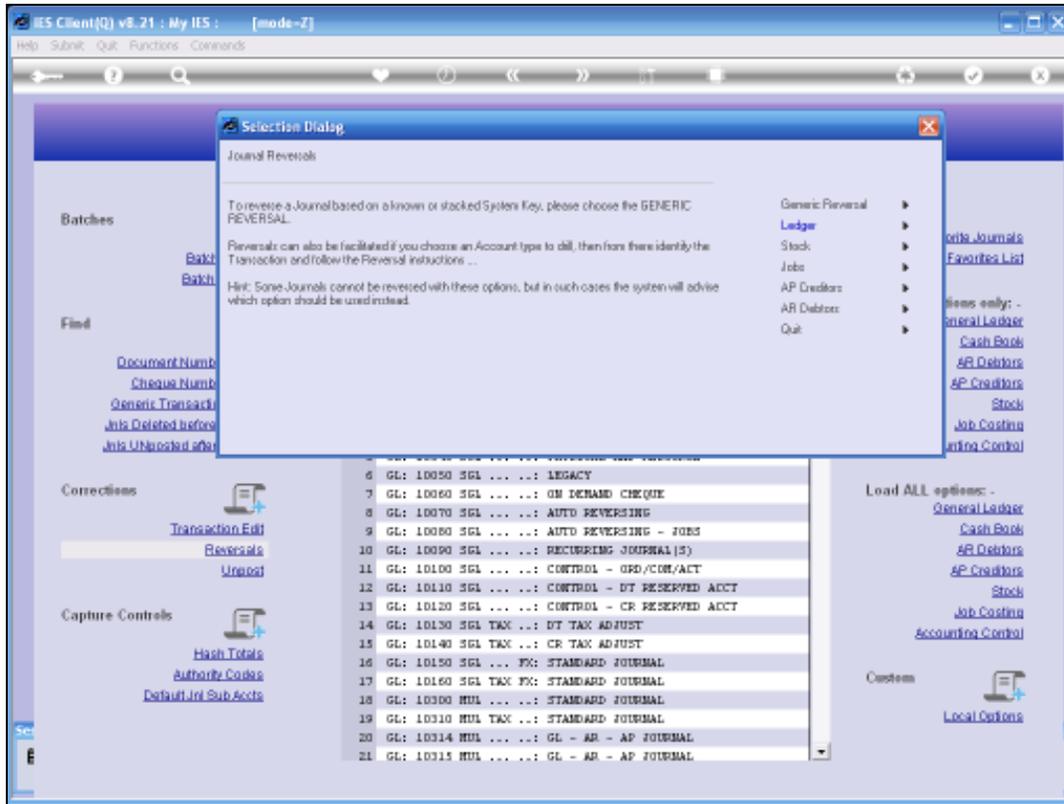Slide 1

Slide notes: In this tutorial we will see how to perform standard Reversals of Journals.

