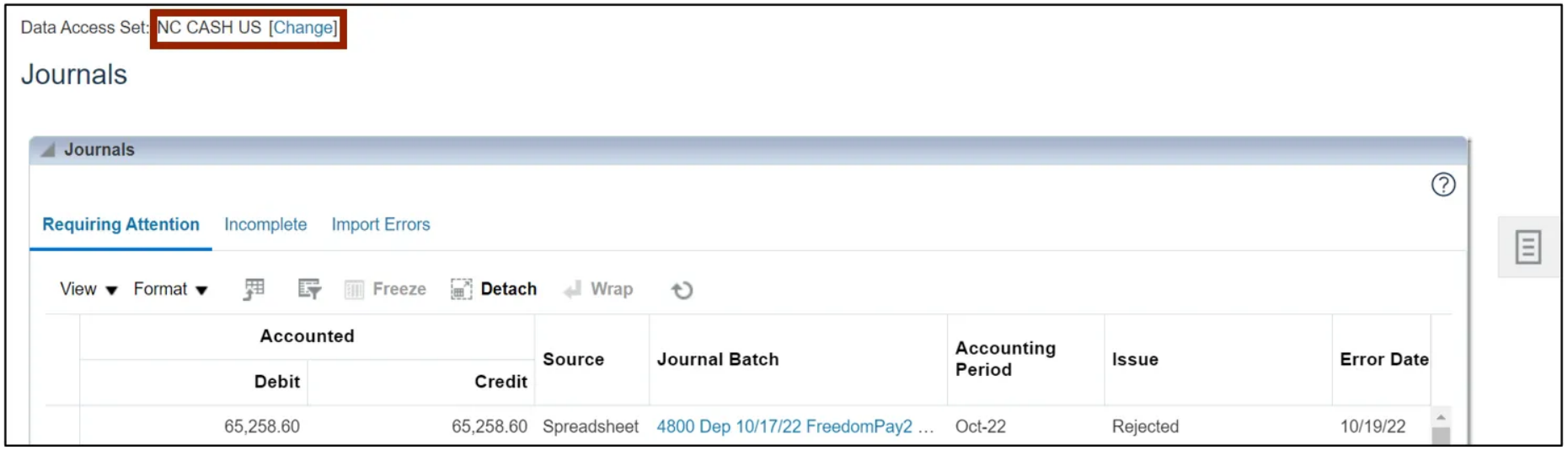
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Step 3. On the **Journals** page, select the appropriate Data Access Set on the top left corner by clicking **Change**.

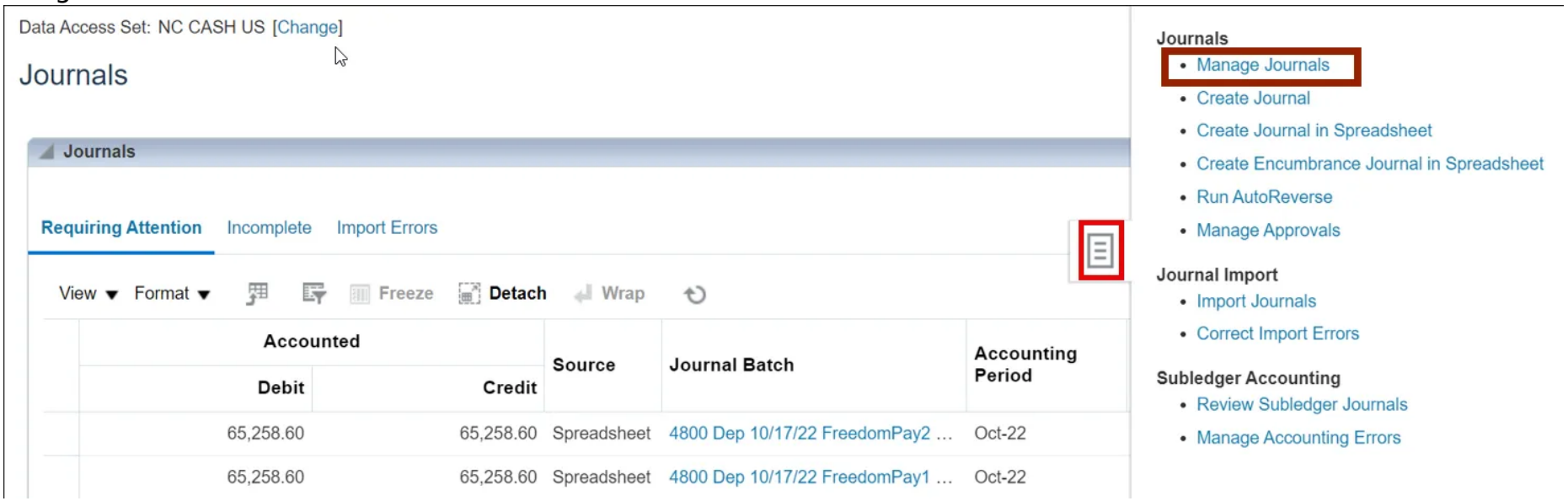
In this example, choose **NC CASH US**.

