

CM-30 Reversing a Journal Entry

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide General Ledger (GL) Journal Entry users with step-by-step instructions on how to reverse a journal entry in the North Carolina Financial System (**NCFS**).

Overview and Introduction

Journal Entry users may need to update a transaction or remove a transaction all together once a transaction has been approved and posted. In this case, the user needs to reverse a journal entry. Reversing a journal entry updates the GL account balances and can be accessed via the General Accounting Module.

Key Terms

Key Terms	Description
Journal Entry	A tool to record financial transactions to the system's general ledger. Journal creation, posting, and editing work together in the recording process to produce accurate financial records.
Journal Batches	A Journal Batch is a single or group of journal entries processed under a combined header.
Journal Category	Journal categories are used to differentiate journal entries by purpose or type, such as accruals, payments, or receipts.

Key Terms

Description

Ledger	Ledger is the main record-keeping ledger. It records transactional balances by using a chart of accounts with a consistent calendar and currency, and accounting rules implemented in an accounting method.
Reversal	A reversing entry is a journal entry to undo a posted entry.

Information needed to complete this Process

- Journal Batch Name
- Journal Number

Output of this Process

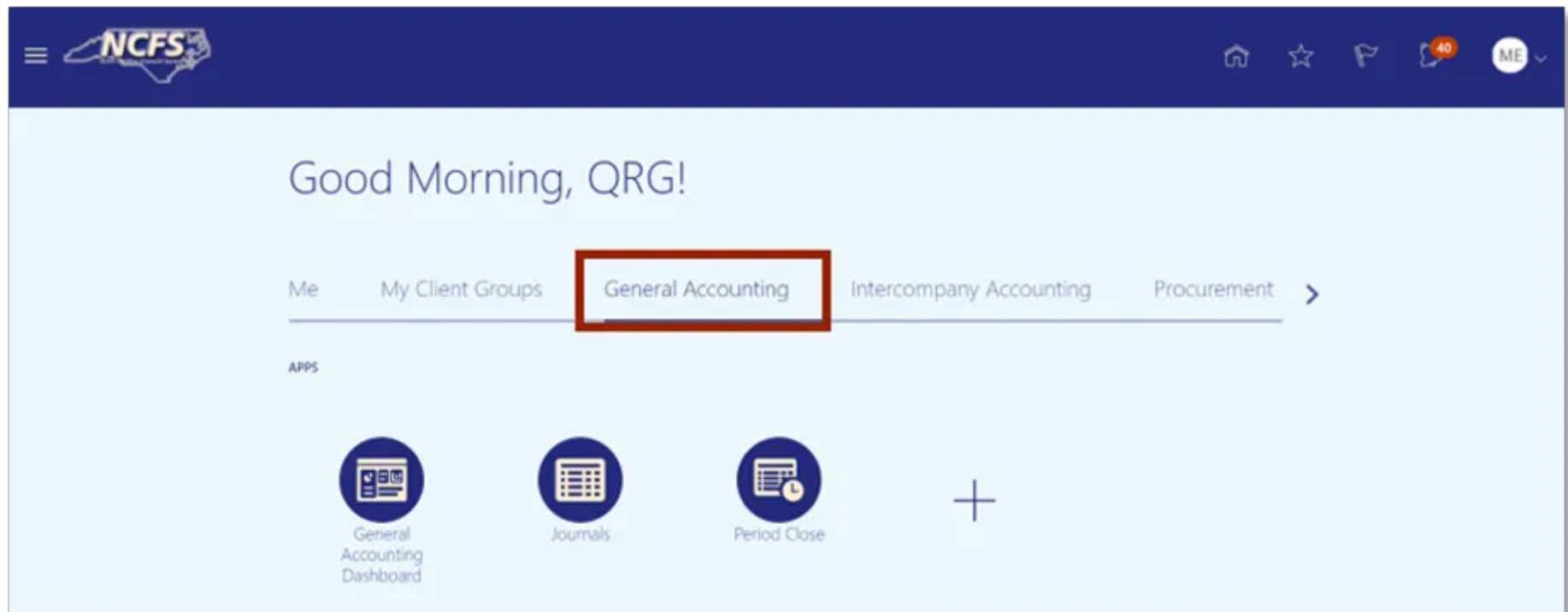
- Reversed Journal

Reversing a Journal Entry

To reverse a journal entry, please follow the steps below. There are 15 steps to complete this process.