Slide 2

Slide notes: The Journal or Transactions to Reverse can be reached from the Generic option by supplying a Transaction Key in the Journal set, or by following the route of an Account Drill and performing the Reversal from there.
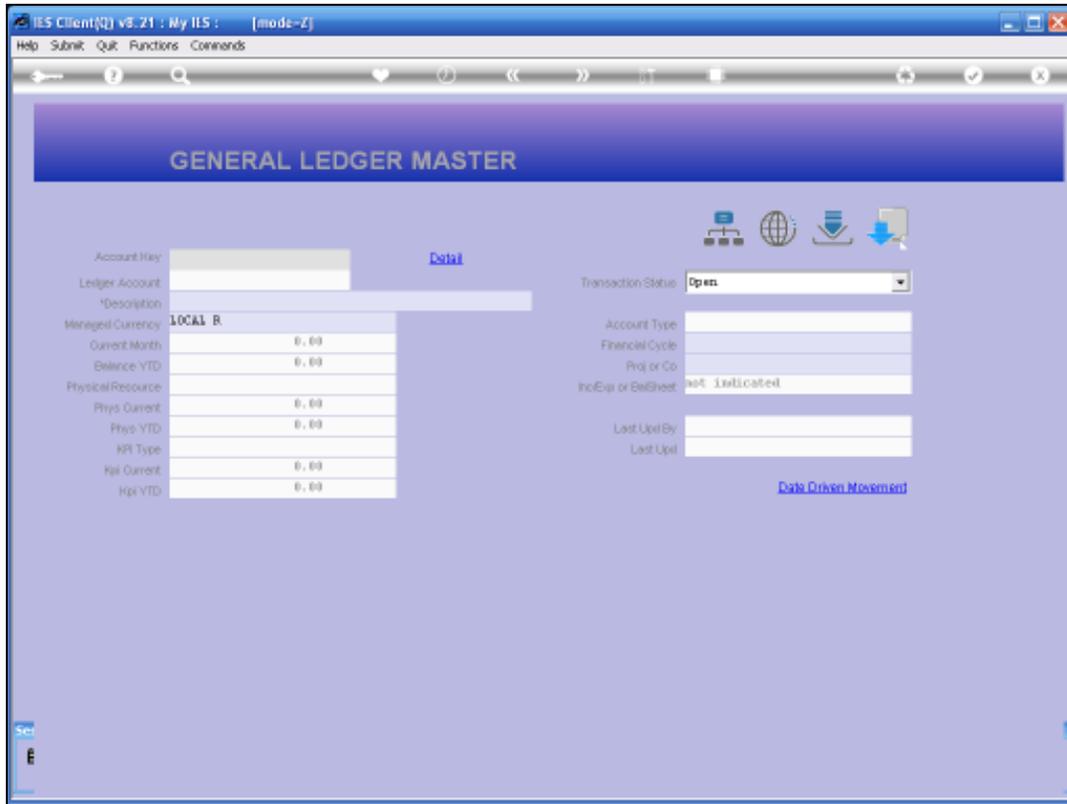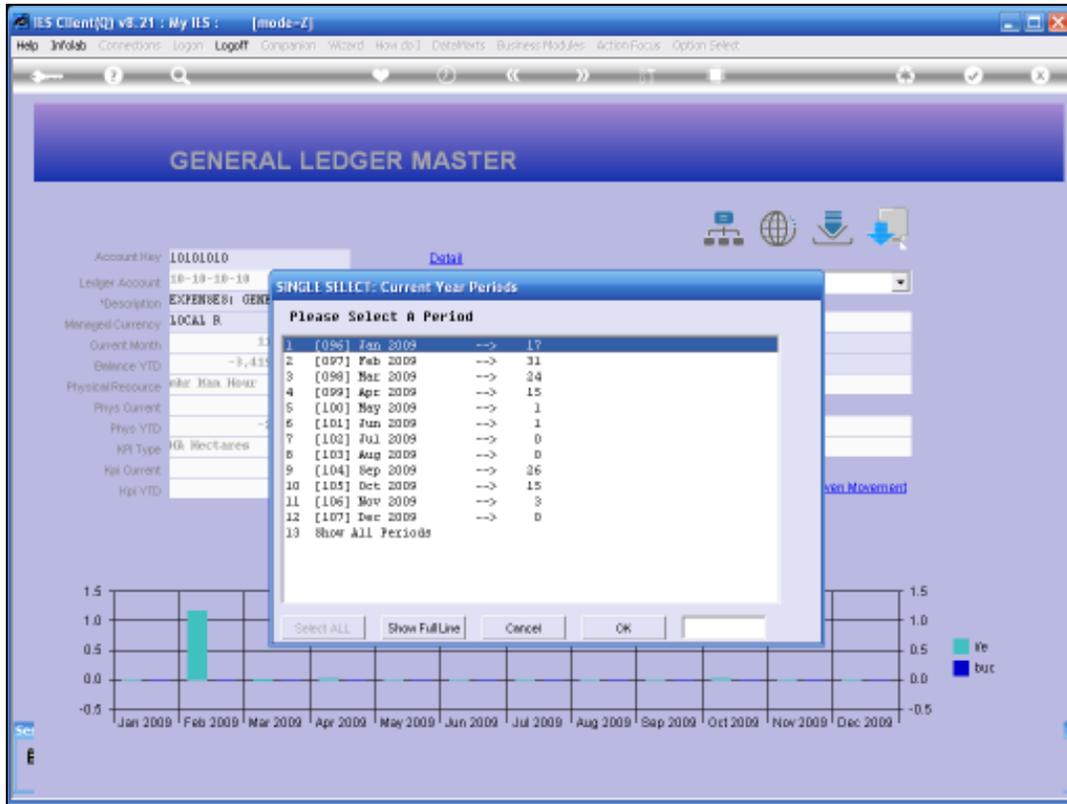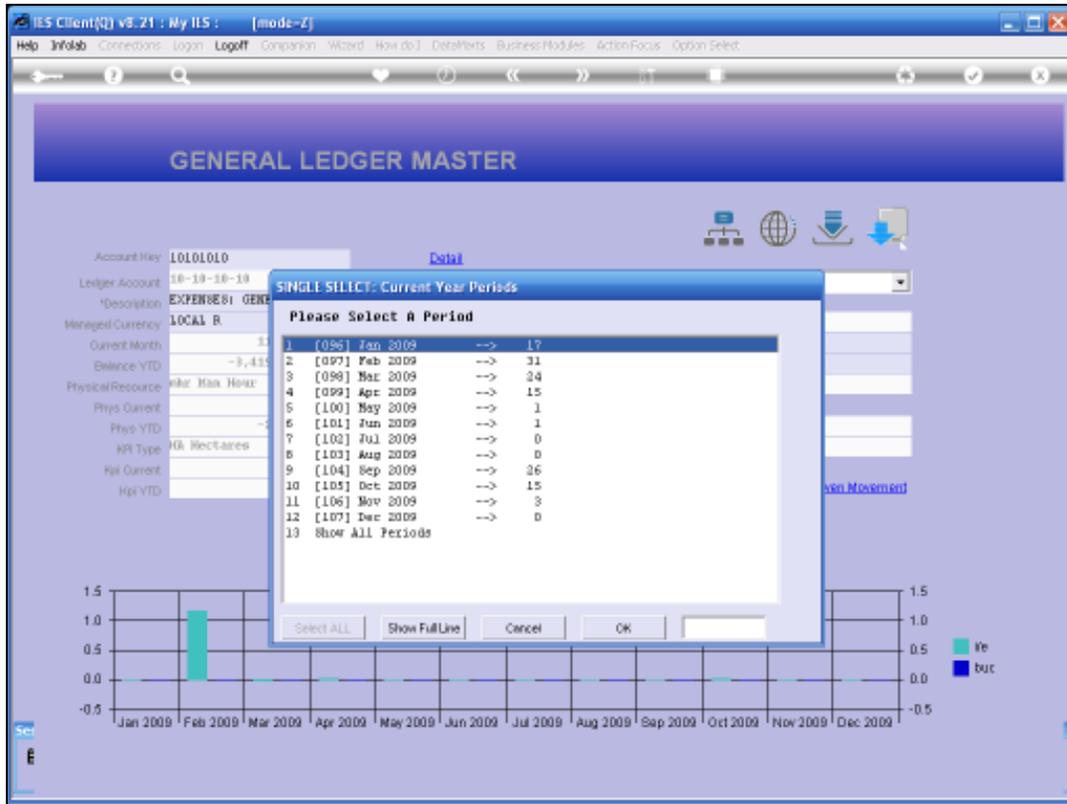
Slide 3
Slide notes:

