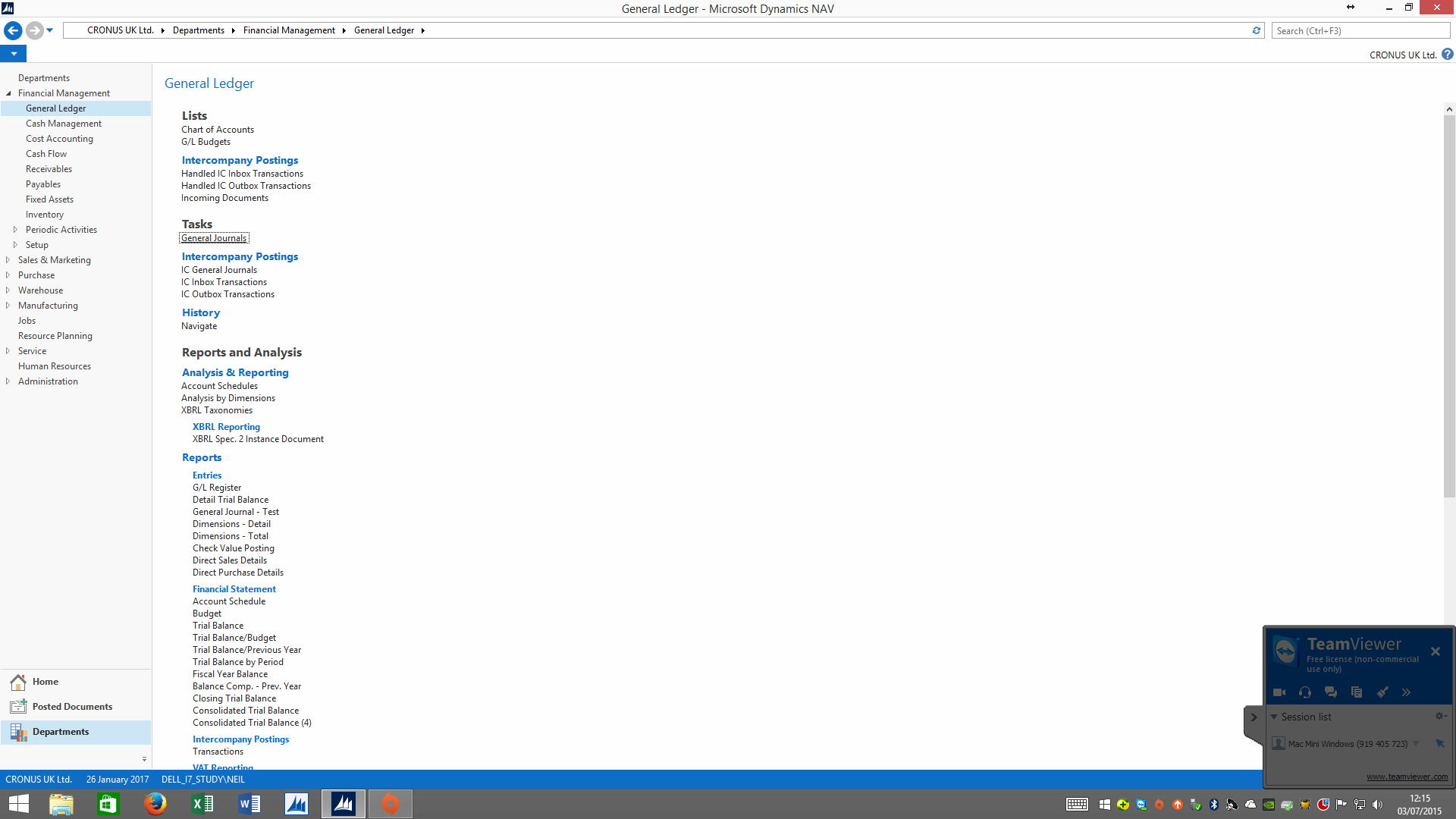
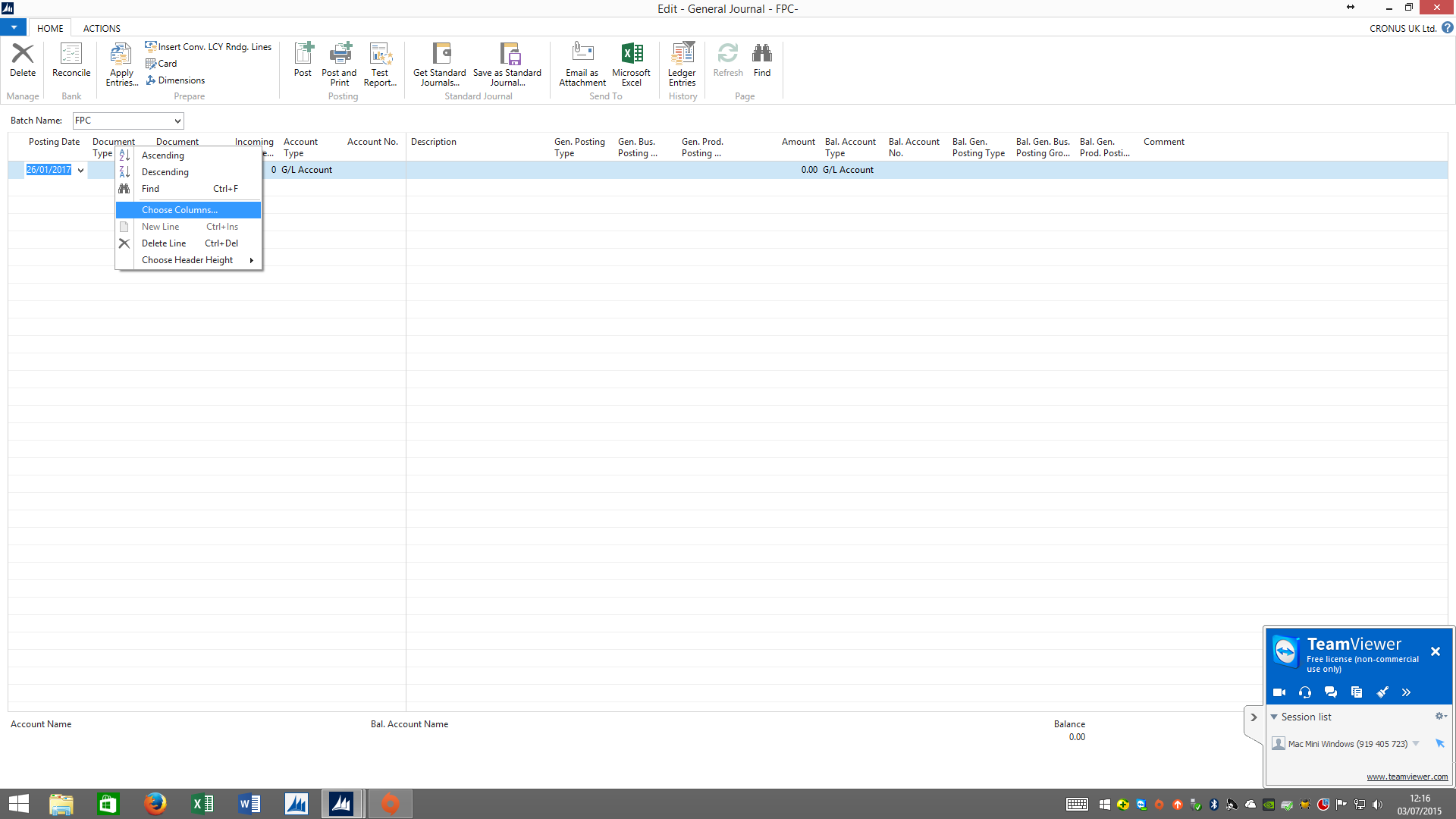
