



REVERSE JOURNALS

GL

QUICK REFERENCE GUIDE GL-04

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 reverse journals:

1. The journal to be reversed must be posted.

Reverse Journals

To reverse journals, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **General Accounting** tab and select the **Journals** app.

Good evening, GL Journal Entry Main!

General Accounting Tools Others

QUICK ACTIONS APPS

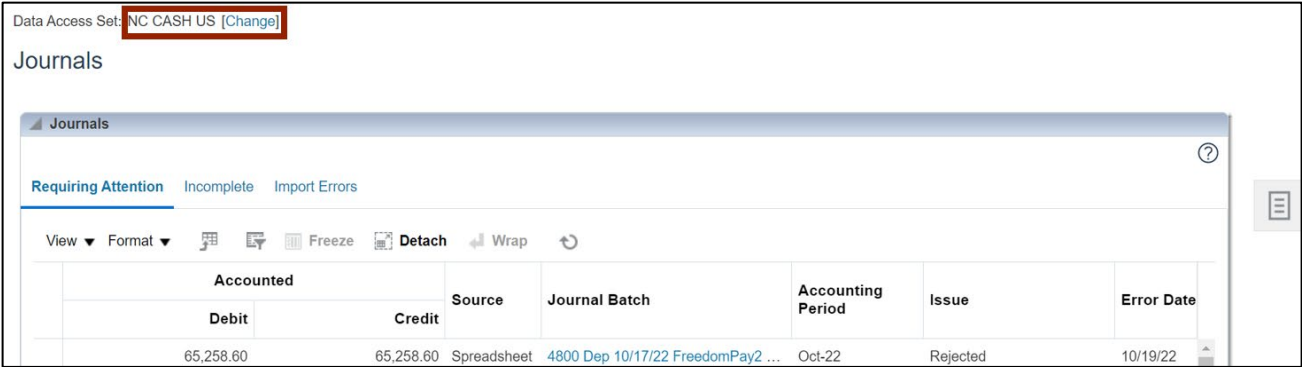
Manage Journals

Create Journal

General Accounting Dashboard Journals Period Close

- 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**.



- 4. Click the **Tasks** [Tasks icon] icon and select **Manage Journals** from the **Tasks** pane.



- 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.

Data Access Set: NC CASH US [Change]

Manage Journals ? Done

Search Basic Manage Watchlist Saved Search All Journals

**** Journal** Starts with

**** Journal Batch** Starts with

**** Accounting Period** Equals

Source Equals

Category Equals

**** Batch Status** Equals

** At least one is required

Search Reset Save... Add Fields Reorder

- 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.

Data Access Set: NC CASH US [Change]