Slide 4

Slide notes:
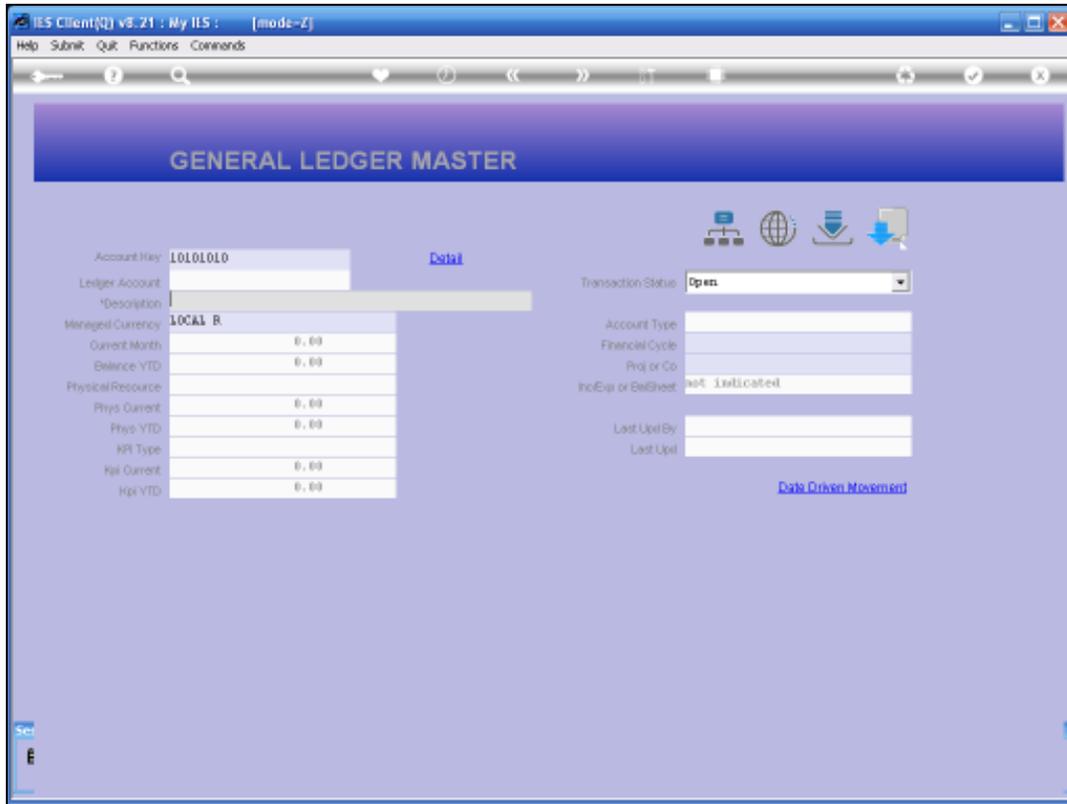
Slide 5
Slide notes:

Slide 6
Slide notes:

Slide 7
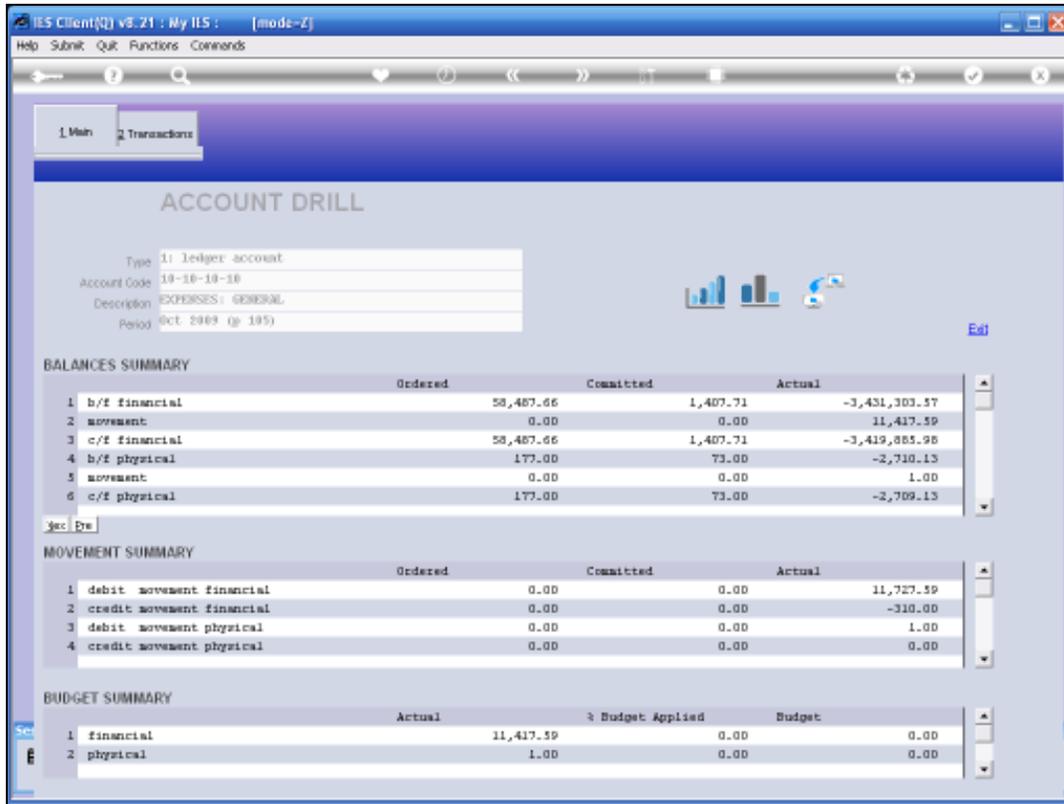Slide notes:
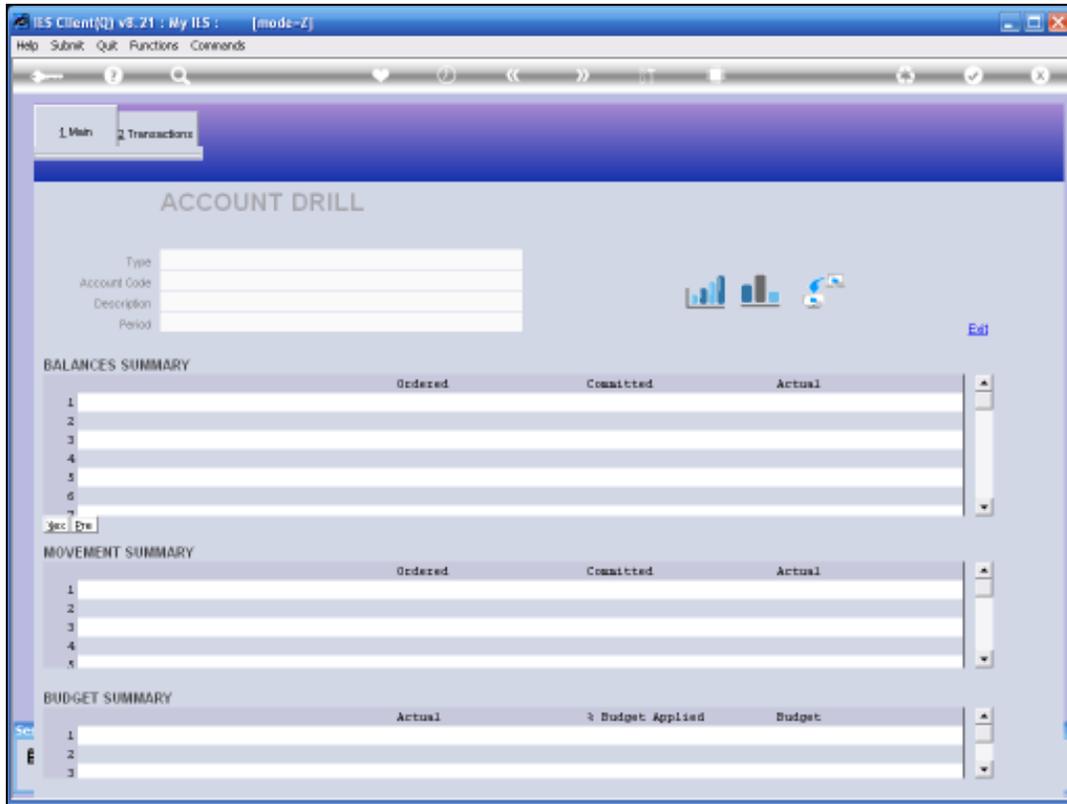
Slide 8
Slide notes:

Slide 9
Slide notes:

Slide 10
Slide notes: We drill into the Transaction that we want to Reverse.
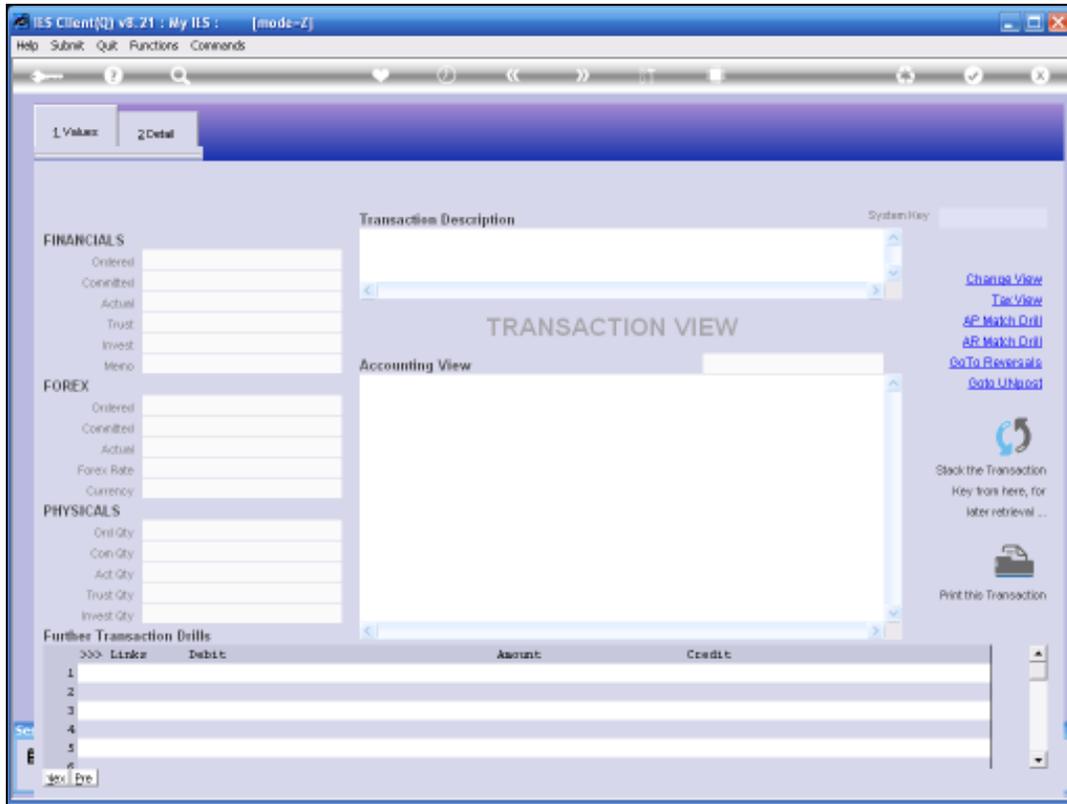
Slide 11
Slide notes:
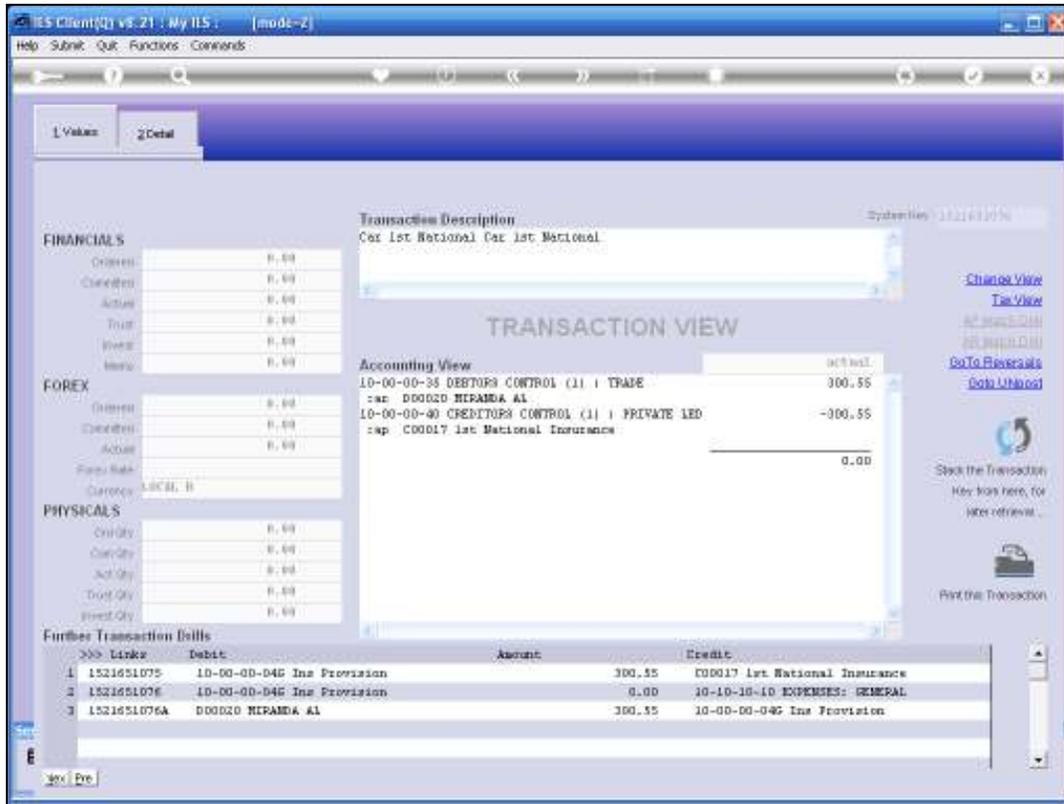
Slide 12

