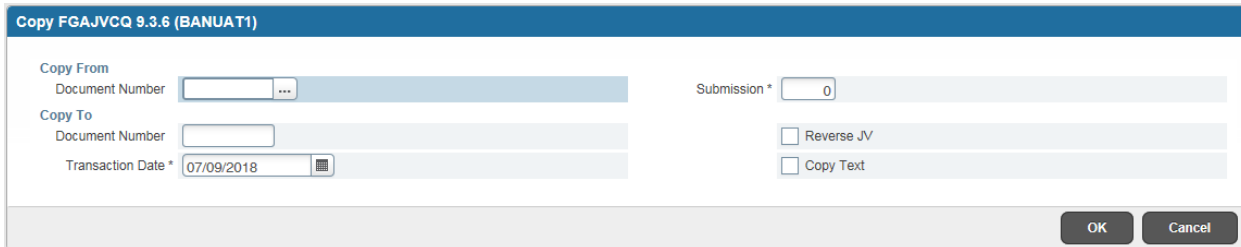



Access the **FGAJVCQ** or **FGAJVCD** page. Select **Copy**  next to the **Document Number** field.

The **Copy** window will display:

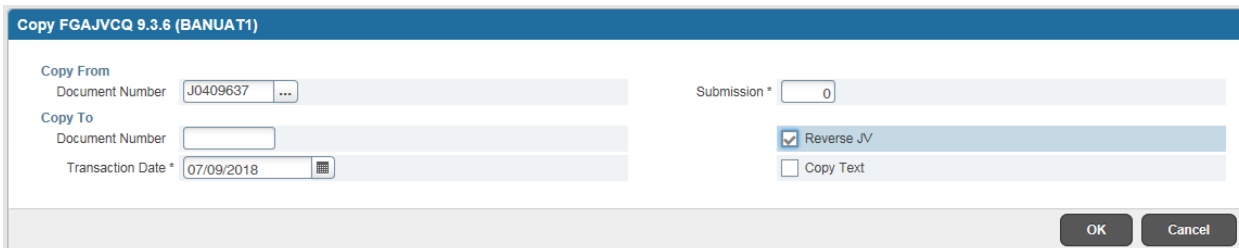


In the **Copy From Document Number** field, enter the number of the journal entry or ID charge you wish to reverse. If you are unsure of the number, there is a search available, as follows:

Select the **Lookup** 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 **Submission** field. If you wish to also copy the text from 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 page 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.