Image



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

Image

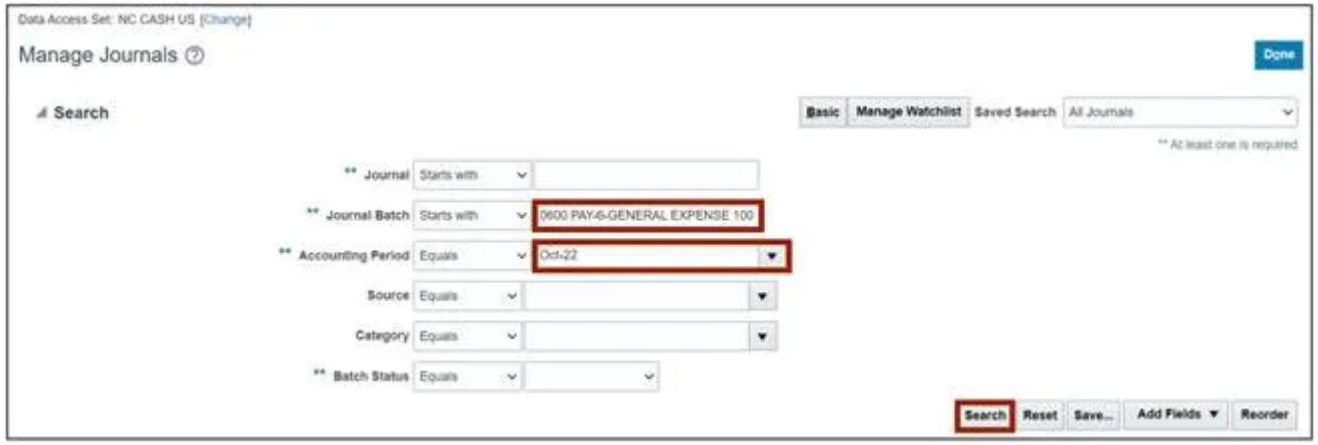


Step 5. On the **Manage Journals** page, for the fields of ****Journals,* ****Journal Batch,* ****Accounting Period,*** and ****Batch Status***, enter at least one field and click the **Search** button.

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.