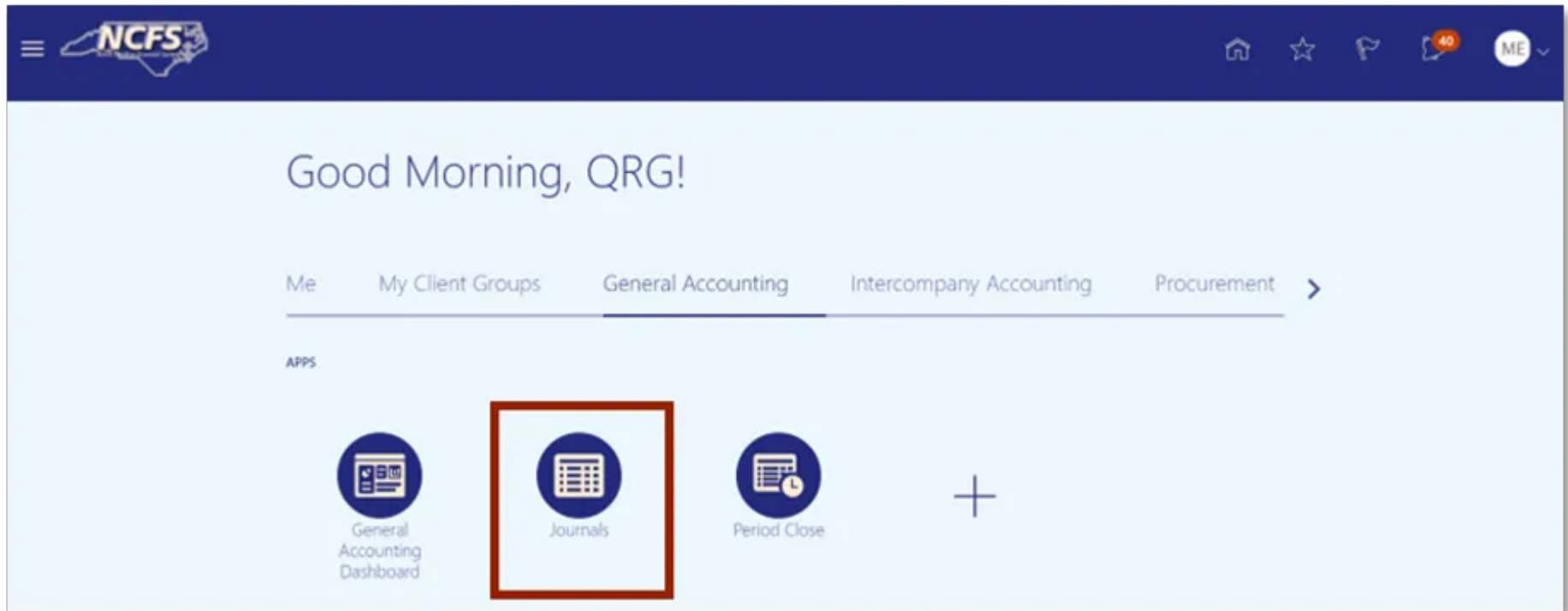
Step 1. Access the **Home** page and click the **General Accounting** icon.

Image



Step 2. Click the **Journals** app.

Image



Step 3. Click the **Task List** to open the task list.

Image

NCFS

Data Access Set: NC CASH US [Change]

Journals

Requiring Attention Incomplete Import Errors

View Format Freeze Detach Wrap

Accounted		Source	Journal Batch	Accounting Period	Issue	Error Date
Debit	Credit					
226,000.00	226,000.00	Global Int...	2026 Global Intercompany A 66896...	Jun-20	Budgetary control failed for the batch. Review failure ...	10/13/20
21,196.63	21,196.63	Receivables	Receivables A 70615000001 7061...	Oct-20	Budgetary control failed for the batch. Review failure ...	12/9/20
3,600.00	3,600.00	Spreadsheet	YREQ4 Spreadsheet A 300000001...	Jul-20	Budgetary control failed for the batch. Review failure ...	10/14/20
3,450.00	3,450.00	Spreadsheet	YDEP 0500 Spreadsheet A 300000...	Sep-20	Budgetary control failed for the batch. Review failure ...	10/14/20
3,100.00	3,100.00	Spreadsheet	YDEP 4 Spreadsheet A 300000001...	Jul-20	Budgetary control failed for the batch. Review failure ...	11/11/20
1,400.00	1,400.00	Global Int...	2201 Global Intercompany A 67726...	Oct-20	Budgetary control failed for the batch. Review failure ...	11/10/20
1,000.00	1,000.00	Manual	Train 1	Nov-20	Budgetary control failed for the batch. Review failure ...	1/16/21

Step 4. From the task list, click **Manage Journals** under the **Journal** section.

