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.

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.

By the end of this QRG, you will be able to successfully reverse a journal entry.

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Procedure: Reverse Accounting Journal

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 Journal column of the journal to 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.

Perform the same steps to reverse an intercompany accounting journal.

You have successfully completed this task. It will now be routed based on the workflow.
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 the Accounting Journal is not an Intercompany journal, the Intercompany field will not be present on the View Journal Screen.

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.
Procedure: Find Original Intercompany Journal to Reverse

If the journal is an intercompany journal, the original intercompany journal must be reversed. After following the Procedure: Check if Journal is Intercompany, if the View Journal Screen has the Intercompany Created By field listed (not the original intercompany journal), navigate to the original journal to reverse the journal.

In the View Journal screen,

1. Select the Intercompany tab.
2. Select the magnifying glass in the Journal column.
3. Follow Procedure: Reverse Accounting Journal in this QRG.