Slide notes: This Journal includes 3 Transaction lines, and when we Reverse then the entire Transaction set is Reversed.

Slide 13

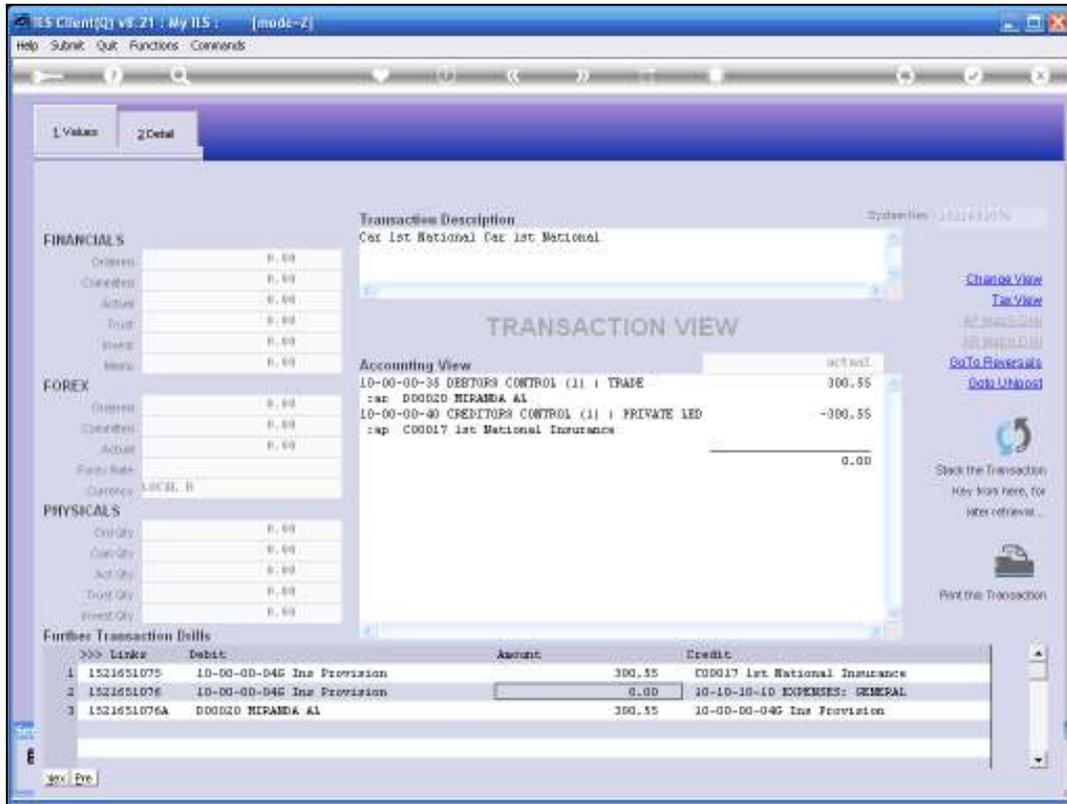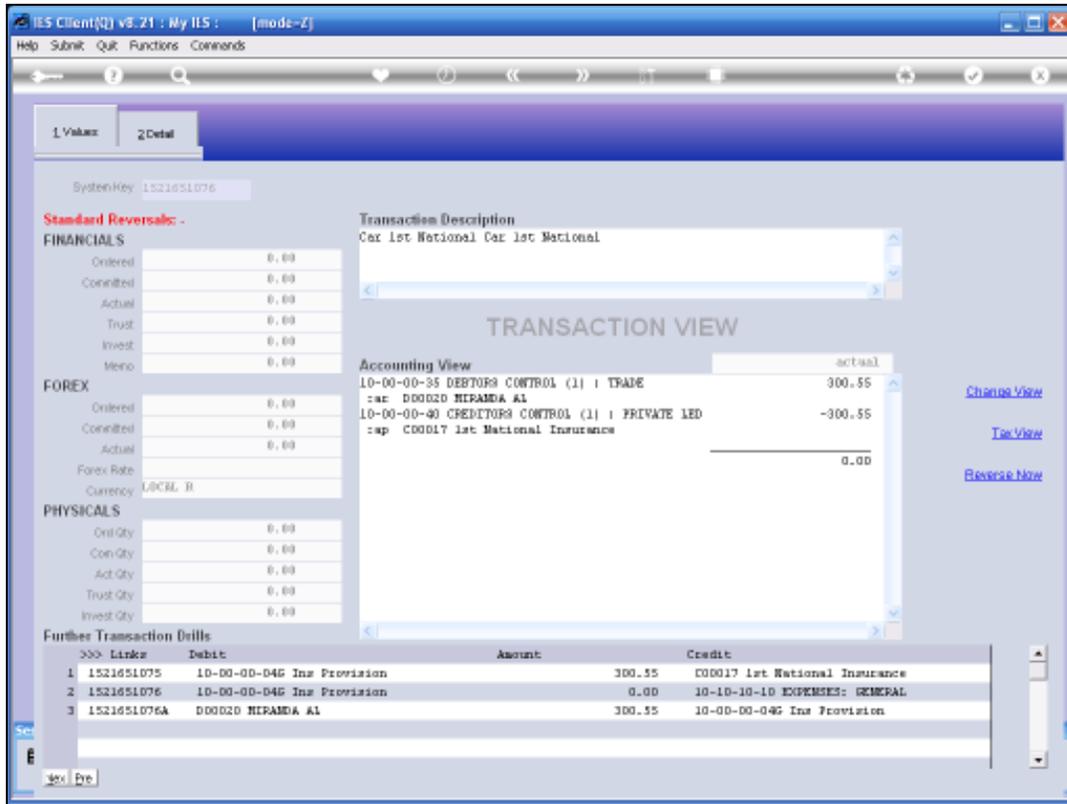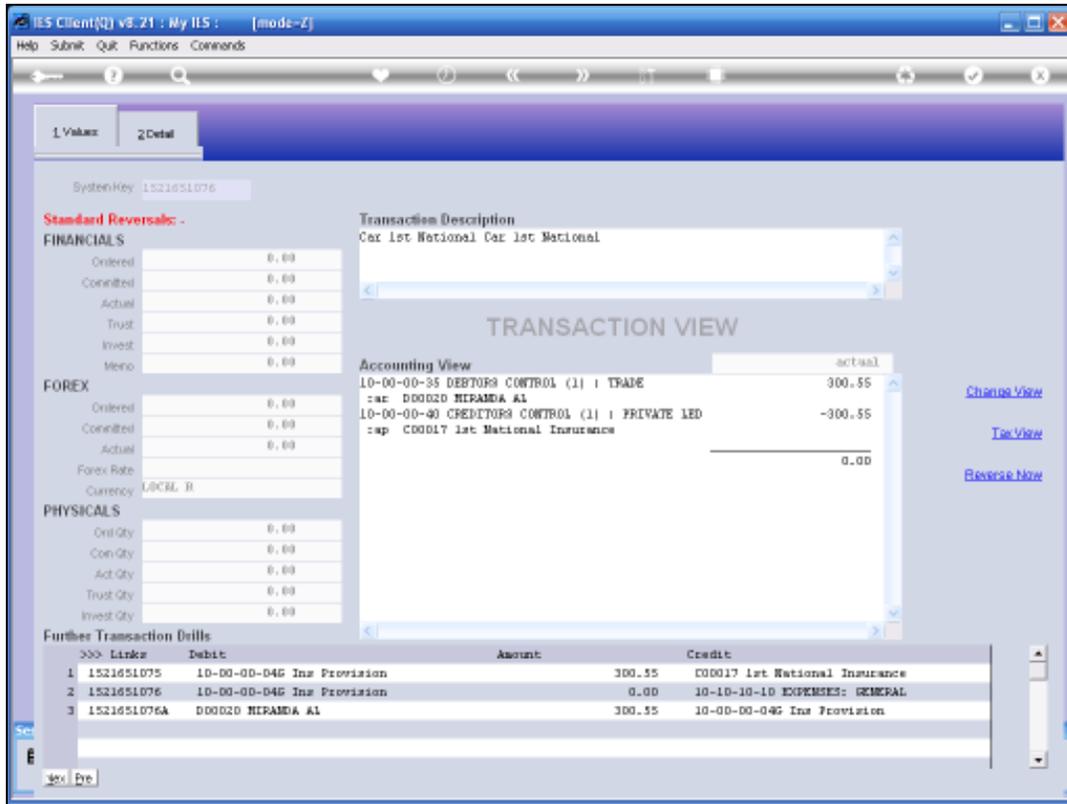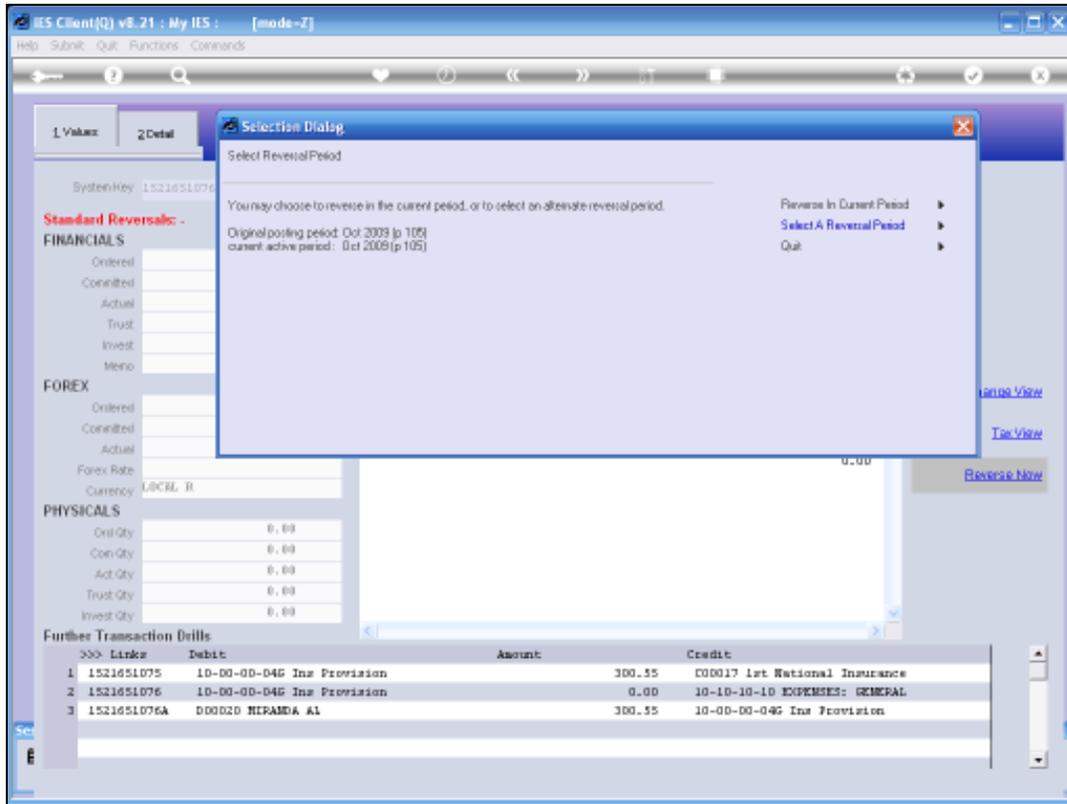Slide