



Reversing a Journal

Introduction

Purpose

Use this procedure to reverse any posted journal you have created.

Trigger

You need to reverse a posted journal or batch that was created by mistake.

Prerequisites

- ❖ Previous journal entry must be entered and posted.

Access General Ledger through the Oracle Gateway

1. To access the **General Ledger**, go to <https://huit.harvard.edu/finance> under **Oracle Financial Gateway** click on the link for **Oracle System Applications, Personal Homepage**.
2. Log in through Harvard Key. The **Oracle Applications Home Page** will open.
3. From the **Home Page**, select your **General Ledger Responsibility (HRVD^GL ...)**, then **Journals, Enter**.



- i** If you receive a dialog box with one of the following messages:
- Do you want to run this application? Click the Run button.
 - “The application's digital signature cannot be verified. Do you want to run the application?” Click the Run button.
 - “Your Java version is out of date.” Click the “Later” button, unless directed by Oracle EBS FINDINI Release Notes to update.



Helpful Hints

- If the journal has not been posted, it should be deleted rather than reversed.
- You should only reverse a journal which you created or have permission to reverse.
- Journals created outside of the GL (a sub-system) should not be reversed in the GL, but instead reversed in the sub-system and sent over to the GL. This method keeps the sub-system in sync with the GL.
- A journal can only be reversed into an Open period.
- A journal cannot be reversed to any month prior to its creation.
- When reversing a batch with many journals, the General Ledger generates a separate reversal batch for each reversed journal.
- One journal can be reversed, in a batch of many journals, without reversing the entire batch.
- The recommended practice is to review the batch or journal prior to reversing.

How the Effective Date of a Reversed Journal or Batch is Determined

The general rule for how the effective date of the reversed Journal is determined is that it is set to the closest possible date to the date it is reversed.

When a journal is reversed in the same month as it was created, the effective date of the reversed journal is the original effective date. *For example, a journal is created on December 7 and has an effective date of December 7. When it is then reversed on December 12 - the effective date remains as the original effective date, December 7.*

If the journal to be reversed was created in a prior month and is to be reversed into that prior month, the effective date is the last day of that month. *For example, a journal was created on November 12 and has an effective date of November 12. The journal is then reversed to the NOV-22 period on December 6. The effective date is set to the last day of the month reversing to, November 30.*

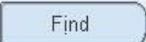
If the journal was created in a month that is closed but is being reversed into the current month, the effective date is the date of the reversal. *For example, a journal is created on November 12 and is reversed on December 14 into the current month period of DEC-22. The effective date is the date of the reversal - December 14.*

If a journal is created for a future date and is reversed in a future date, the effective date is the first day of that future month. *For example, a journal was created on December 10 for the JAN-23 period. It is reversed on December 20 into the JAN-23 period. The effective date is set to January 1.*



Procedure

Find Journals

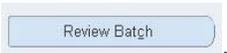
1. From the **Find Journals** window, search for the existing batch. Fill in the appropriate criteria to reduce your search. Click  to review the search results.

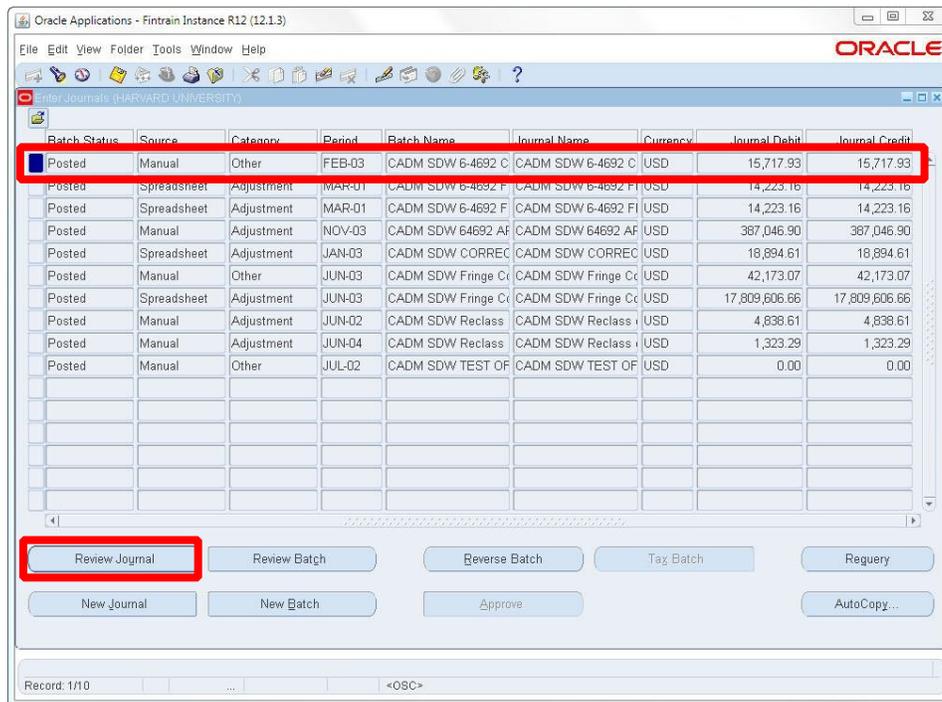
i Selecting the  button allows additional search criteria fields to be entered.

