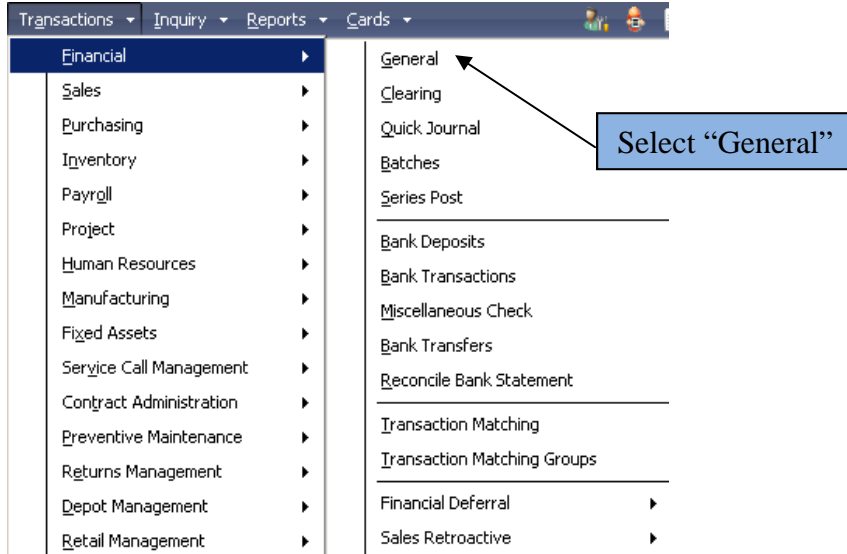
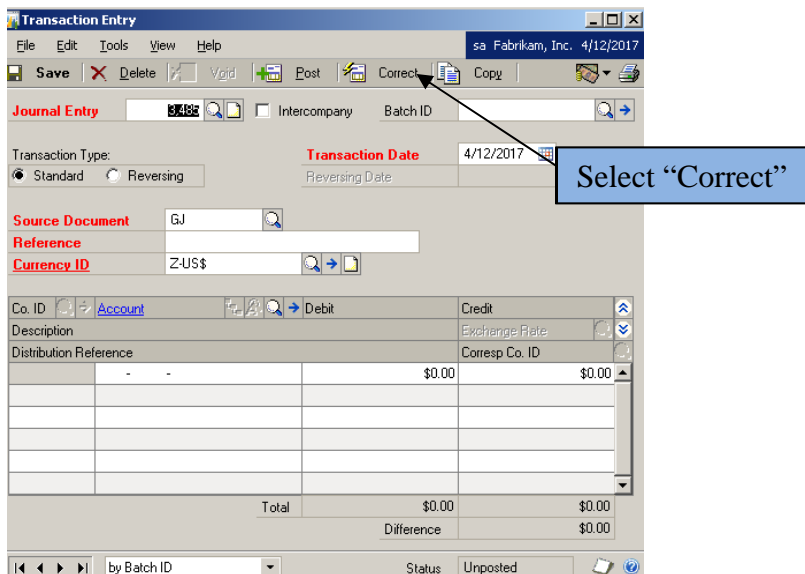


Dynamics GP process to undo a posted GL Journal Entry

Open the *Transaction Entry* window:

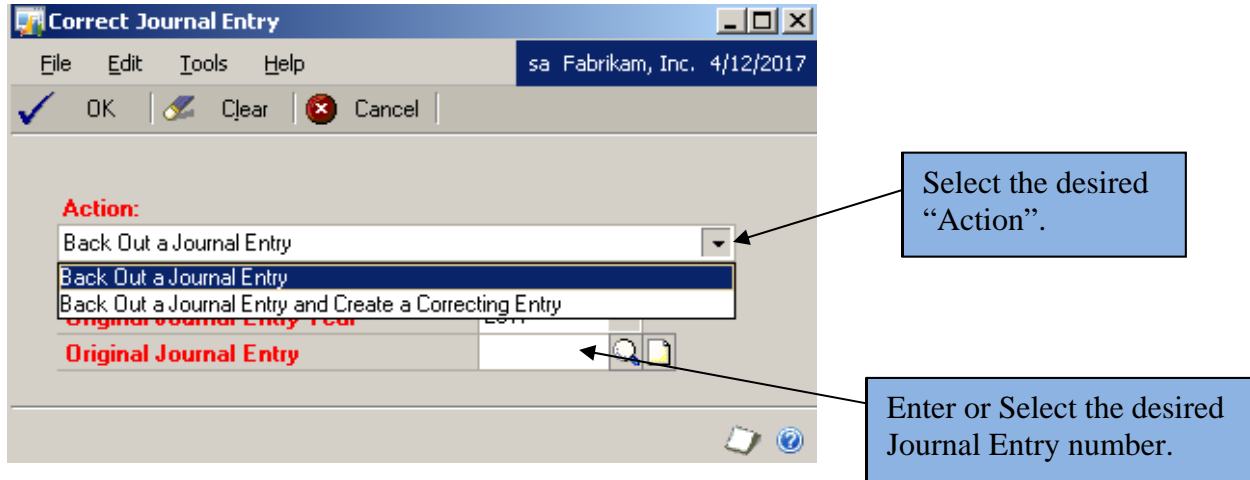


Once the “*Transaction Entry*” is open, select the “Correct” button:

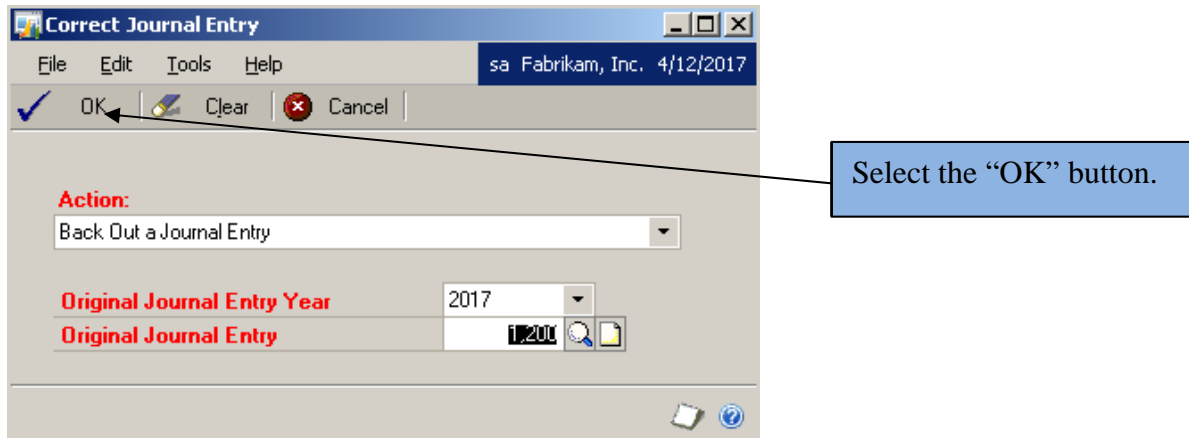


Dynamics GP process to undo a posted GL Journal Entry

Open the “Correct Journal Entry” window is open, select the items shown below:



Once the above selections have been completed, select the “OK” button:



Dynamics GP process to undo a posted GL Journal Entry

Confirm this is the correct JE and select the “*Post*” button:

WARNING: Careful not to backout a JE that originates in another module. If the JE originated from a module other than the General Ledger, then the transaction should be voided within the originating module and not within the General Ledger.

Co. ID	Account	Debit	Credit
TWO	000 -1200 -00	\$0.00	\$3,263.24
TWO	000 -4110 -02	\$3,049.75	\$0.00
TWO	000 -2300 -00	\$182.99	\$0.00
TWO	000 -2310 -00	\$30.50	\$0.00
TWO	300 -5130 -00	\$0.00	\$91.49
TWO	000 -2120 -00	\$91.49	\$0.00
TWO	000 -1300 -01	\$1,519.25	\$0.00
TWO	000 -4510 -01	\$0.00	\$1,519.25
	- -	\$0.00	\$0.00
Total		\$4,873.98	\$4,873.98
Difference			\$0.00

Select the “Post” button.

Notice the GP generated “Reference” includes the original JE number and the info that this new JE is backing out the original JE transaction.