

How do I reverse a general journal entry?

1. Open the Journal Copying window: **Menu > General Ledger > Registration > Journal Copying**
2. Enter the Journal number to be reversed.
3. Make sure the **Show Journal Entries to Repeat** and **Show Journal Entries to Reverse** checkboxes are selected.
4. Uncheck the **Show Template only** box.
5. Enter
6. In the Table enter a New Entry Date
7. Enter a new Description in the **Name** field.
8. In the **Transaction No Series** choose Transaction Numbers (click on pop down arrow).
9. Make sure the **Copy** and the **Reverse** checkboxes are selected.
10. Click **Action > Copy General Journal**.
11. Open General Journal Template: **Menu> General Ledger> General Journal Template**. Use binoculars to find Journal Entry that you copied. Review to make sure that this is the Journal Entry that you want to reverse.
12. Click **Copy General Journal**. Open the General Journal window: **Menu > General Ledger> Registration > General Journal**.
13. Select the reversing journal using the binoculars or Ctrl +F
14. Make any necessary changes and click **Action > Post**