notes: We choose 'Go to Reversals'.
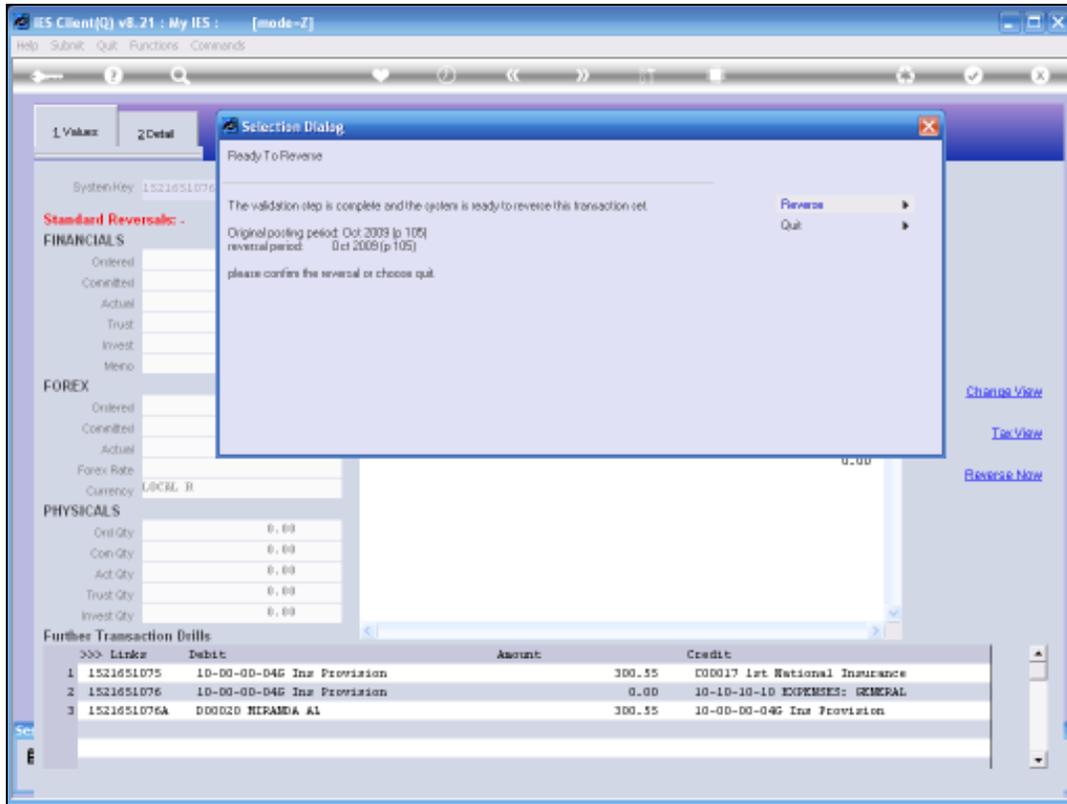
Slide 14
Slide notes:
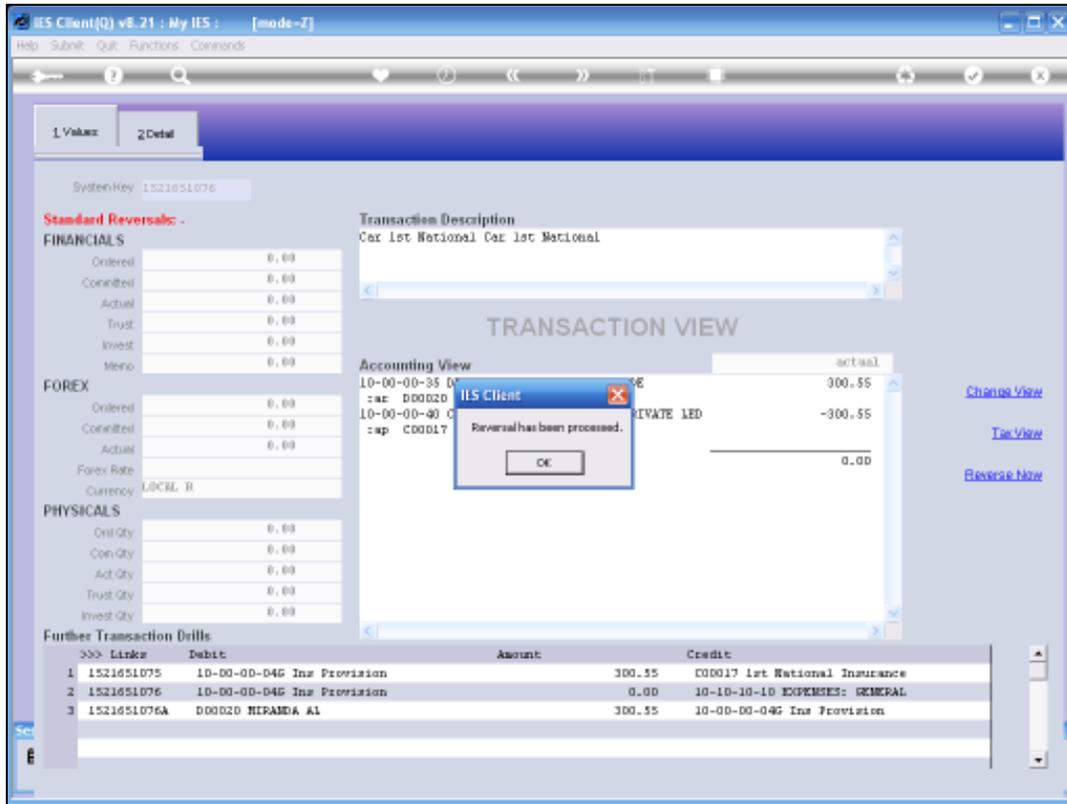
Slide 15

