Reverse Accounting Journal Overview

This Quick Reference Guide (QRG) is designed to walk an Accountant through the steps to reverse an accounting journal in Workday. By the end of this QRG, you will be able to successfully reverse a journal entry.

To reverse an Intercompany Journal, only the original Intercompany Journal can be reversed. An error will appear if you attempt to reverse the Workday generated Intercompany Journal. If you reverse the original Intercompany Journal, the Workday generated Intercompany Journal will also reverse.

Departmental Accountants can only reverse journals in the current open period. If you need to reverse a journal in a previous period, email AskFinance. A central finance Accountant can reverse journals for previous periods in the current fiscal year.

Procedure:
On the Workday Home screen:

1. Type Find Journals in the search field.
2. Select the Find Journals report from the Search Results.

On the Find Journals screen:

3. Complete the following required fields:
   - Company – select the appropriate company.
   - Year – select the appropriate financial year for the journal.
   - Period – select the period for the journal.

   All fields on the Find Journals screen that are not mentioned above are optional, however they assist in narrowing down the search.

4. Select OK.

On the second Find Journals screen:

5. Select the Related Actions (...) menu in the table under the Journal column of the journal to reverse.
6. Select **Journal > Reverse**.

On the **Reverse Accounting Journal** screen:

7. Review the details of the journal entry that displays and make sure you want to reverse the journal.

8. Select **Submit** to reverse the journal.

**NOTE**

Perform the same steps to reverse an intercompany accounting journal.

You have successfully completed this task. It will now be routed based on the configuration.
Procedure: Check if Journal is Intercompany

If an Accounting Journal is the original intercompany entry, the **Intercompany** field in the Journal Entry Details section will read as **Yes**.

If an Accounting Journal is the Workday generated intercompany entry, the **Intercompany Created By** field in the Journal Entry Details section will read as a company.
Navigate to the original Intercompany entry to complete the reversal per the procedure in this QRG. Do this by clicking the **Intercompany** tab and clicking the magnifying glass on the leftmost column.

<table>
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<th>Journal</th>
<th>Company</th>
<th>Period</th>
<th>Ledger</th>
<th>Status</th>
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<th>Balanced</th>
<th>Total Ledger Debits</th>
<th>Total Ledger Credits</th>
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