Image

NCFS

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
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1,400.00	1,400.00	Global Int...	2201 Global Intercompany A 67726...	Oct-20	Budgetary control failed for the

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
- Delete Import Data

Subledger Accounting

- Review Subledger Journals
- Manage Accounting Errors

Step 5. Enter the desired search criteria and select **Search**.

Image

NCFS

Data Access Set: NC CASH US [Change]

Manage Journals ?

Done

Search

Basic Manage Watchlist Saved Search All Journals

** At least one is required

** Journal Starts with

** Journal Batch Starts with

** Accounting Period Equals Nov-20

Source Equals

Category Equals

** Batch Status Equals

Search Reset Save... Add Fields Reorder

User Tip

Users can only reverse a journal entry that has been posted so be sure to include this in the journal search.

Step 6. Select the journal by clicking the **Journal Hyperlink**.

Image

NCFS

Data Access Set: NC CASH US [Change]

Manage Journals ?

Done

Search

Basic Manage Watchlist Saved Search All Journals

Actions View Format + / [Icon] [Icon] Detach Wrap Reverse Batch Reverse Journal

Journal	Journal Batch	Accounting Period	Source	Category	Journal Entered Debit	Journal Entered Credit	Batch Status
0500 DEP 12/22/20 Confer...	0500 DEP 12/22/20 Confer...	Nov-20	Manual	DEP - ACH	1,111.00 USD	1,111.00 USD	Posted

Step 7. Click **Batch Actions**. Select **Reverse** from the drop-down.

Image

NCFS

Data Access Set: NC CASH US

Edit Journal ?

Journal Batch: 0500 DEP 12/22/20 Conference Payments ? | Show More

Journal Batch	0500 DEP 12/22/20 Conference Payments	Source	Manual
Description		Approval Status	Approved
Balance Type	Actual	Funds Status	Not applicable
* Accounting Period	Nov-20	Batch Status	Posted
Attachments	None	Completion Status	Complete

Journal ? | Show More

Journal	0500 DEP 12/22/20 Conference Payments	Currency	USD US Dollar
Description		Conversion Date	11/30/20
* Ledger	NC CASH US	Conversion Rate Type	User
Accounting Date	11/30/20	Conversion Rate	1

Save Cancel

Batch Actions ▼

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

Balances

PTD ▼ Total ▼

selected.

Step 8. Enter the **Reversal Period** and **Reversal Method**. Click **OK**.

Image

NCFS

Data Access Set: NC CASH US

Edit Journal ?