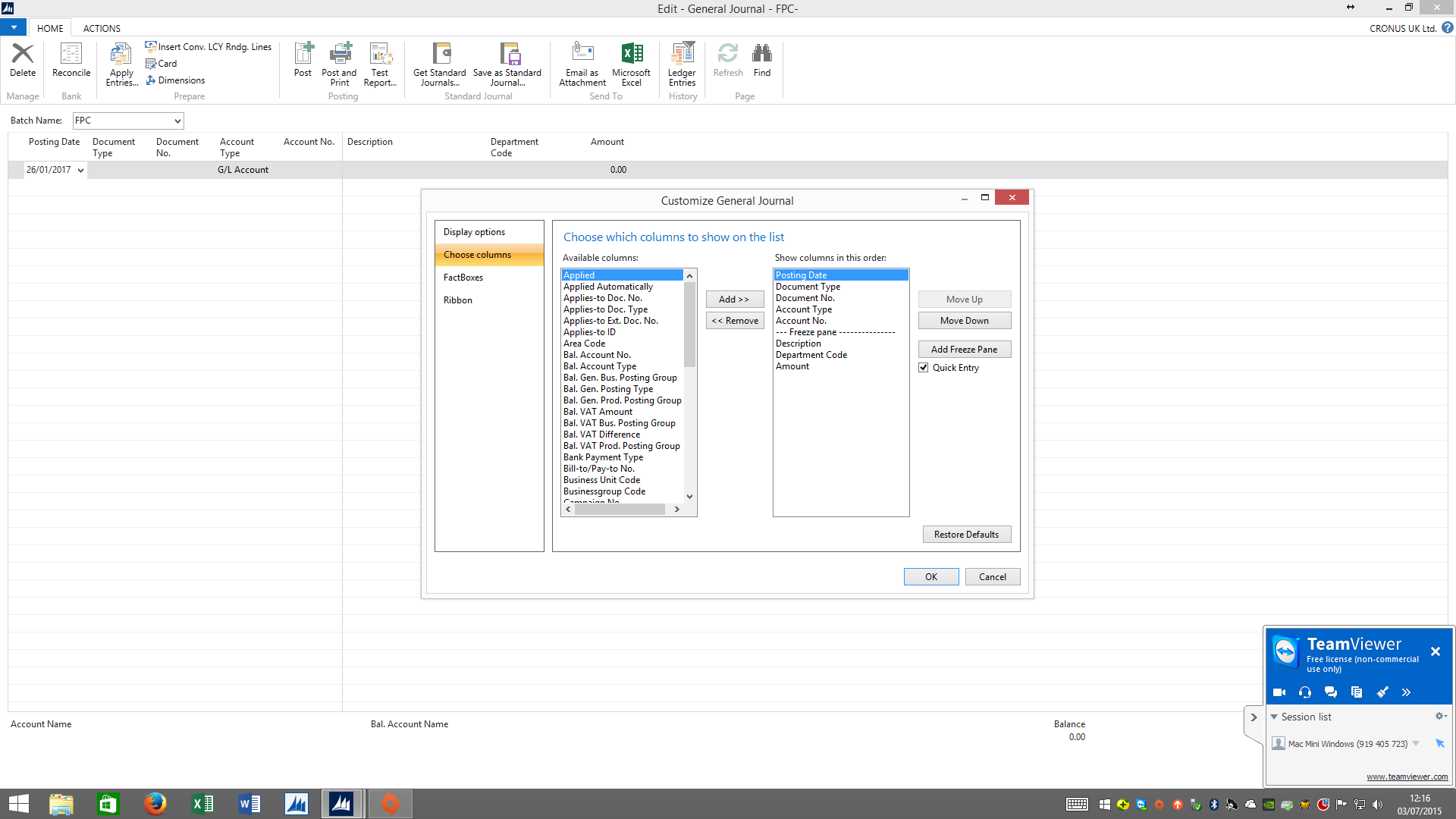
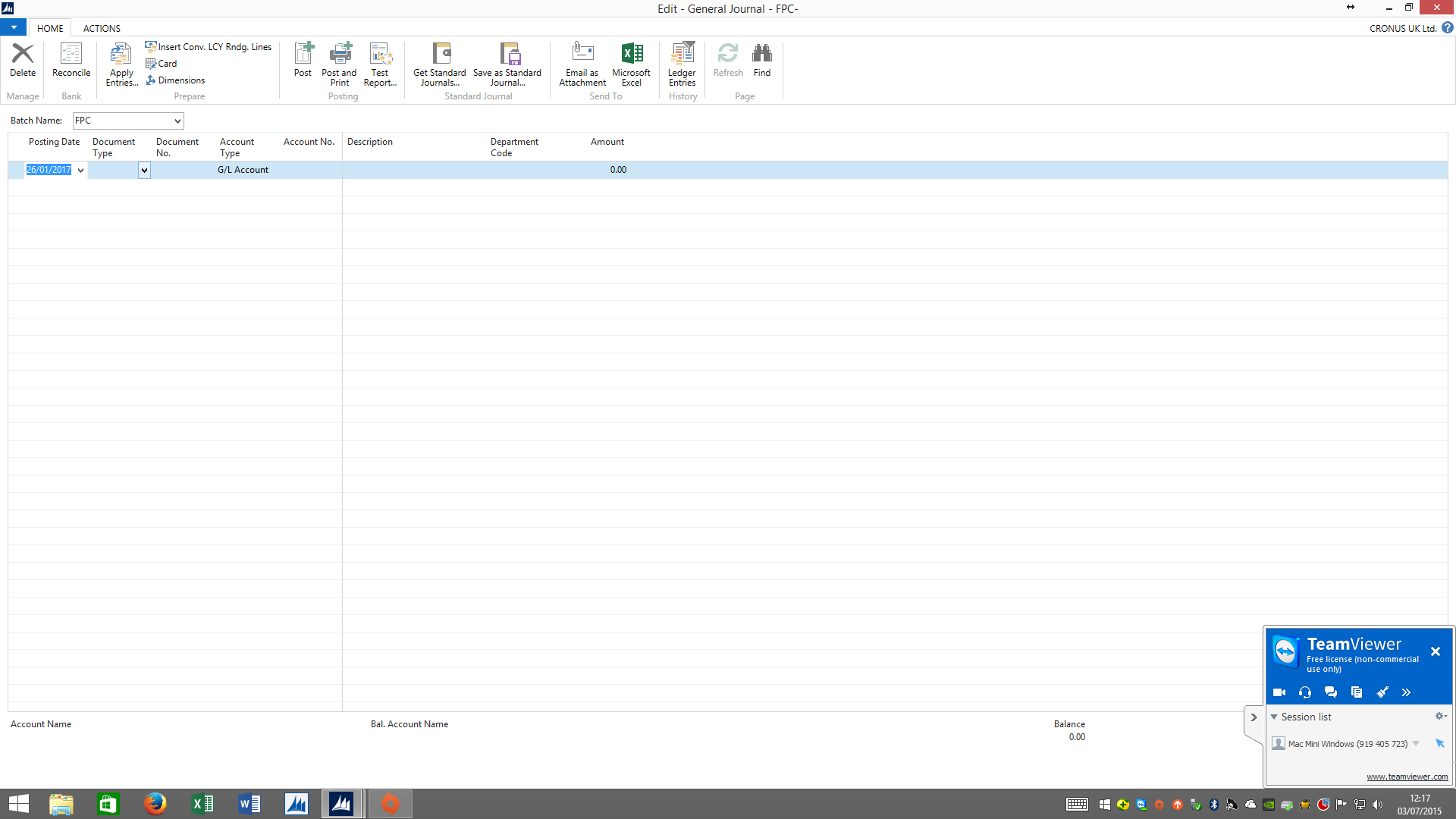
1. Find posted GL entries that need to be posted again after you reversed.
   1. Must be from journals and not documents.
2. Copy and paste into Excel.
3. Now navigate to the General Journal menu option in Nav.



