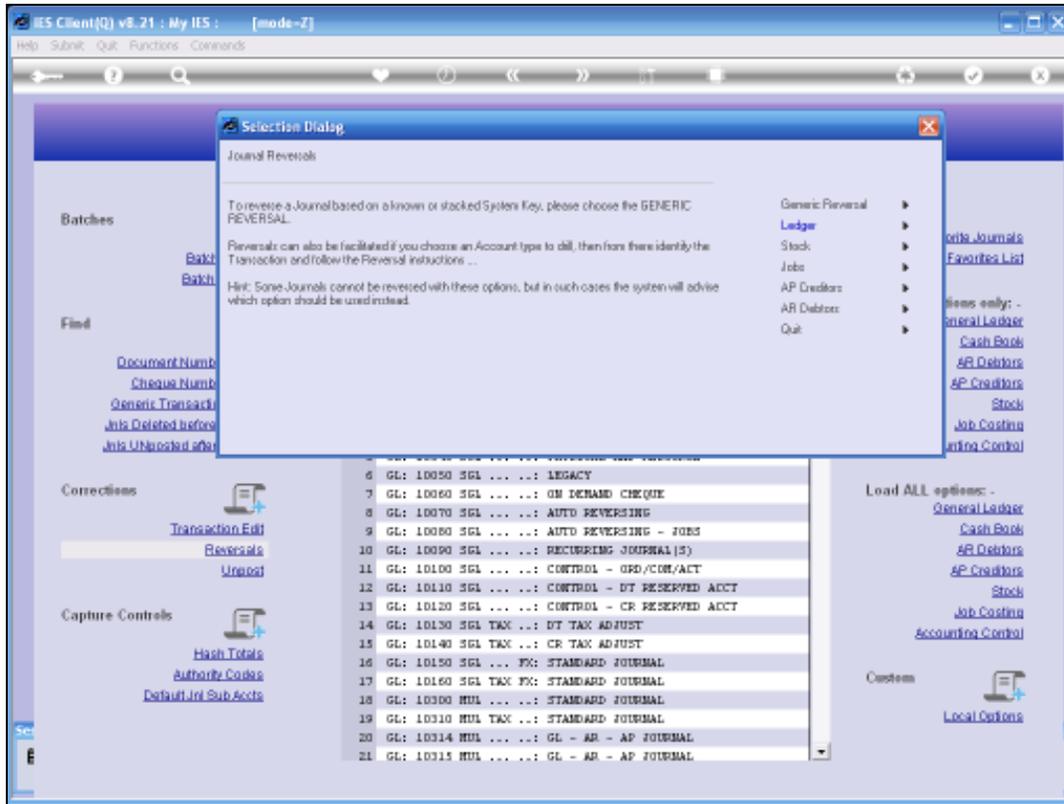




Slide 1

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.

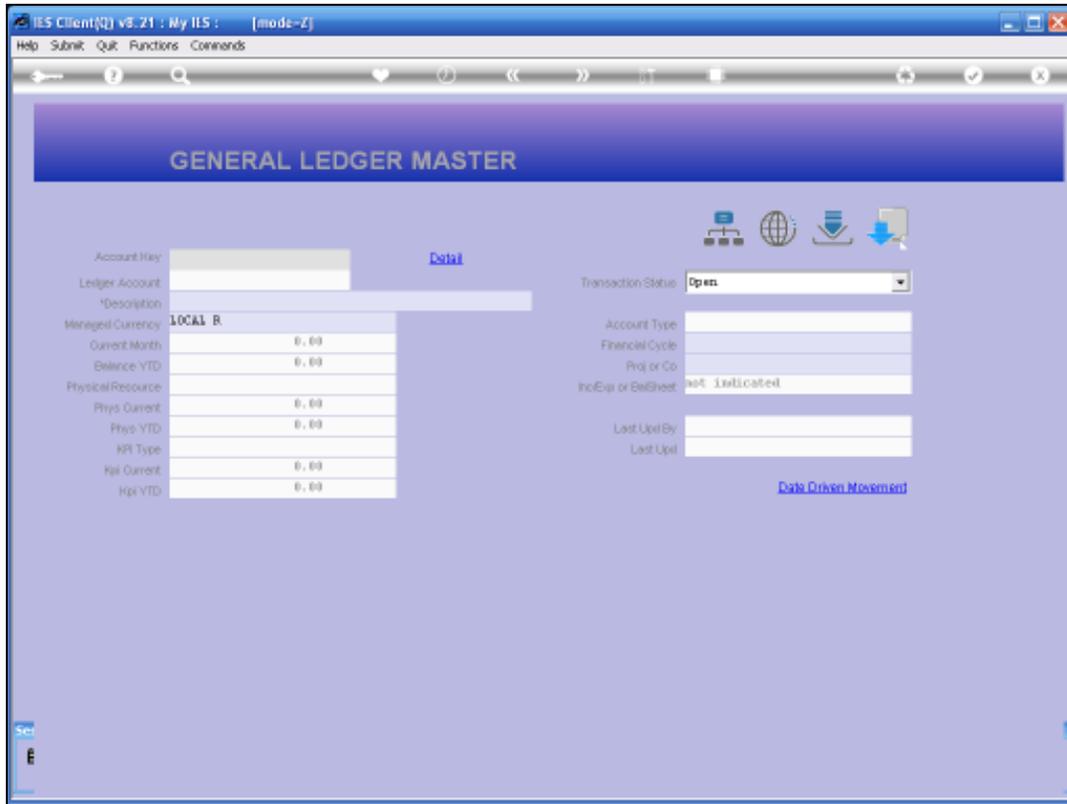
The screenshot displays the 'GENERAL LEDGER MASTER' interface within the IES Client (v8.21). The window title is 'My IES : [mode-Z]'. The interface includes a menu bar (Help, Submit, Quit, Functions, Commands) and a toolbar with navigation icons. The main content area is divided into several sections:

- Account Key:** A text input field.
- Ledger Account:** A text input field.
- Description:** A text input field.
- Managed Currency:** A text input field.
- Current Month:** A text input field.
- Balance YTD:** A text input field.
- Physical Resource:** A text input field.
- Phys Current:** A text input field.
- Phys YTD:** A text input field.
- PR Type:** A text input field.
- Hpl Current:** A text input field.
- Hpl YTD:** A text input field.

