Reverse a JV

Access the FGAJVCQ or FGAJVCD form. Select the Copy icon next to the Document Number field.

The Copy window will display:

In the Copy From Document Number field, enter the number of the journal entry or ID charge you wish to reverse. If you are unsure of the number, there is a search available, as follows:

Select the Search icon next to the Document Number field.

Search in the Posted Documents (FGQDOCN) listing only, as you should not be reversing an In Progress JV. Only completed and posted JVs can be reversed.

Once you have found the JV you wish to reverse, double-click on the document number to bring it into the Copy window.

Select the Reverse JV box under the Document Number field. If you wish to also copy the text on the original JV, select the Copy Text box at the bottom right.

Click OK.
The system will bring you back to the FGAJVCQ or FGAJVCD form with all debit lines on the original
document changed to credits and all credit lines changed to debits. If you have chosen to reverse an ID
charge, you will need to change the journal types to reflect the changes.

Change any field or record as required, ensuring that you Tab through every field on the JV prior to
completion.

Note: If you have chosen to reverse an ID charge, you will need to change the journal type to JE16
to reflect the change.