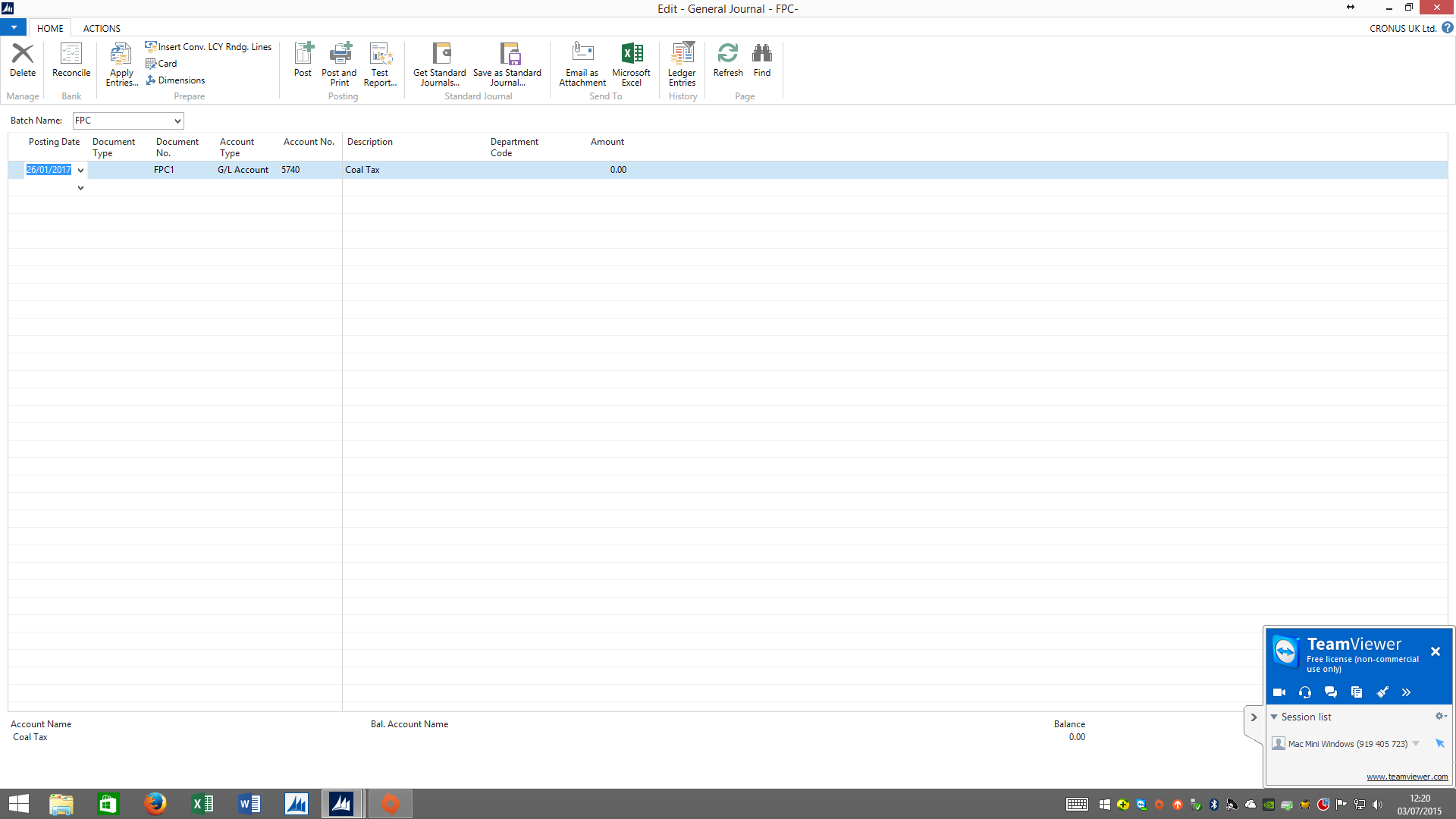
1. Set the column order as follows using the Show Column option:
   1. Posting Date
   2. Doc Type – not necessary for this type of copying.