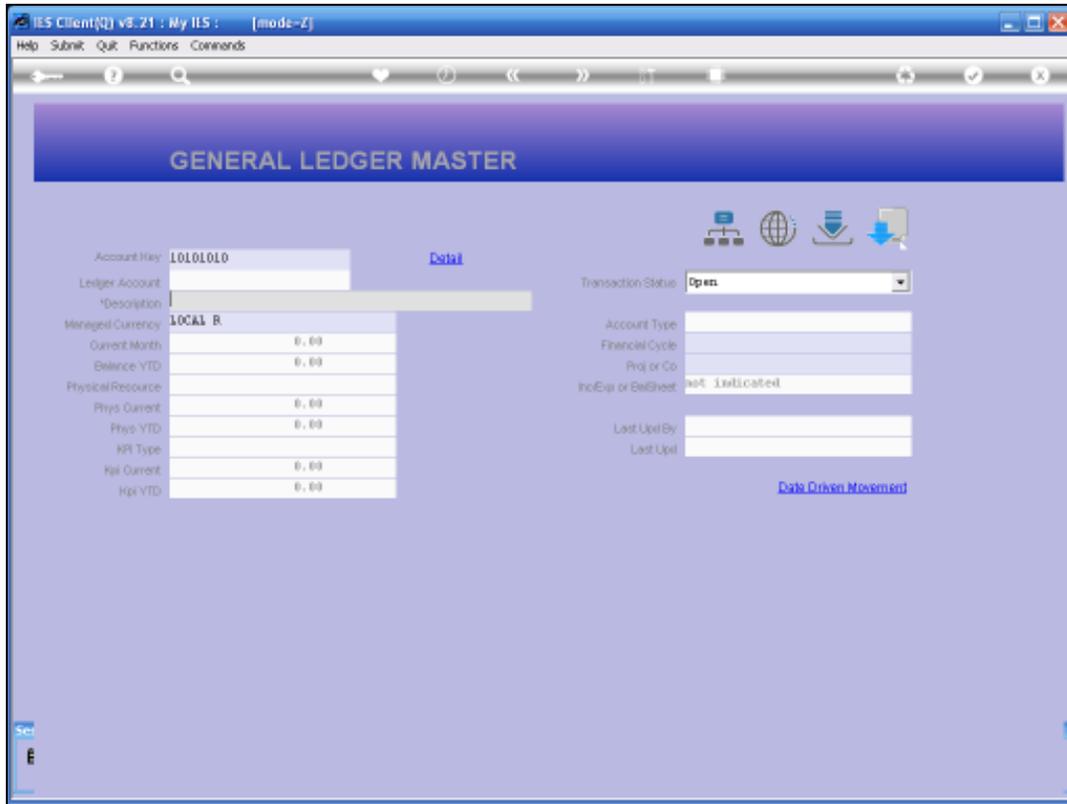
Additional elements include:

- A [Data](#) link next to the Account Key field.
- A **Transaction Status** dropdown menu.
- Fields for **Account Type**, **Financial Cycle**, **Proj or Co**, and **Inc/Exp or BalSheet**.
- Fields for **Last Upd By** and **Last Upd**.
- A [Data Driven Movement](#) link at the bottom right.

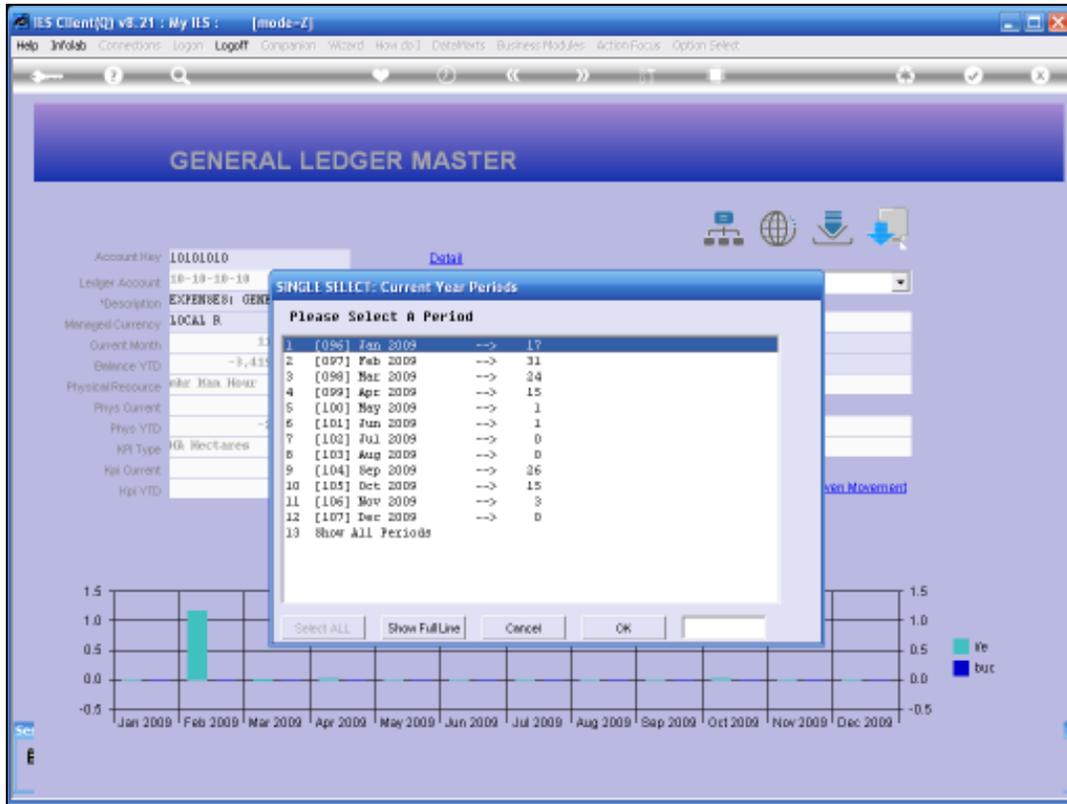
Slide 3
Slide notes:



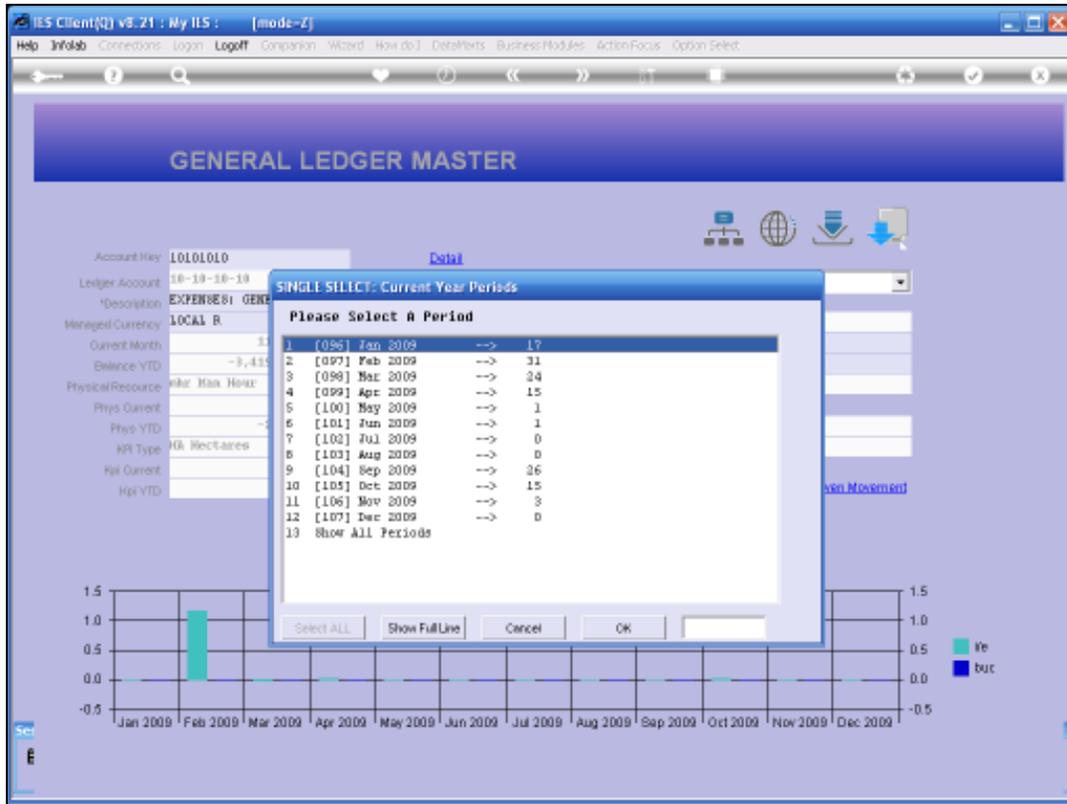
Slide 4
Slide notes:



Slide 5
Slide notes:

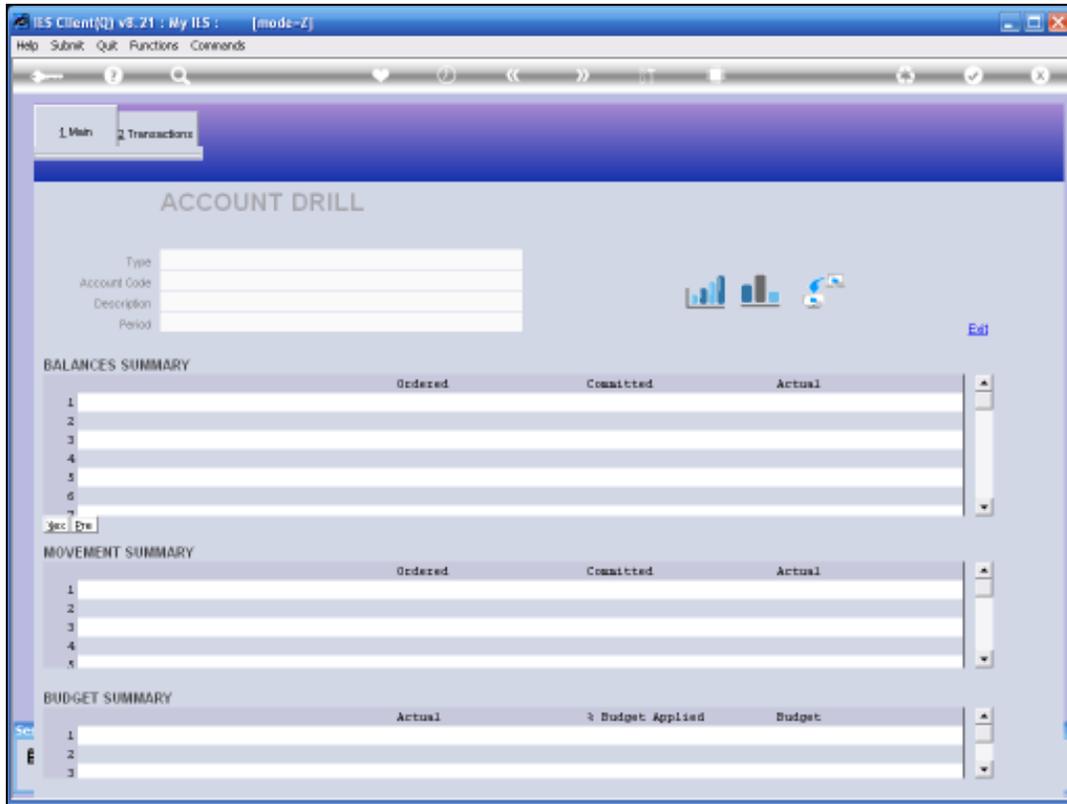


Slide 6
Slide notes:

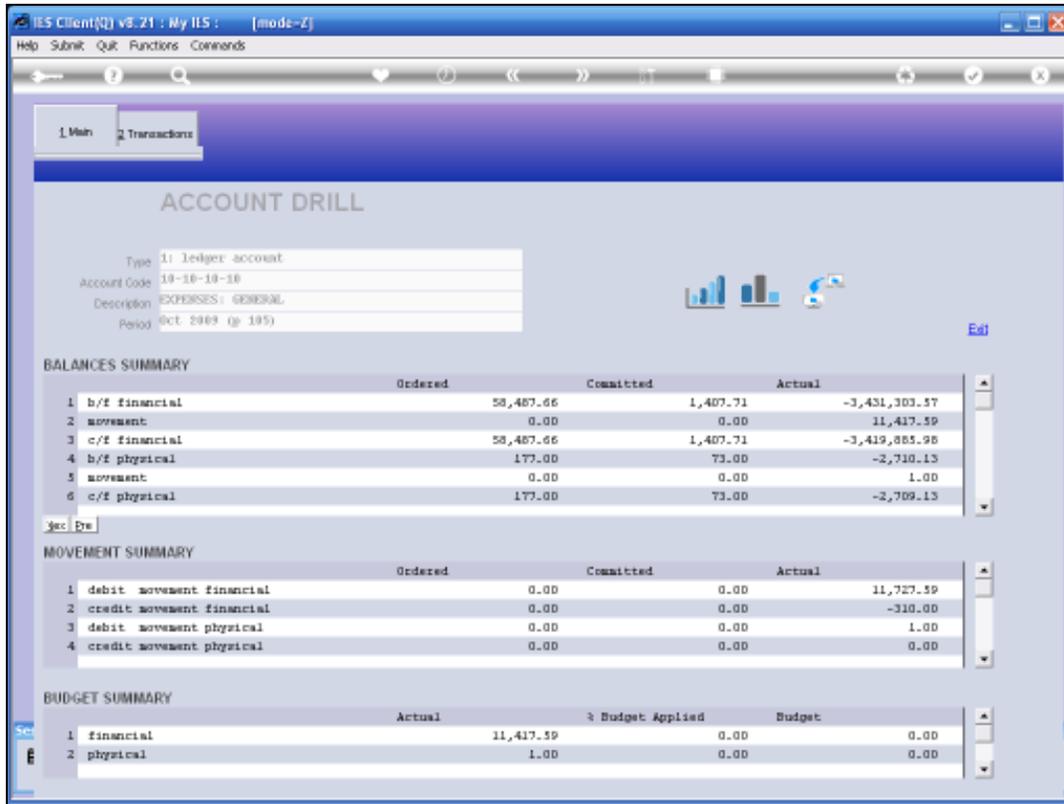


Slide 7

Slide notes:



Slide 8
Slide notes:



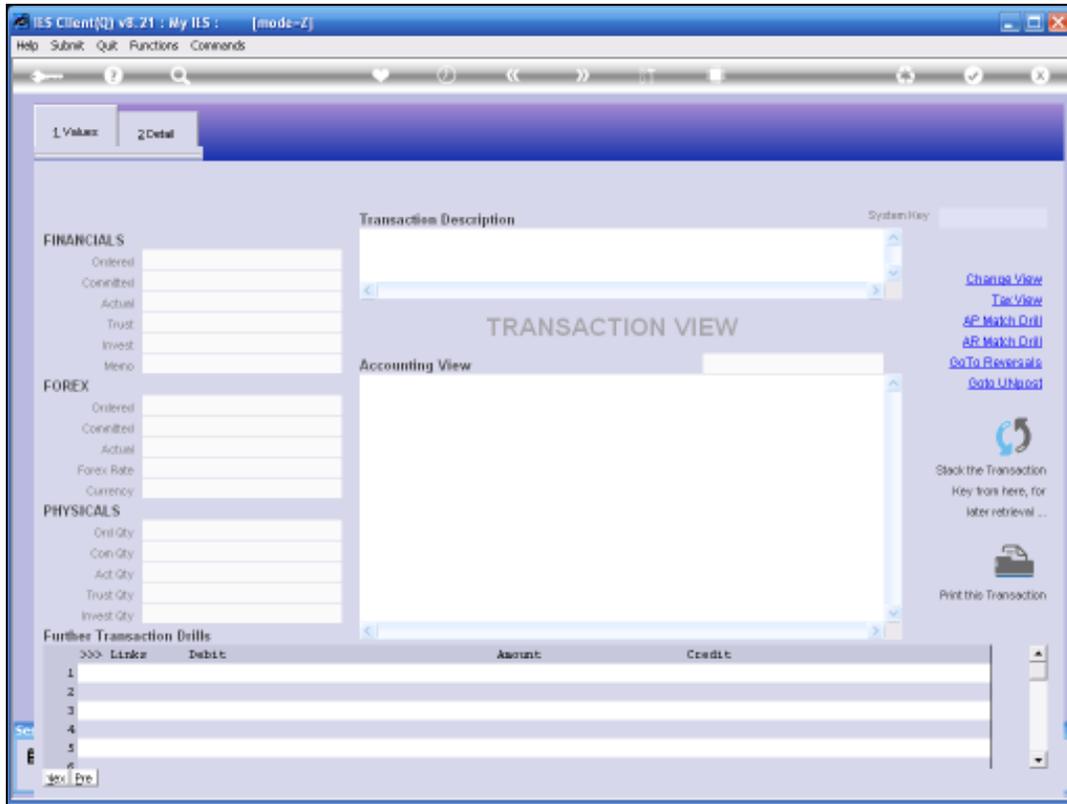
Slide 9
Slide notes:

The screenshot shows the IES Client software interface. The title bar reads 'IES Client(0) v8.21 : My IES : [mode-Z]'. The menu bar includes 'Help', 'Submit', 'Quit', 'Functions', and 'Comments'. Below the menu bar is a toolbar with various icons. The main window has two tabs: '1 Main' and '2 Transactions', with '2 Transactions' selected. The 'Transactions' section displays a table with the following columns: 'Transkeys', 'Document', 'Ordered', 'Committed', 'Actual', and 'Description'. The table contains 15 rows of transaction data.

