

How To Create a Reversal Journal

Here are the steps on how to create Reversal Journals:

1. Click **General Journal** from **General Ledger** menu to open **Search General Journal**.
2. Click **New** toolbar button to open blank General Journal screen.
3. Select **Reverse Date** by clicking combo box button to open mini calendar screen or manually enter reverse date. This will be the posting date of your **Reversal Journal**.



Note

Reverse Date can only be after the posted date.

4. Add accounts to the grid, enter debit or credit amount and other information needed.
5. Once the transaction is balanced, click **Post** button.
6. **Posting Detail** screen will open showing the statuses of the **General** and **Reversal Journals**.
To open the actual Reversal Journal, select the record and click **Open** action button. Here, **Debit** and **Credit** are reversed.