   3. Doc Number – not required (do NOT include) of the journal batch as a number series assigned.
   4. Account Type – always G/L Account.
   5. Account No.
   6. Description.
   7. Department Code.
   8. Amount.
2. These are just examples of what to include and assume no VAT accounting required.



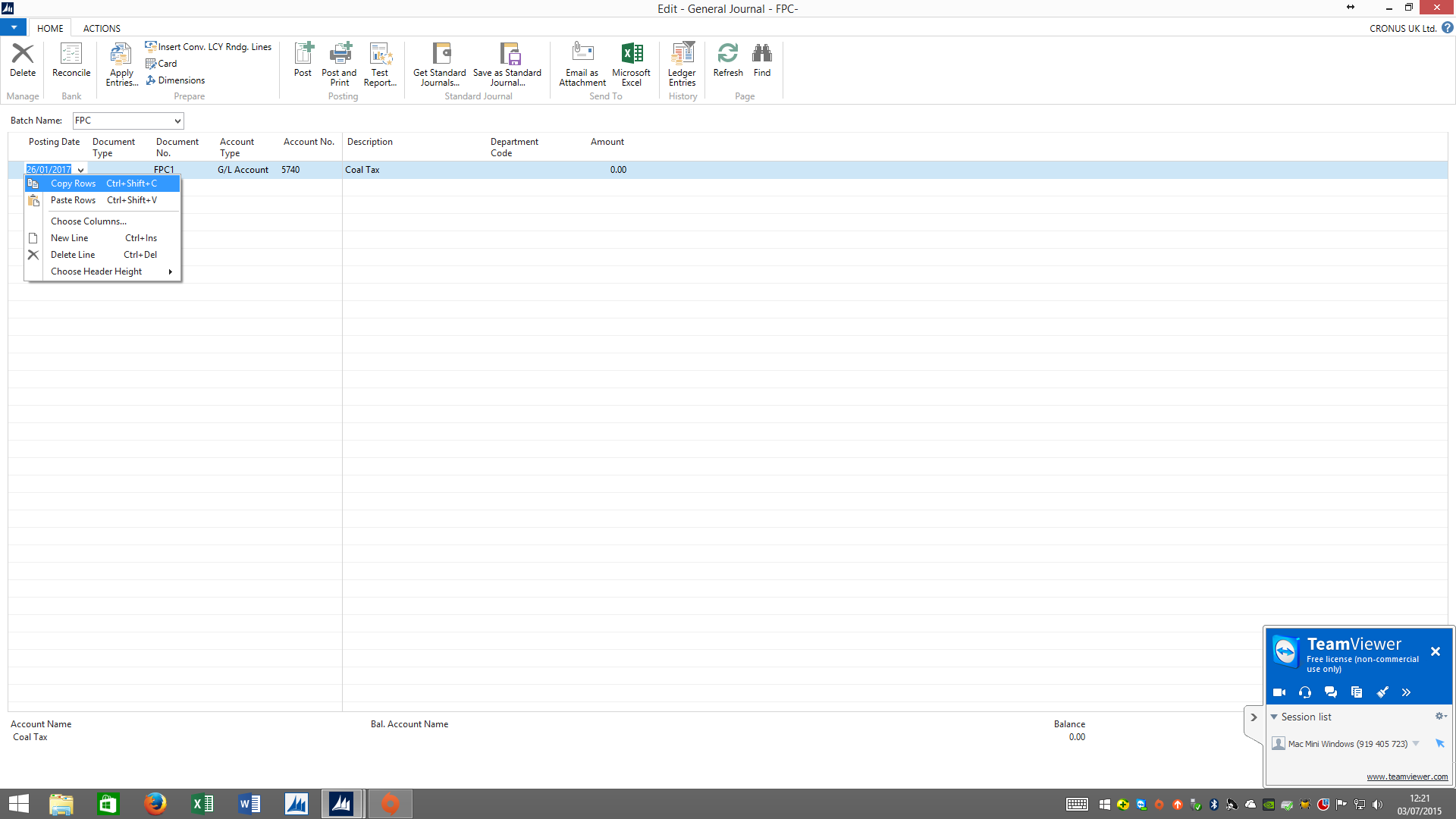


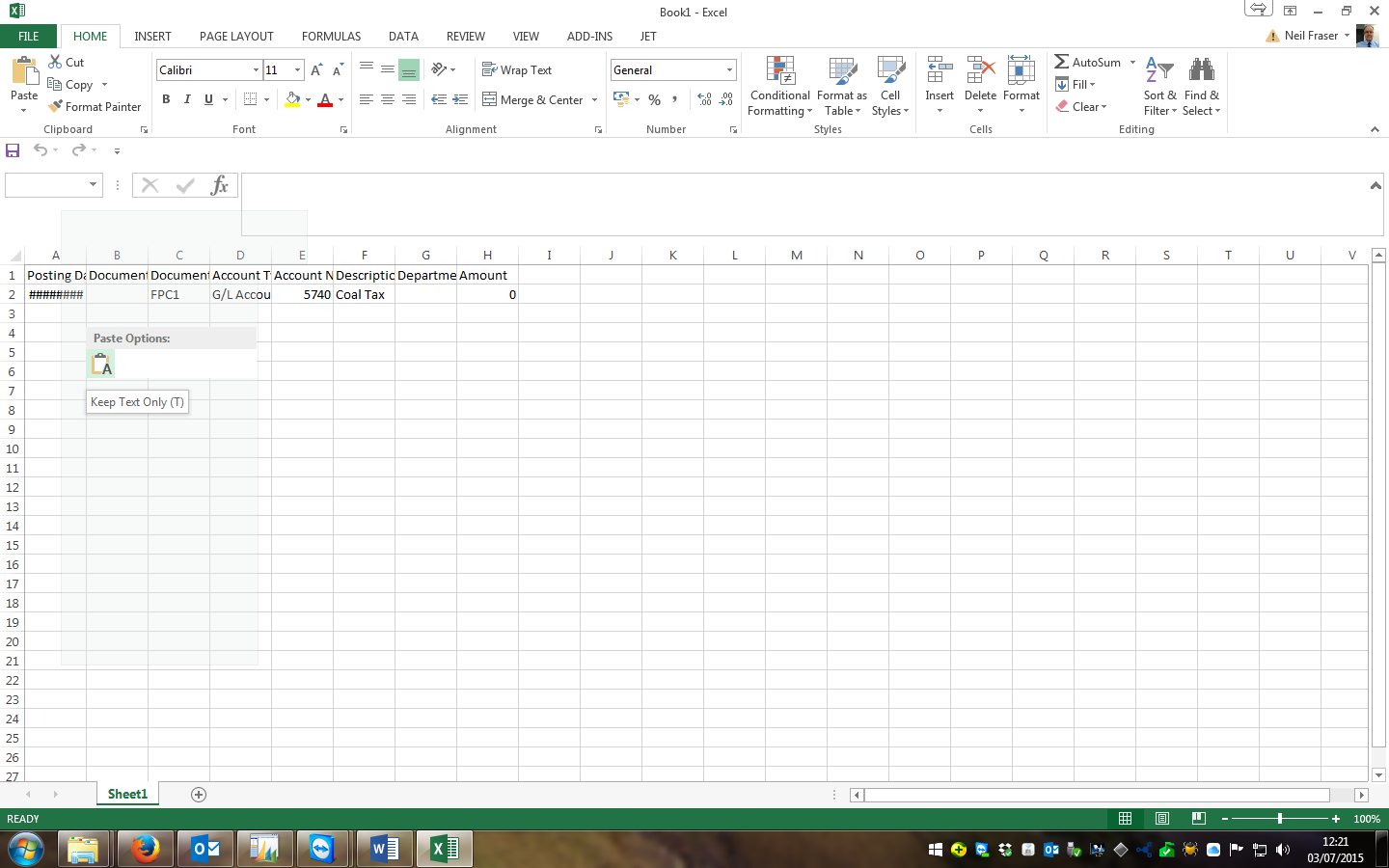