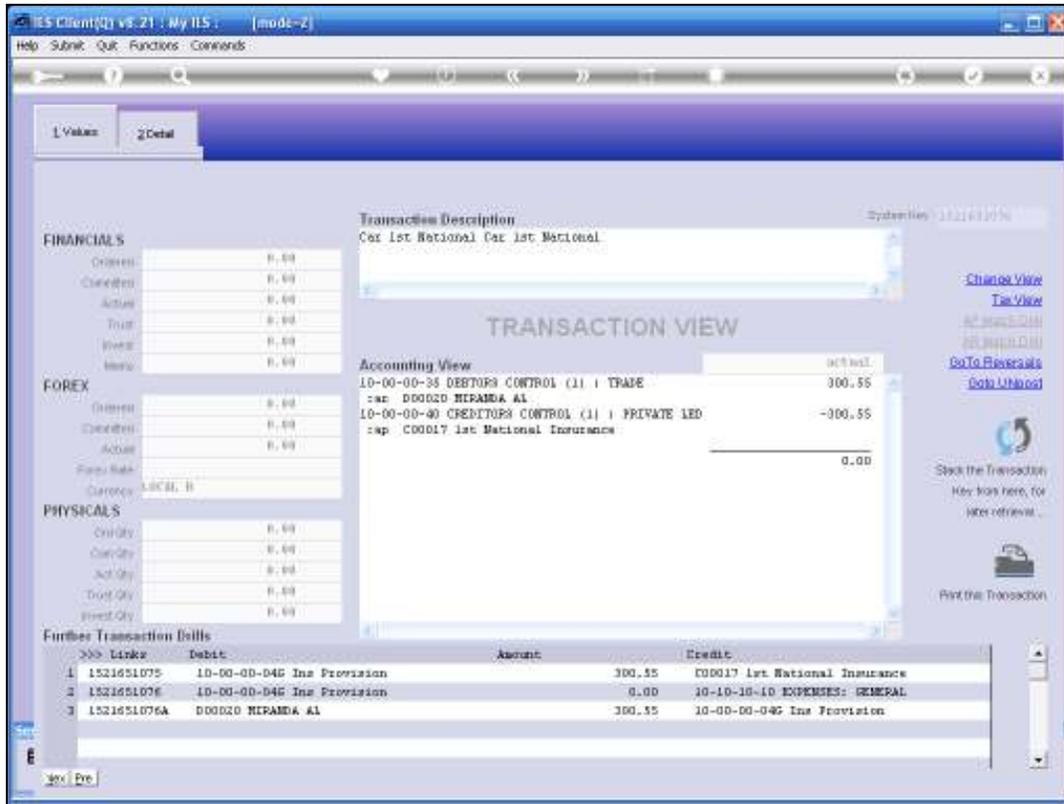
>>> Transkeys	Document	Ordered	Committed	Actual	Description
1 1521651076	Car	0.00	0.00	0.00	Car 1st National Car 1st National
2 1521651085A	2425	0.00	0.00	0.00	125125 1st National 125125 1st National
3 1527462551	09-132	0.00	0.00	-100.00	Sample Journal
4 1527462828B	09-132	0.00	0.00	100.00	Rev: Sample Journal
5 1527462901A	09-133	0.00	0.00	-10.00	Sample J
6 1527524165A	09-137	0.00	0.00	-200.00	Sample Journal
7 1527543240A	09-139	0.00	0.00	2,500.00	Sample Journal
8 1527545830	09-140	0.00	0.00	2,500.00	Sample Journal
9 1527545922	09-141	0.00	0.00	2,500.00	Sample Journal
10 1527546322	09-142	0.00	0.00	2,000.00	Sample Journal
11 1527546372	09-143	0.00	0.00	1,750.00	Sample J
12 1527549970	09-145	0.00	0.00	10.00	Real Time Journal
13 1527552752	09-147	0.00	0.00	125.00	Expense
14 1527634451	B100	0.00	0.00	42.59	Nikon En-61 Battery
15 1527644840	09-153	0.00	0.00	200.00	Internal Recovery