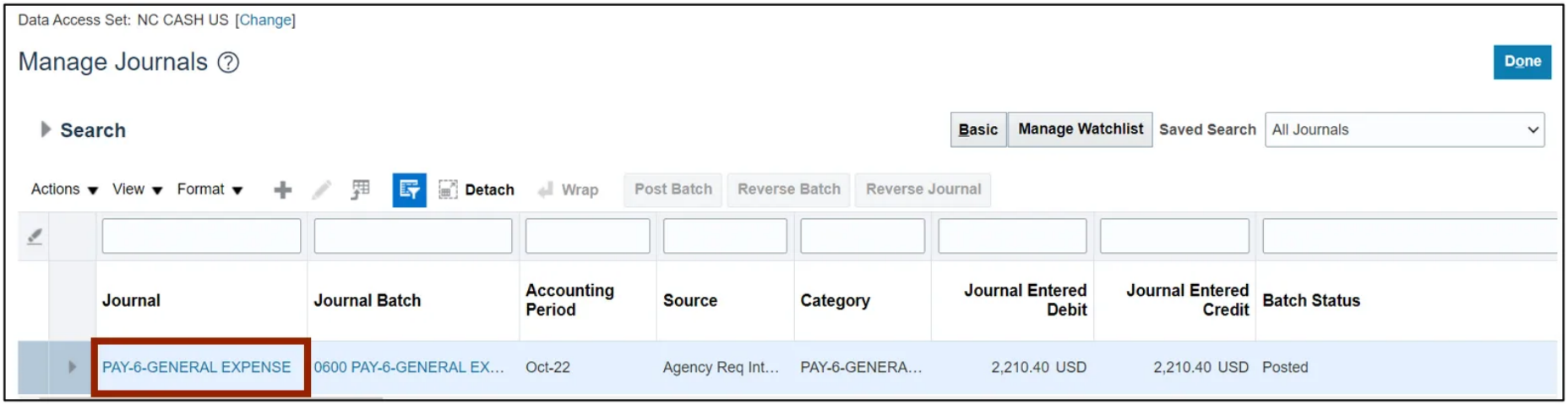
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Step 6. Click the **Journal** link to be reversed.

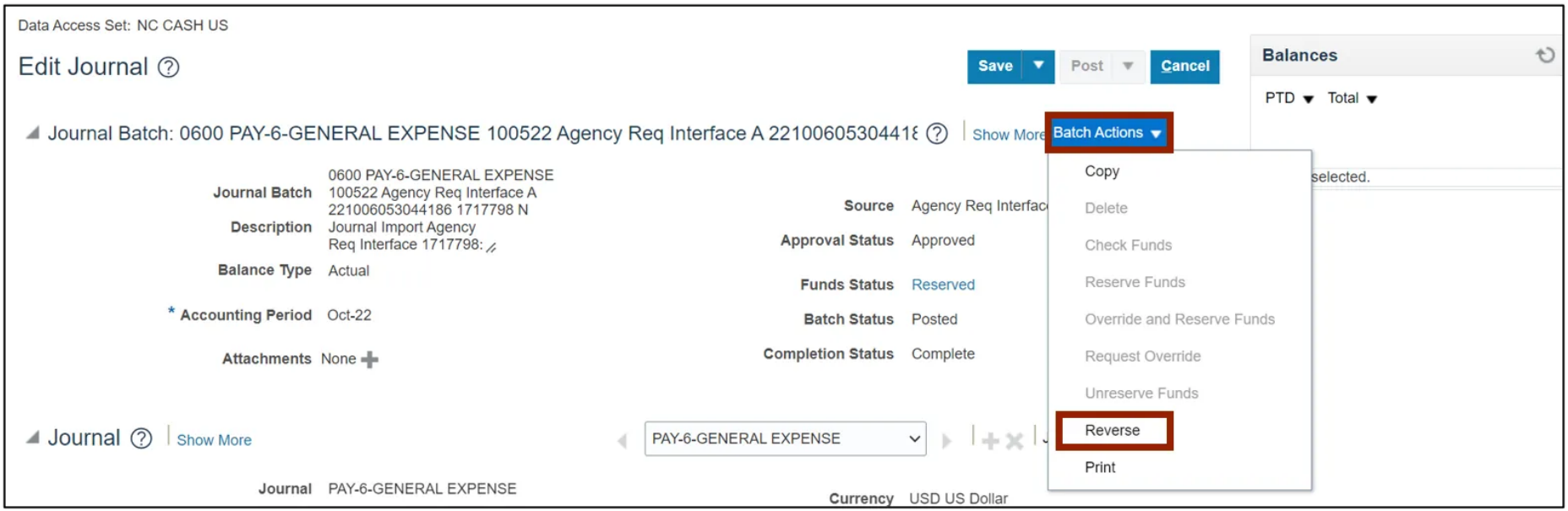
Note: If several journals appear under the ***Search*** section, determine the relevant Accounting Period, and select the Journal associated with that.

