

## Financials Current Processing Reversals

Sage X3 Help Sheet





## **Reversals – Financials>Current processing>Reversals (CPTEXT)**

All of the journals that have been flagged to reverse with a reversal date are created with this process. The journals will only be posted once regardless of how many times the process is run.

> The reversal details are set in Financials>Journals>Journal entry

Document Date     Source Module       Image: Construction of the second seco	Inter-banking Code		
Reference			
Reference	Simulation Reference		
Flags		Reversing	
		Reversing *	Reversing date
	Reminder	No	The Contract of the Contract o
Pay Approval ★		Source Type	Original number

- Simply change the reversing from "No" to "To Reverse" and enter a reversing date.
- > Then to create the reversing entry navigate to Financials>Current Processing>Reversals

All > Financials > Current processings		SAGE	Ne	
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Criteria			Clo	se na
	Company 🖈			oc pu
All companies	205 Q 🖼		Me	emo
	Food Processing		Red	call
All sites	nie ×		De	lete M
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II Document Types			▶ Uti	lities
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All Journal Types				
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	Jser *			
III Users				
Dates				
Start date	ind date		6. 6. 6. 6. 6. 6.	
01/01/17 🛗 🖼	31/12/17 🛗 🖼	-	90, 90, 90, 90, 90, 90, 90, 90, 90, 90,	

- Select the company and sites to be generated or tick to include all sites, the all document types, journal types, journals and users are usually left checked.
- In the start and end date enter the start and end date of the period.



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☑ All Journats	
III Users	User *
Dates	
Start date	End date
01/01/17 🛗 🖼	31/12/17 ] 🛗 🖼
Generation	
Generation Type ★	
Debit<=>Credit	🗹 Log file
O Amount <= > Negative Amount	

In the generation type, leave the radio button Debit⇔Credit checked to create a transaction of the opposite entry for the reversal rather than creating a negative entry in the original debit/credit columns.

Legal notice

• When ready click OK and a log file will be produced showing the journal selected and the number of the journal that has been created for the reversal.



