How do I use the Batch Rev/Correct feature?

Select the Batch Rev/Correct icon.



Choose the Batch and select the Reverse Post button.

📰 G/L Batch	Reversal/Correct	tion		
Batch Details Batch I.D.	GL010257	<u> </u>		View Print
Period Desc.	Jul, 2018			Reverse Post
Posting Date	07-31-2018			Create Batch
Debit Amt.	.20	Credit Amt.	.20	Close
				NUM



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

General Ledger Posting Options	×
Accounting Period Image: Original Period (Jul, 2018) Image: Original Period (Jul, 2018) Image: Original Period Image: Original Period <td>Print Options No. of Copies 1 Setup</td>	Print Options No. of Copies 1 Setup
Posting Date 07-31-2018	OK Cancel

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.

🕌 Ascendar	nce General L	.edger - (Yo	our School)					
Maintenance	View Po	sting Bud	get End-of-Period	Reports	Help			
G/L Accts	Sub-ledgers	Posting	N Batch Rev/Correct	III Budgets	Q Audit Trail	Trial Balance	12 End of Period	Ba
•								
ommunitybra	nds [.]							

	Batch	Description	Entered By	Enter Date/Time	Total Debits	Total Credits	1
6	GL010267	Batch created from GL010257	CD109SD	04-01-2019 12:00 AM	0.20	0.20	
		•					
		Totals			.20	.20	1