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

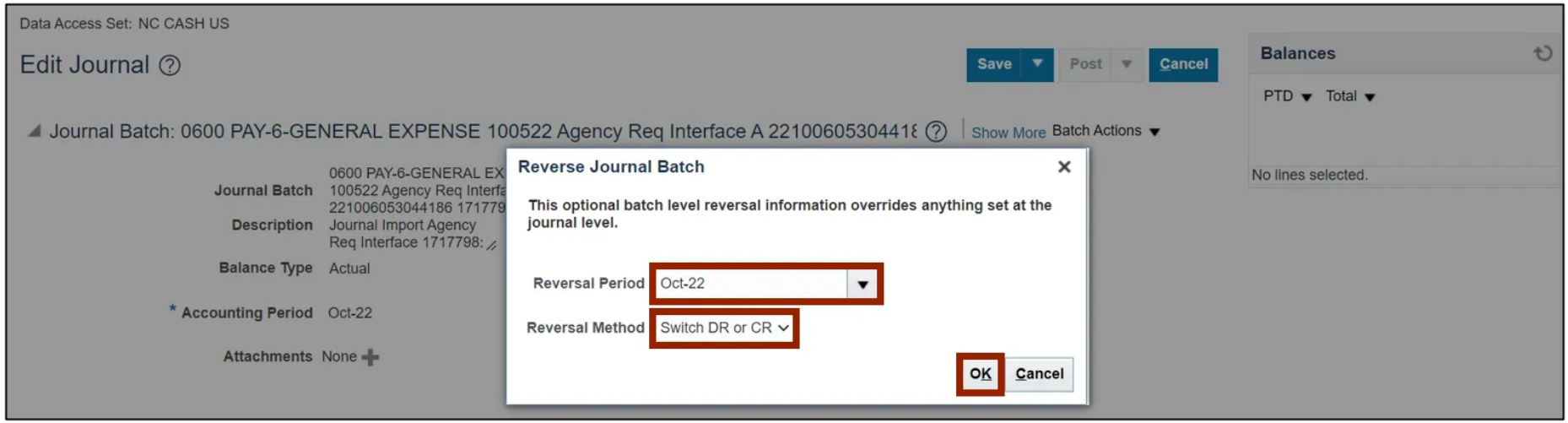
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Step 8. On the *Reverse Journal Batch* pop-up, select the applicable ***Reversal Period*** and ***Reversal Method*** from the respective drop-down choice lists.

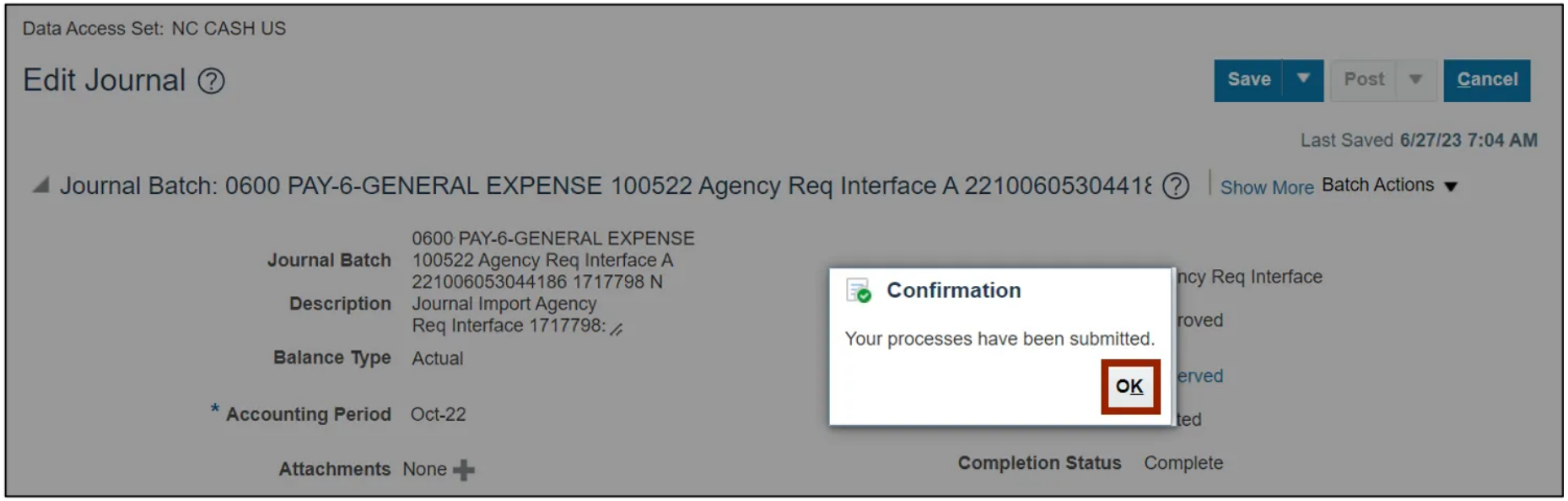
In this example, we choose the ***Reversal Period*** as **Apr-23** and the ***Reversal Method*** as **Switch DR or CR**. Then click the **OK** button.