2. Select the batch or journal to be reversed from the **Enter Journals** window by clicking on the line. The box on the left will be shaded as shown below. In this example, the first line is chosen.

Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Posted	Manual	Other	FEB-03	CADM SDW 6-4692 C	CADM SDW 6-4692 C	USD	15,717.93	15,717.93
Posted	Spreadsheet	Adjustment	MAR-01	CADM SDW 6-4692 F	CADM SDW 6-4692 F	USD	14,223.16	14,223.16

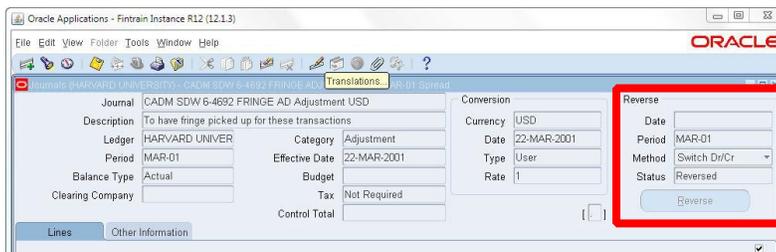
3. Review the batch or a journal within a batch. Perform one of the following:

If You Want To	Then	Go To
Reverse a journal in a batch	Select 	Step 4
Reverse a journal batch	Select 	Step 7



i The batch can be reversed here by selecting the “Reverse Batch” button. However, the recommended practice is to review the batch or journal prior to reversing. Note: If “Reverse Batch” is selected, the Default Reversal Period window will appear allowing the user to choose the reversal period. Upon selecting the period and clicking Okay, a concurrent request will launch reversing the entire batch. For screen shots, see Step 9.

- Review the journal and its lines to make sure this is the correct journal.
- Enter the reversing period in the Period text box by typing it in or selecting the period from the **Period** window. In this example, the Period selected to reverse the journal into is MAR-01.



- Select the “Reverse” button.

i If the Reverse button is selected before entering the Period, the **Default Reversal Period** window appears allowing the user to choose the reversal period. Upon selecting the period and clicking Okay, a concurrent request will launch reversing the entire batch. For screen shots, see Step 9.



7. Review the batch.

Oracle Applications - Fintrain Instance R12 (12.1.3)

Batch (HARVARD UNIVERSITY)

Batch: CADM SDW 6-4692 FRINGE ADJUSTMENT 22-MAR-01 Spreadsheet 659621: A 64692

Period: MAR-01 Balance Type: Actual

Description: To have fringe picked up for these transactions

Status: Posting: Posted, Funds: N/A, Approval: N/A

Control Total: []

Batch Totals		
	Debit	Credit
Entered	14223.16	14223.16
Accounted	14223.16	14223.16

Details: Created: 22-MAR-2001, Posted: 22-MAR-2001, Posted By: []

Buttons: Journals, Autocopy Batch..., Check Funds, Reserve Funds, View Results, Reverse Batch, Tag Batch, Approve, Change Period...

This batch has been posted. Record: 1/1 <OSC>

8. Click on



9. Select the reversal period on the **Default Reversal Period** window. Click  to close the window.

Default Reversal Period

Find %

Period
MAY-13
APR-13

Buttons: Find, OK, Cancel



10. The **Note** window displays the concurrent request ID assigned to the request. Click  to process the request.



11. You will return to the **Find Journals** and **Reverse Journals** screens.

Closing the Form

To close the form, select **File**, then **Close Form** (or, if using keyboard equivalents, Alt-F, then C), or select the **Close Form icon**: . You will return to the **Navigator screen**.

To close the General Ledger application, choose **File**, then **Exit Oracle Applications** (or, if using keyboard equivalents, Alt-F, then X).