Slide 10

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

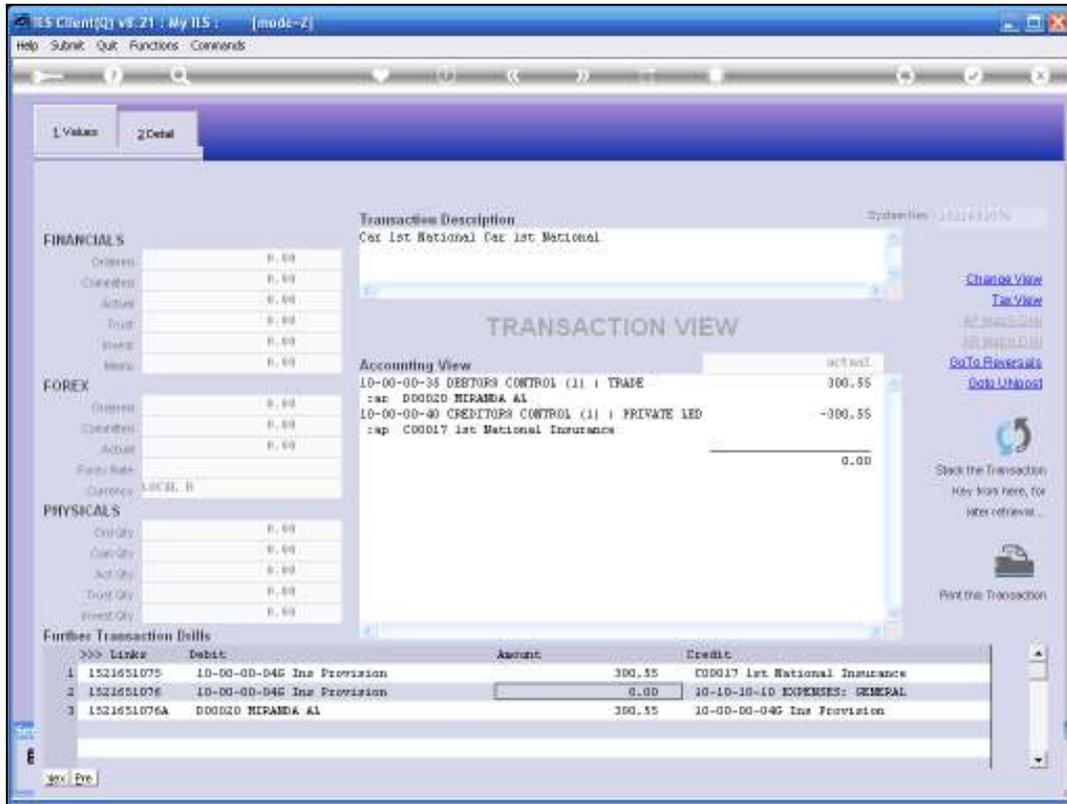


Slide 11
Slide notes:



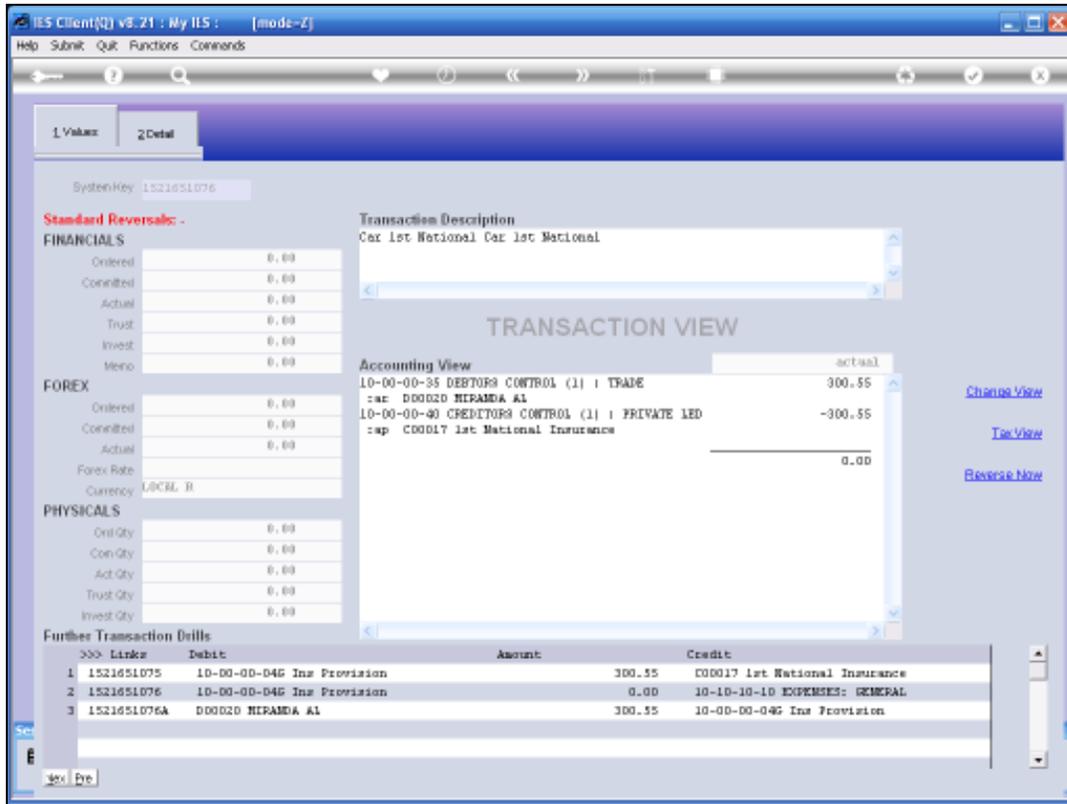
Slide 12

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



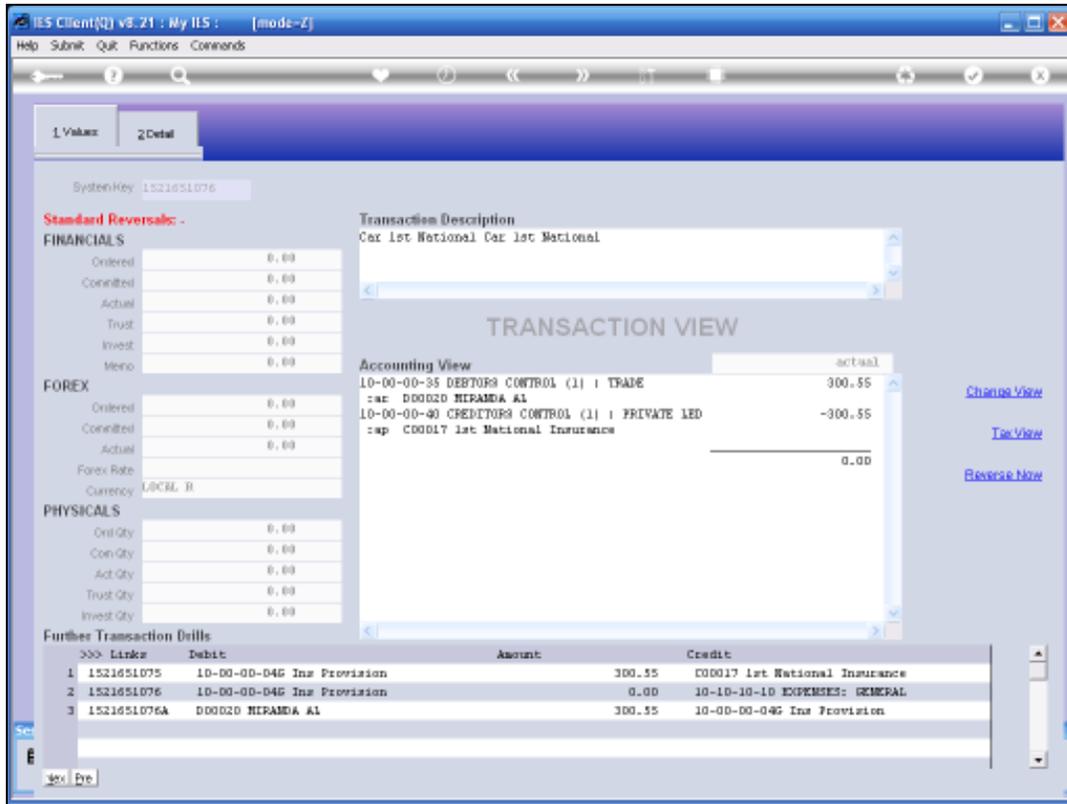
Slide 13

Slide notes: We choose 'Go to Reversals'.



