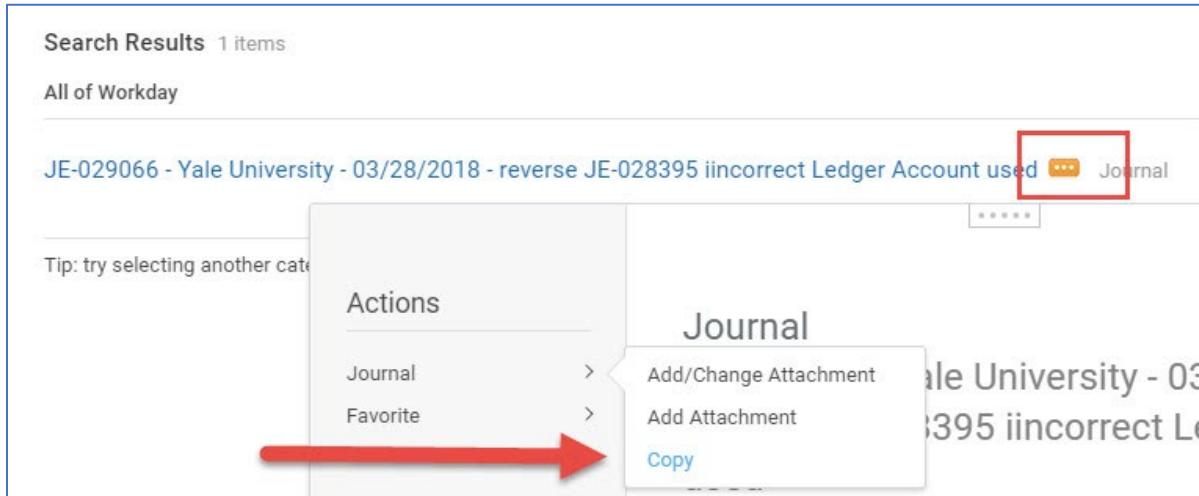
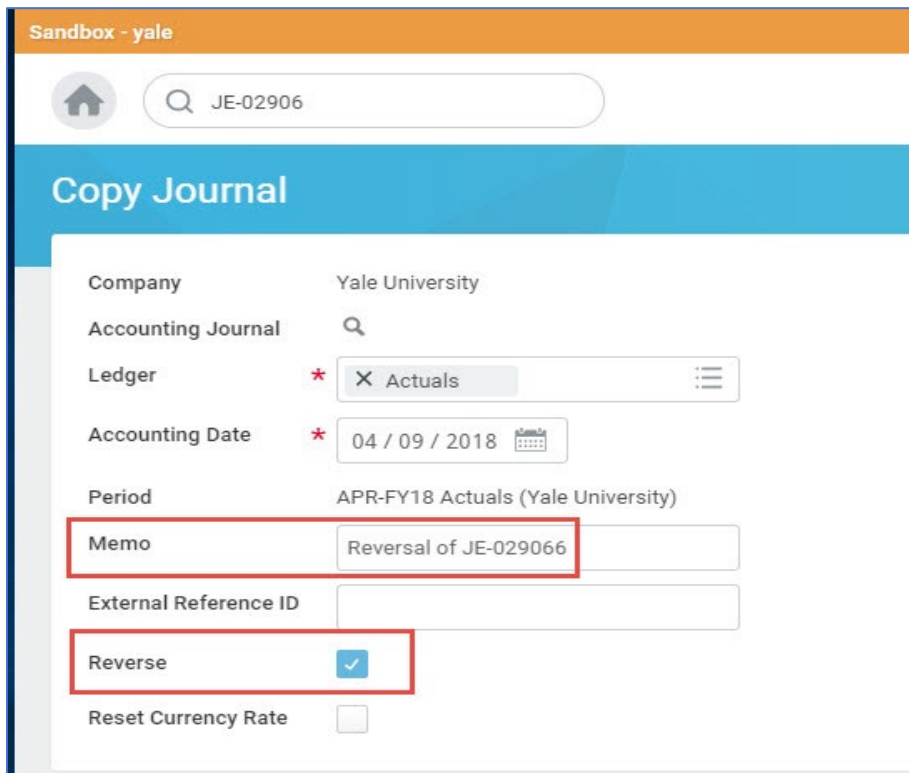


How to: Reverse a Journal Entry

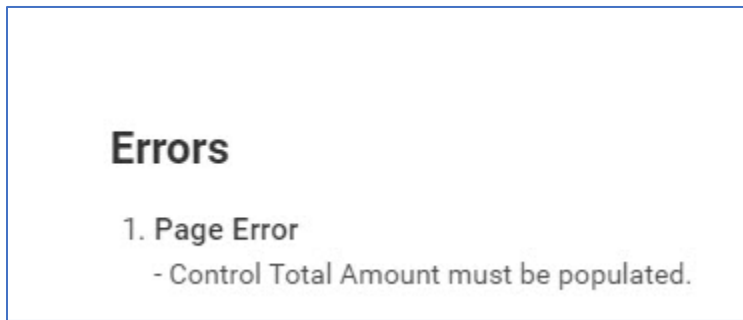
1. Search for the journal to be reversed.
2. From the journal's related actions, select Journal > Copy.



3. Select the current Accounting Date.
4. Change the Memo to reference the journal being reversed.
5. Select the Reverse checkbox.



6. Workday will automatically reverse the debits and credits from the original journal entry.



7. The control total amount must be entered for the reversal journal. Workday does not automatically populate this field.
8. Enter the control total.
9. Submit the journal for approval.