

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.
 - **Journal Source** – select appropriate journal source. Most often you will select **Manual Journals, Manual Journal Transfers, or Accounting Adjustment**.



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**.

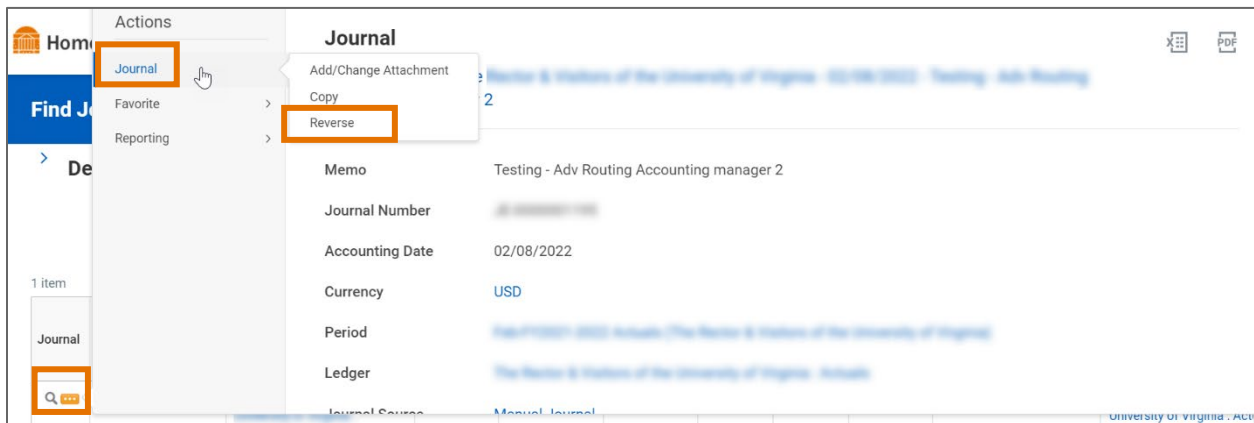
On the second **Find Journals** screen:

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

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Journal	Journal Number	Company	Status
	JE-0000000011	The Rector & Visitors of the University of Virginia	Posted

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.

 <p>NOTE</p>	<p>Perform the same steps to reverse an intercompany accounting journal.</p>
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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**.

View Journal

Journal	Journal Number	JE-0000000087	Status	Posted	Journal Sequence Number	RV-Apr-FY-2022-0000000711
Journal Entry Information				Journal Entry Details		
Originated by	Thomas C Schneeberger			Memo	FI-TCS5J UER Reverse Journal - QRG	
Accounting Date	04/26/2022			External Reference ID	(empty)	
Currency	USD			Intercompany	Yes	
Period	Apr-FY2021-2022 Actuals (The Rector & Visitors of the University of Virginia)			Adjustment Journal	No	
Ledger	The Rector & Visitors of the University of Virginia : Actuals			Create Reversal	No	
Journal Source	Manual Journal			Balanced	Yes	
Balancing Fund	FD005 Unrestricted Sponsored Program Indirect Recovery Fund (State 03030)			Total Ledger Debits	6,444.00	
Book Code	(empty)			Total Ledger Credits	6,444.00	

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.


View Journal

Journal	Journal Number	JE-0000000088	Status	Posted	Journal Sequence Number	WIS-Apr-FY-2022-0000000066
Journal Entry Information				Journal Entry Details		
Originated by	Thomas C Schneeberger			Memo	FI-TCS5J UER Reverse Journal - QRG	
Accounting Date	04/26/2022			External Reference ID	(empty)	
Currency	USD			Intercompany Created By	The Rector & Visitors of the University of Virginia	
Period	Apr-FY2021-2022 Actuals (The University of Virginia's College at Wise)			Adjustment Journal	No	
Ledger	The University of Virginia's College at Wise : Actuals			Create Reversal	No	
Journal Source	Manual Journal			Balanced	Yes	
Book Code	(empty)			Total Ledger Debits	6,444.00	
				Total Ledger Credits	6,444.00	

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.

Turn on the new tables view

Intercompany 8 items 🔍 📄 🗑️ 🏠

Journal	Company	Period	Ledger	Status	Event in Progress	Balanced	Total Ledger Debits	Total Ledger Credits	Currency	Ledger Account
	The University of Virginia's College at Wise	Apr - FY2021-2022	Actuals	Posted		Yes	6,444.00	6,444.00	USD	1997:InterWorktag
										1999:Internal Rece
										2997:InterWorktag