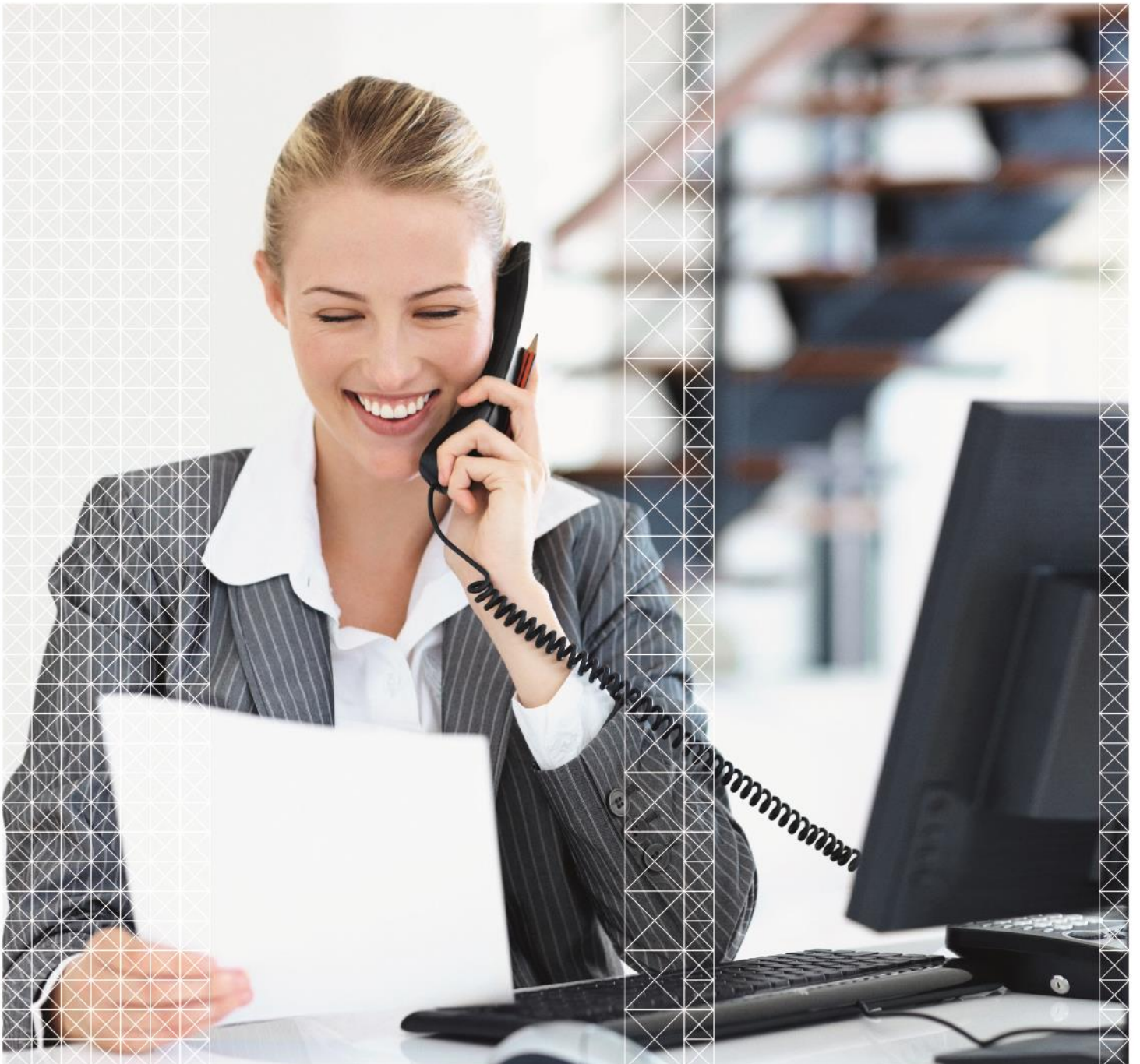


► **Financials**
Current Processing

Reversals

Sage X3 Help Sheet



Reversals – Financials>Current processing>Reversals (CPTXT)

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

- 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

- 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.

All Journals
 All Users
Dates
 Start date: 01/01/17
 End date: 31/12/17
Generation
 Generation Type *
 Debit <=> Credit
 Amount <=> Negative Amount
 Log file

- 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.
- 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.

Log reading F3675

SAGE

| 20/02/18 17:39:16 (ADMIN) Automatic Reversals | |
|---|---|
| 1 | Automatic Reversals |
| 2 | ----- |
| 3 | GEN01 6L1712B10000012 Reversed Journal: GEN01 6L1712B10000013 |
| 4 | GEN01 2C1712B10000009 Reversed Journal: GEN01 6L1712B10000014 |
| 5 | |
| 6 | Normal end of log file 20/02/18 17:39:18 |
| 7 | |