Reversing a posted JE

Once a JE has been “posted” to the General Ledger, any further edits to that JE cease. Occasionally, there may be a need to reverse a posted JE.

Several reasons for reversing are:
- JE contained many errors that need to be corrected
- JE was posted accidentally
- JE date and budget date don’t match
- JE contained inaccurate ChartField information

Navigation
1. Click the Main Menu button.
2. Click the General Ledger menu.
3. Click the Journals menu.
4. Click the Journal Entry menu.
5. Click the Create/Update Journal Entries menu.
6. Click the Find an Existing Value tab.
8. Click Lines tab.

Lines tab
9. Click the Process drop down field.
10. Click the Copy Journal list item.
11. Click the Process button.

Journal Entry Copy screen

12. Input the Copy From ID value into the Journal ID field
   Note: The Journal ID of the reversed copy must be the same as the original JE.
13. The Journal Date, must be different from the Copy From Date (original JE date).
14. Click the Reverse Signs check box. Click the Recalculate Budget Date checkbox
15. Click OK button.
16. Click in the Header tab.
Header tab
17. Input a full description of the reversal into the Long Description field.  
   **Note:** The description should indicate this JE is a reversal, include the original Journal ID, the date of the original journal and the reason for the reversal (e.g., "Reversing JE # 0002246084 on 2/2/15, charged wrong account").

18. Click the Lines tab.

Lines tab
19. Click the **Process** button to run Journal Edit and Budget check again.
20. Click the **OK** button.
21. Once the reverse copy has passed Journal Edit and Budget Check, and V - V displays in the Status columns - this JE is now ready for review and posting by the Core Offices and will negate the effect of the original JE.

If you need help with...

- **Technical issues**, contact the UF Help Desk:
  392-HELP  
  helpdesk@ufl.edu

- **Any other issues**, contact the General Accounting Department:
  392-1326  
  gahelp@ad.ufl.edu  

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