Save Cancel

Journal Batch: 0500 DEP 12/22/20 Conference Payments

Journal Batch Description

Balance Type Actual

* Accounting Period Nov-20

Attachments None

Reverse Journal Batch

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

Reversal Period Jan-21

Reversal Method Switch DR or CR

OK Cancel

Journal ? Show More

Journal Description 0500 DEP 12/22/20 Conference Payments

* Ledger NC CASH US

Accounting Date 11/30/20

Currency USD US Dollar

Conversion Date 11/30/20

Conversion Rate Type User

Conversion Rate 1

Journal Actions

Balances

PTD Total

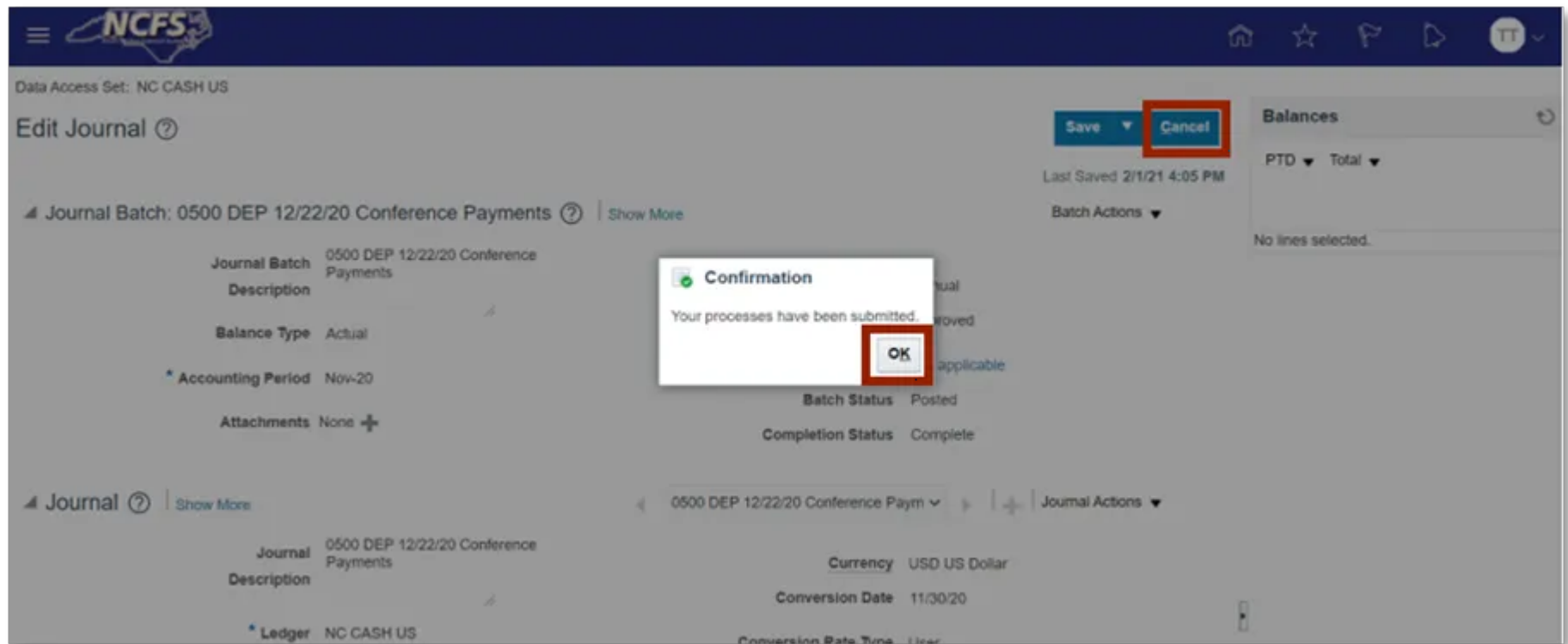
No lines selected.

User Tip

The OSC preferred Reversal Method is "Switch DR or CR".

Step 9. A pop-up appears that confirms the process has been submitted. Click **OK**. Then click **Cancel**.

Image



Step 10. Enter the **Journal Batch Name** and then click **Search**.

Image

NCFS
Data Access Set: NC CASH US [Change]

Manage Journals

Search

Basic Manage Watchlist Saved Search All Journals copy

** At least one is required

** Journal Contains

** Journal Batch Starts with 0500 DEP 12/122/20 Conference Payr

** Accounting Period Equals Feb-21

Source Equals

Category Equals

** Batch Status Equals Posted

Search Reset Save... Add Fields Reorder

Done

Step 11. Click **Show More** in the **Journal Section**.

Image

Edit Journal ?

Save Cancel

Last Saved 2/1/21 4:05 PM

Batch Actions ▼

Journal Batch: 0500 DEP 12/22/20 Conference Payments ? | Show More

Journal Batch	0500 DEP 12/22/20 Conference Payments	Source	Manual
Description		Approval Status	Approved
Balance Type	Actual	Funds Status	Not applicable
* Accounting Period	Nov-20	Batch Status	Posted
Attachments	None	Completion Status	Complete

Journal ? | Show More

0500 DEP 12/22/20 Conference Paym ▼ | Journal Actions ▼

Journal	0500 DEP 12/22/20 Conference Payments	Currency	USD US Dollar
Description		Conversion Date	11/30/20
* Ledger	NC CASH US	Conversion Rate Type	User
Accounting Date	11/30/20	Conversion Rate	1
* Category	DEP - ACH	Inverse Conversion Rate	1

Step 12. Click the **Reversal** tab and click the **Reverse Journal Hyperlink**.

Image

Journal ? | Show Less

0500 DEP 12/22/20 Conference Paym ▼ | + X | Journal Actions ▼

Journal Control Total Sequencing **Reversal**

Reversal Period	Jan-21	Reversal Status	Reversed
Reversal Method	Switch DR or CR	Reversal Journal	Reverses 0500 DEP 12/22/20 Conference Payments 01-02-21 16:05:32

Step 13. Scroll up and click **Batch Actions**.