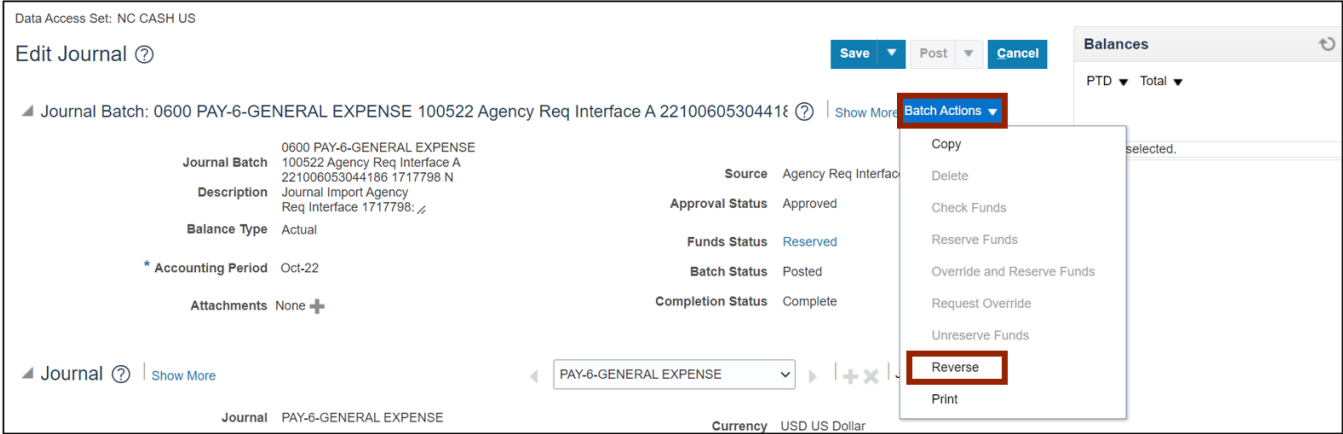
Manage Journals ? Done

Search Basic Manage Watchlist Saved Search All Journals

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

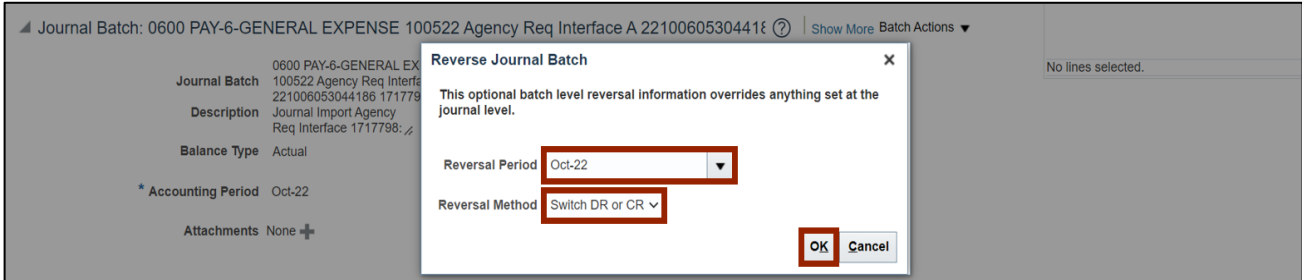
	Journal	Journal Batch	Accounting Period	Source	Category	Journal Entered Debit	Journal Entered Credit	Batch Status
	PAY-6-GENERAL EXPENSE	0600 PAY-6-GENERAL EX...	Oct-22	Agency Req Int...	PAY-6-GENERA...	2,210.40 USD	2,210.40 USD	Posted

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

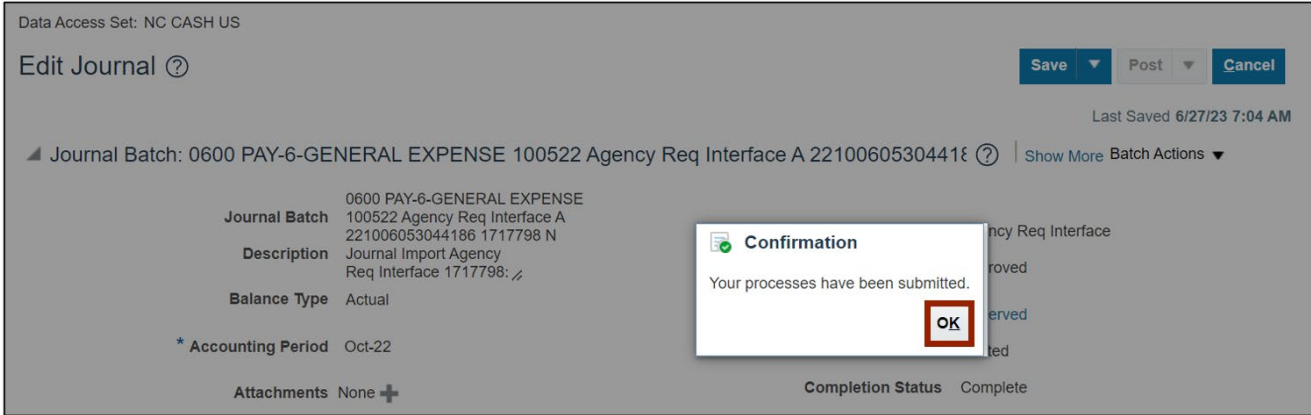


8. On the **Reverse Journal Batch** pop-up, select the applicable **Reversal Period** and **Reversal Method** from the respective drop-down choice lists.

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.



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



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

Data Access Set: NC CASH US

Edit Journal ?

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

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 Post Cancel

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.

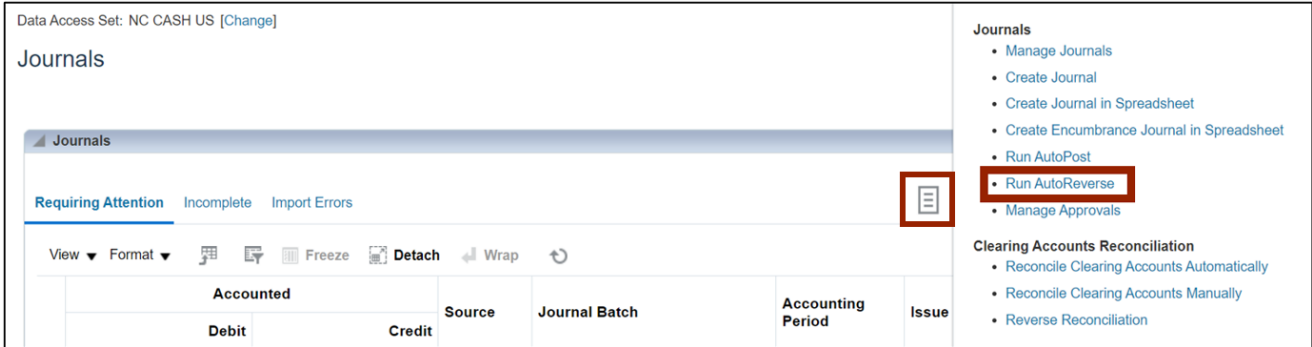
Run Automatic Journal Reversal

To run automatic reversal of journals, please follow the steps below:

- 1. Log in to the NCFS portal with your credentials to access the system.
- 2. On the **Home** page, click the **General Accounting** tab and select the **Journals** app.



- 3. Click the **Tasks** [] icon and select **Run AutoReverse** from the **Tasks** pane.



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.

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

Basic Options

Parameters

Data Access Set NC CASH US

* Ledger NC CASH US

* Reversal Period Jun-22

5. Click the **Submit** button.

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

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

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

Confirmation

Process 2202285 was submitted.

OK

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)

- GL100b: Journal Entry
- GL100c: Journal Entry