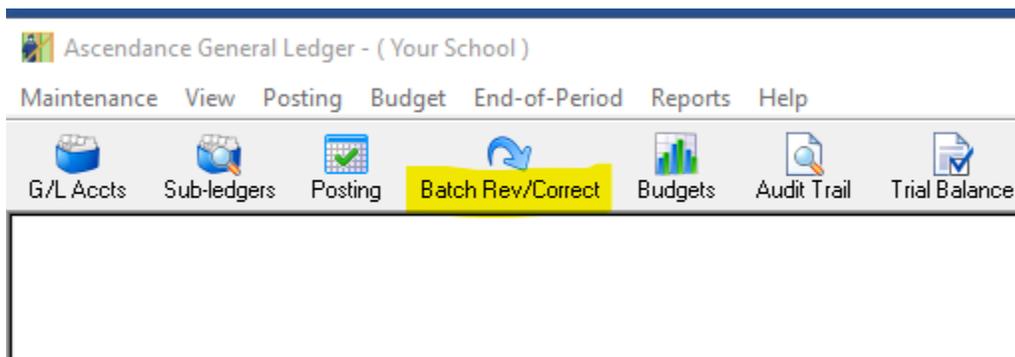
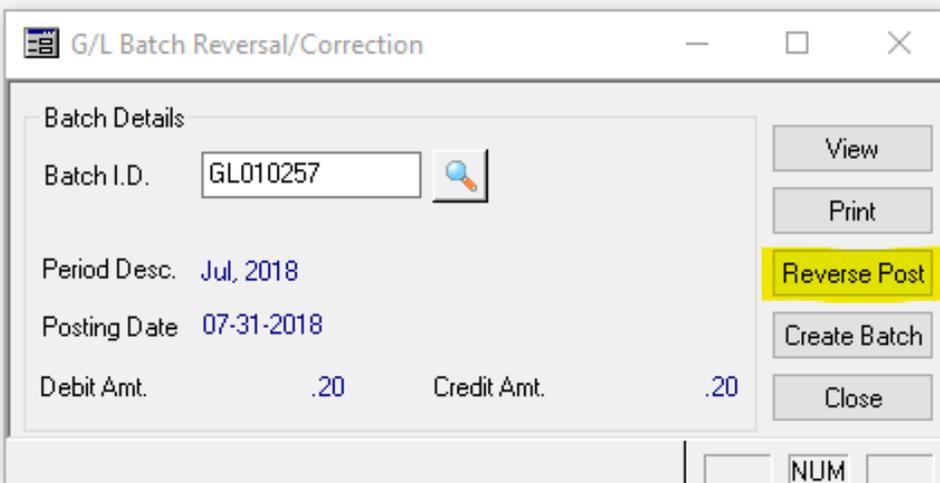


## How do I use the Batch Rev/Correct feature?

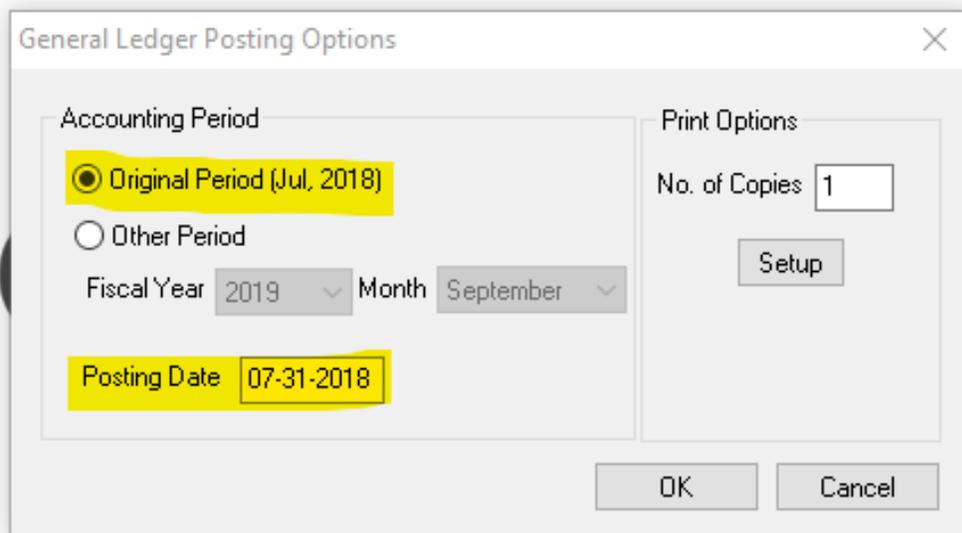
Select the Batch Rev/Correct icon.