Image

Data Access Set: NC CASH US

Edit Journal ?

Save Post Cancel

Journal Batch: Reverses 0500 DEP 12/22/20 Conference Payments 01-02-21 16:05:30 73987 ? Show More Batch Actions

Journal Batch	Reverses 0500 DEP 12/22/	Source	Manual
Description	Reverses journal 0500 DEP 12/22/20	Approval Status	Required
Balance Type	Actual	Funds Status	Not attempted
* Accounting Period	Jan-21	Batch Status	Unposted
Attachments	None +	Completion Status	Complete

Journal ? Show Less

Reverses 0500 DEP 12/22/20 Confere + x Journal Actions

Journal Control Total Sequencing **Reversal**

Reversal Period	Jan-21	Originating Journal	0500 DEP 12/22/20 Conference Payments
Reversal Status	Not reversed		

Step 14. Click **Request Approval**.

Image

NCFS

Data Access Set: NC CASH US

Edit Journal ?

Journal Batch: Reverses 0500 DEP 12/22/20 Conference Payments 01-02-2 ? | Show More

Journal Batch: Reverses 0500 DEP 12/ 22

Description: Reverses journal 0500 DEP 12/22/20

Balance Type: Actual

* Accounting Period: Jan-21

Attachments: None

Source: Spreadsheet

Approval Status: Required

Funds Status: Not attempted

Batch Status: Unposted

Completion Status: Complete

Batch Actions

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

Projected Balances

PTD ▼ Total ▼

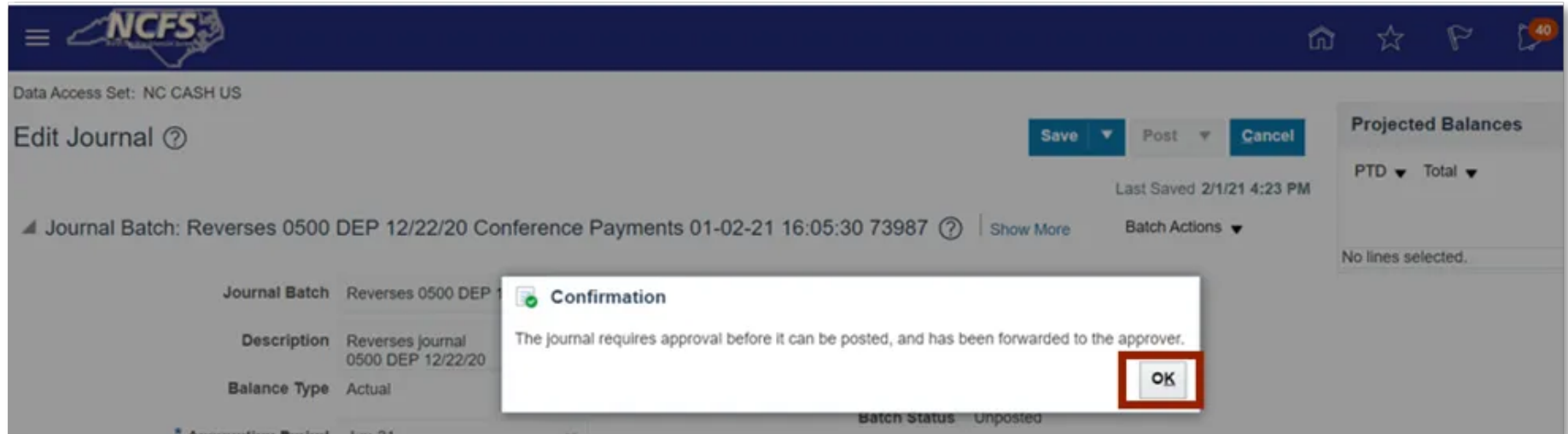
selected.

Journal ? | Show Less

Journal Control Total Sequencing **Reversal**

Step 15. A pop-up appears. Click **OK**. Then click **Cancel** to return to the home screen.

Image



Wrap Up

A user can reverse a posted journal by following the steps above. Once a reversal journal entry is submitted for approval and approved, it is posted in the next AutoPost run. Once this transaction is posted, the GL balances will be updated.

Additional Resources

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

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