Image



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

Image



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

Image



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 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.

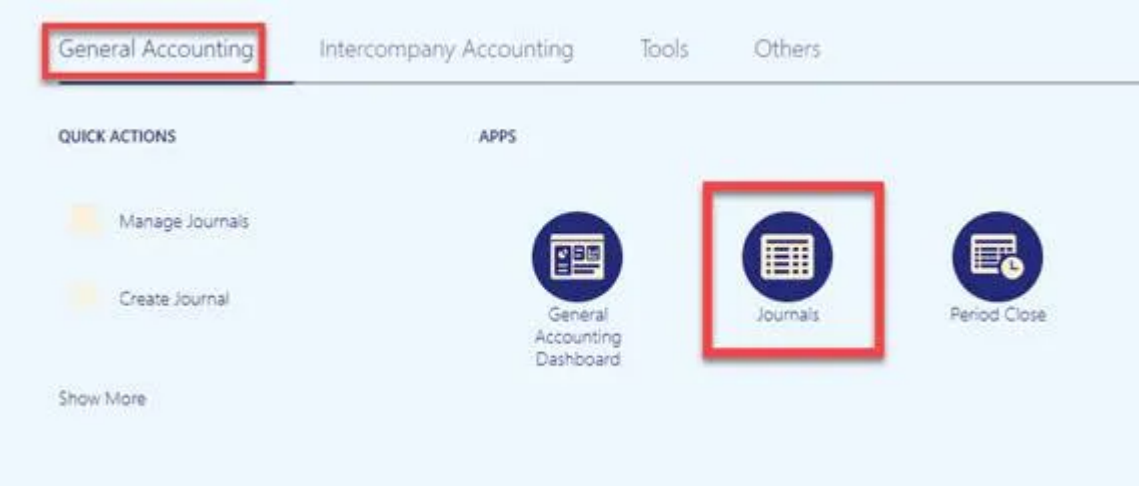
Run Automatic Journal Reversal

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.

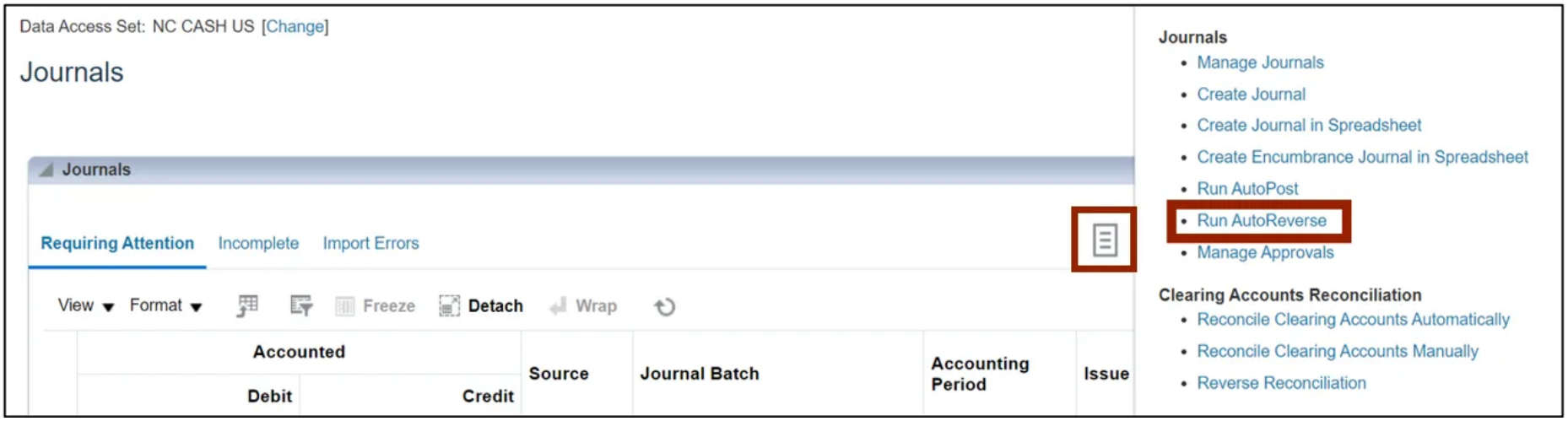
Step 2. On the **Home** page, click the **General Accounting** tab and select the **Journals** app.

