## 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.

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| **NOTE** | 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**.

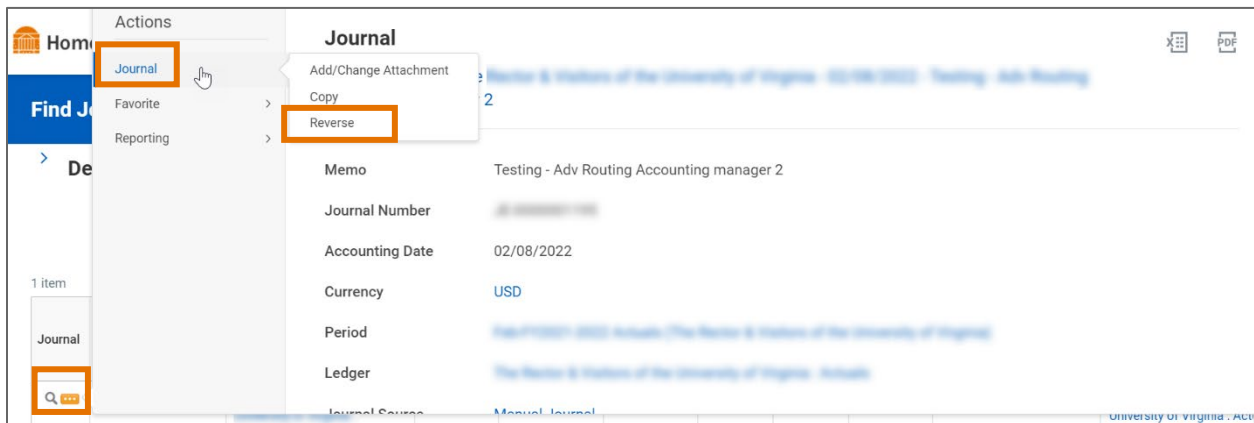| | |
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| **NOTE** | All fields on the **Find Journals** screen that are not mentioned above are optional, however they assist in narrowing down the search. |

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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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.

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| 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.

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 |
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