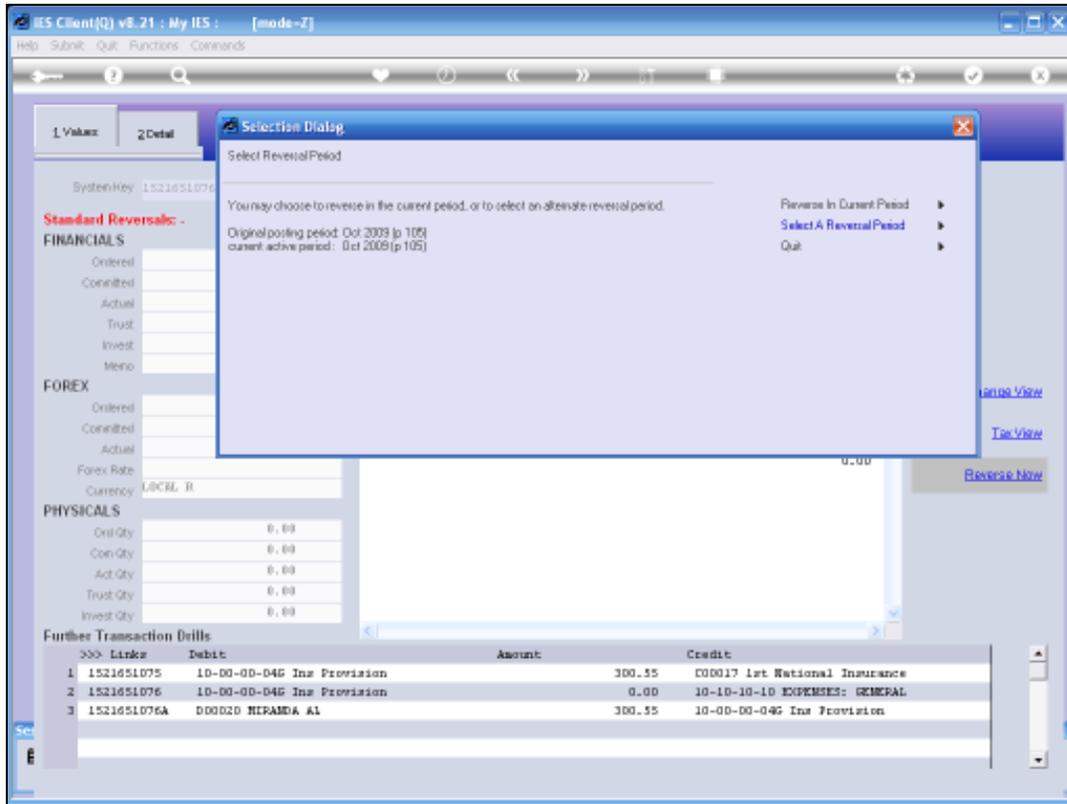
Slide 14

Slide notes:



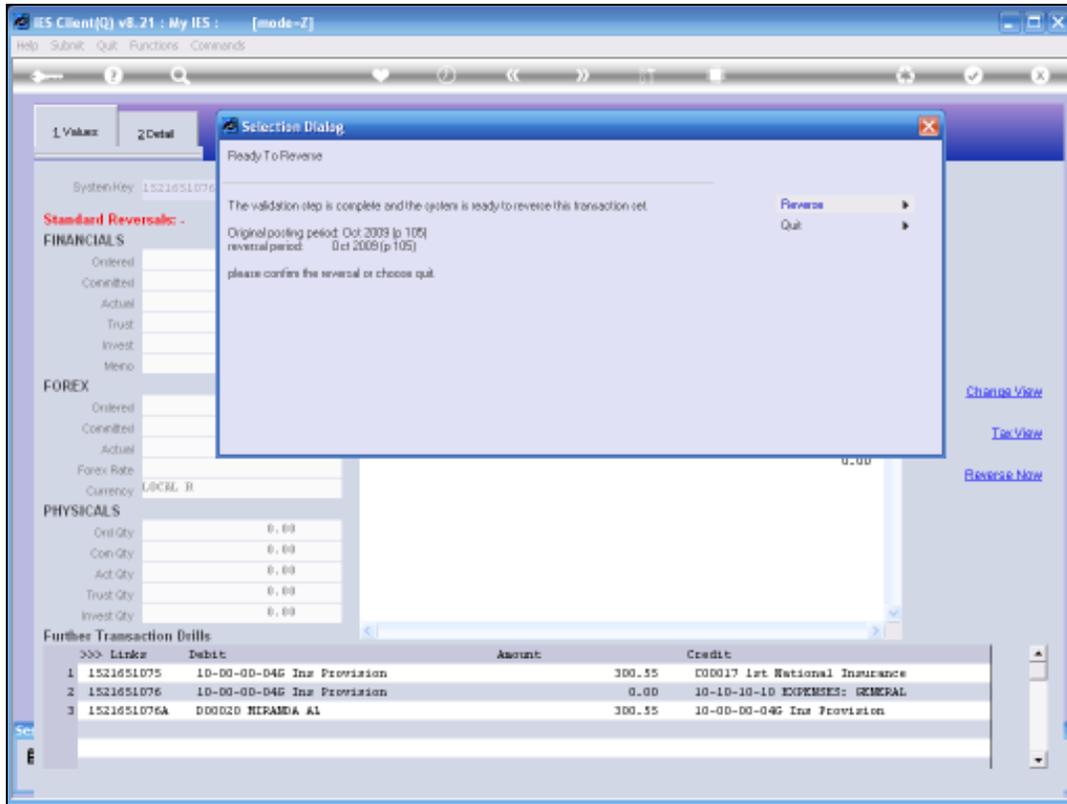
Slide 15

Slide notes: And we choose 'Reverse Now'.