Choose the Batch and select the Reverse Post button.



Use the Original Period and Posting Date for your Reversal and post to your General Ledger.

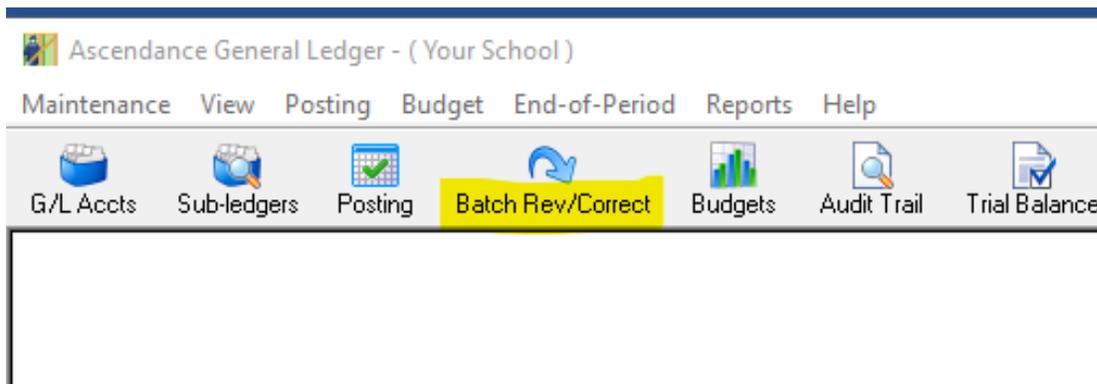


The image shows a dialog box titled "General Ledger Posting Options". It has two main sections: "Accounting Period" and "Print Options".

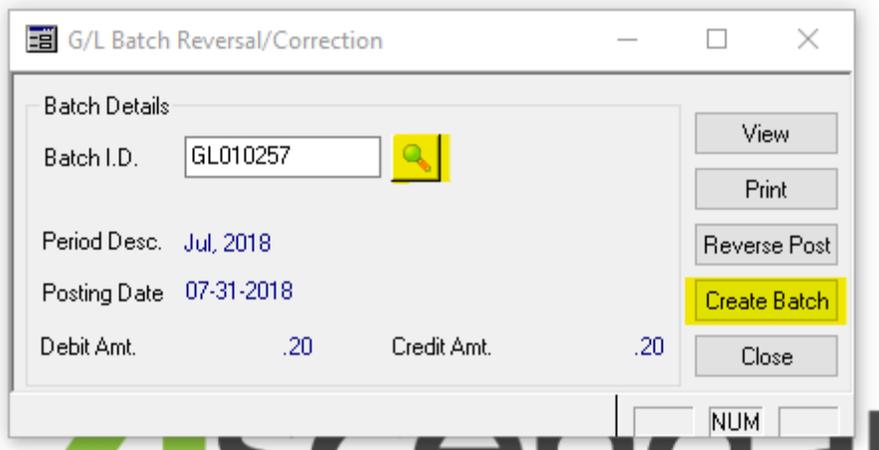
- Accounting Period:**
  - Radio button selected: **Original Period (Jul, 2018)**
  - Radio button: Other Period
  - Fiscal Year: 2019 (dropdown)
  - Month: September (dropdown)
  - Posting Date: 07-31-2018
- Print Options:**
  - No. of Copies: 1 (input field)
  - Setup (button)

At the bottom of the dialog are "OK" and "Cancel" buttons.

To Create the New Posting choose Batch Rev/Correct.



Select the Original Batch again, but this time choose Create Batch and post.



This will simply create a Pending Batch for you to Edit if needed and Post to the Correct Period.