Image



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

Image

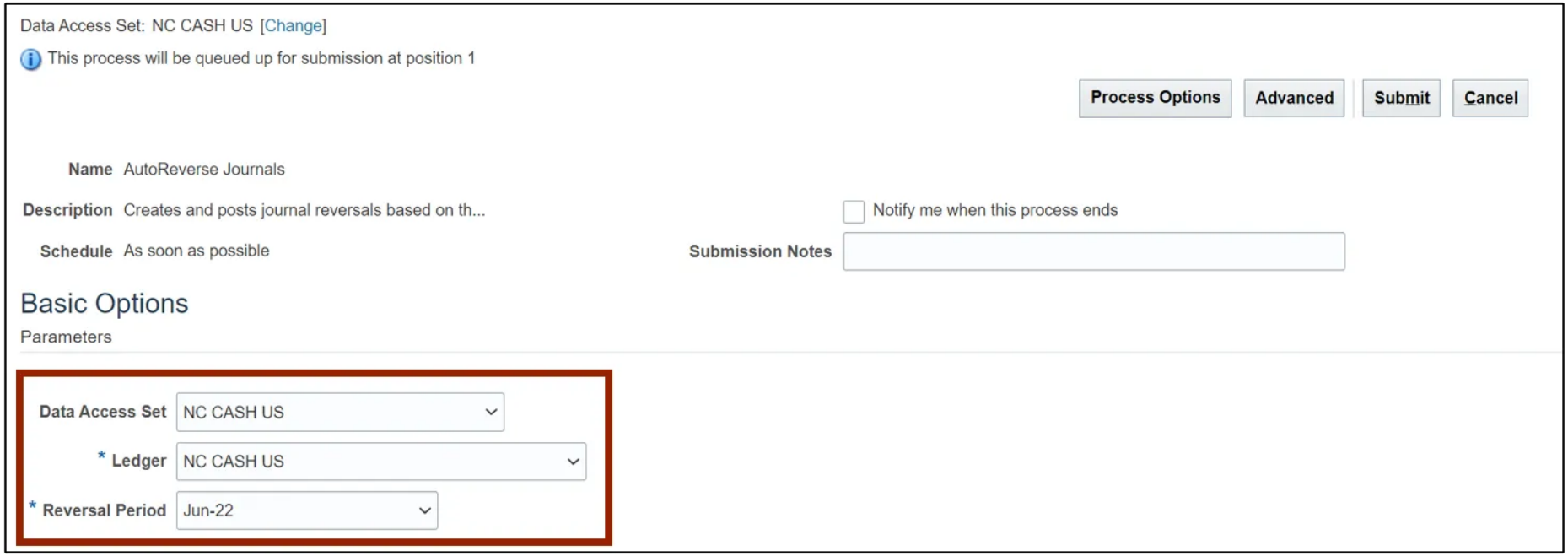


Step 4. Under the ***Basic Options*** section, enter the required parameter values.

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



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

Image



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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