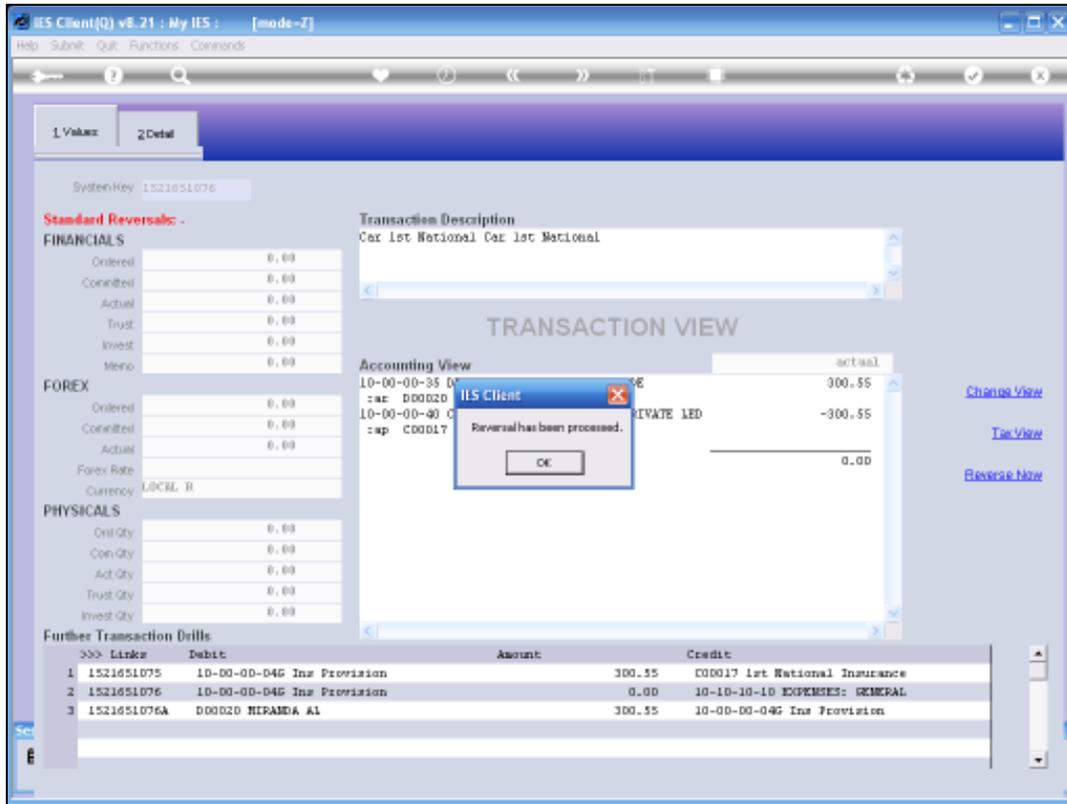
Slide 16

Slide notes: We may select the Reversal period.



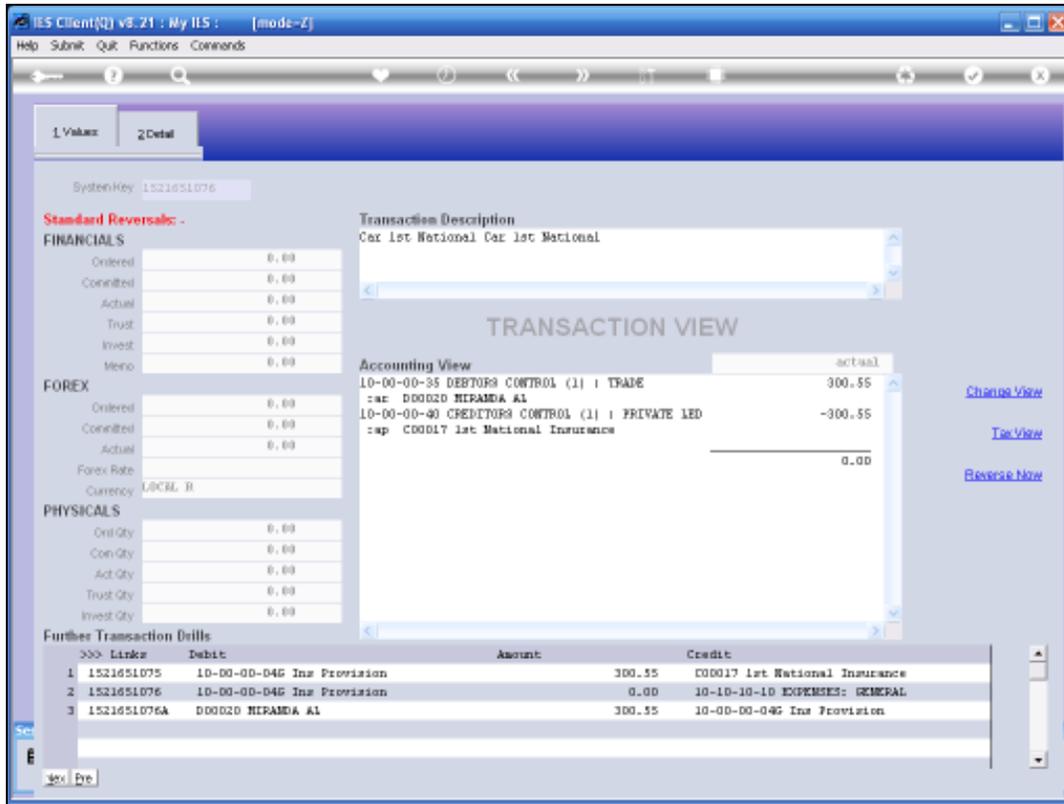
Slide 17

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'.