Slide notes: And we choose 'Reverse Now'.

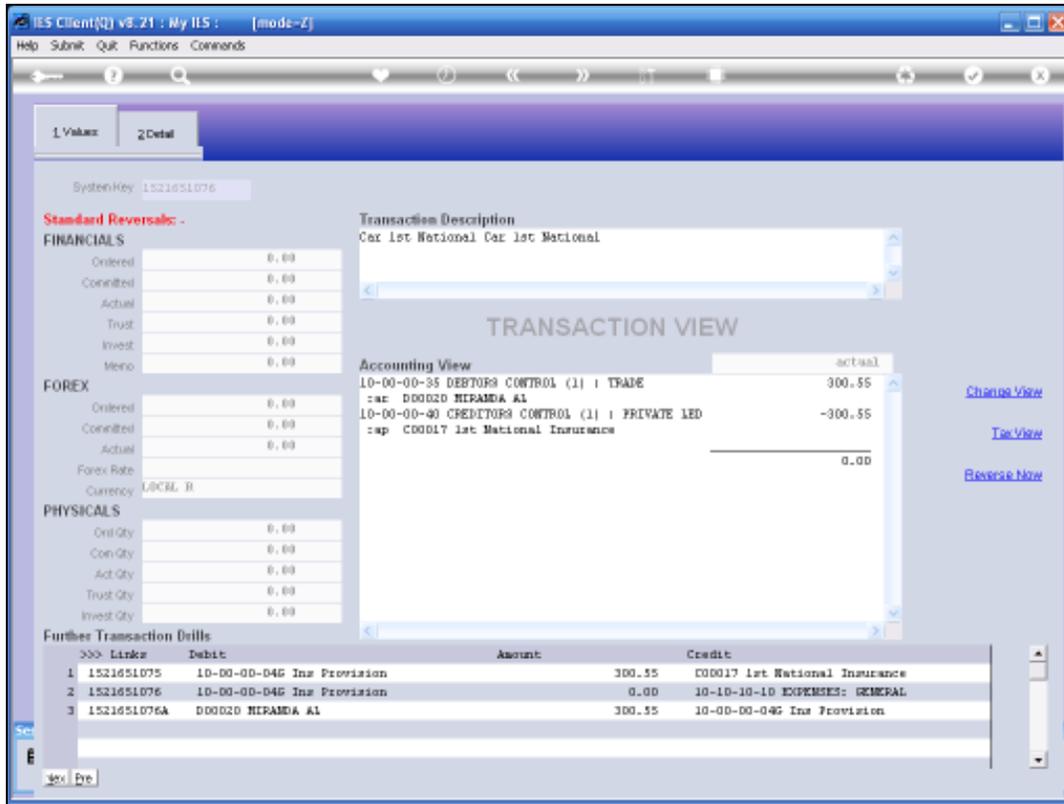Slide 16
Slide notes: We may select the Reversal period.

Slide 17

Slide notes: And if the Validations all pass, then the Transaction can be Reversed.

Slide 18

Slide notes: The Reversal has been processed, and the original transaction set plus the Reversal transaction set are still part of the Audit Trail.

Slide 19

Slide notes: Whether a User may Reverse a Journal is dependent on his or her Journal Processing Profile, and the privileges listed there. Some Journals will not allow Reversal at all. How we deal with those is discussed in the tutorial on 'Other Reversals'.