1. Create a dummy first line.

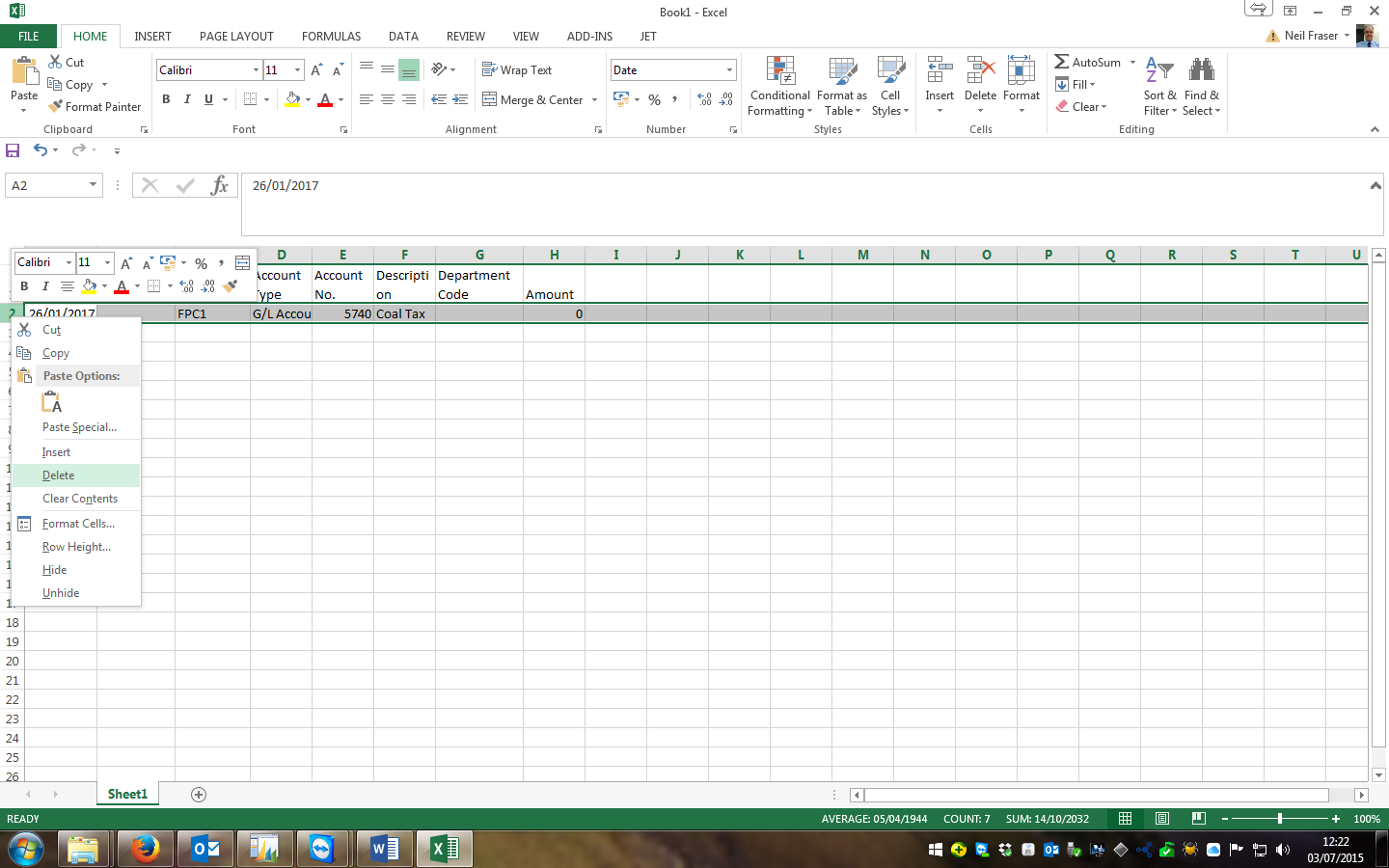


1. Copy and paste into excel –same file as above.

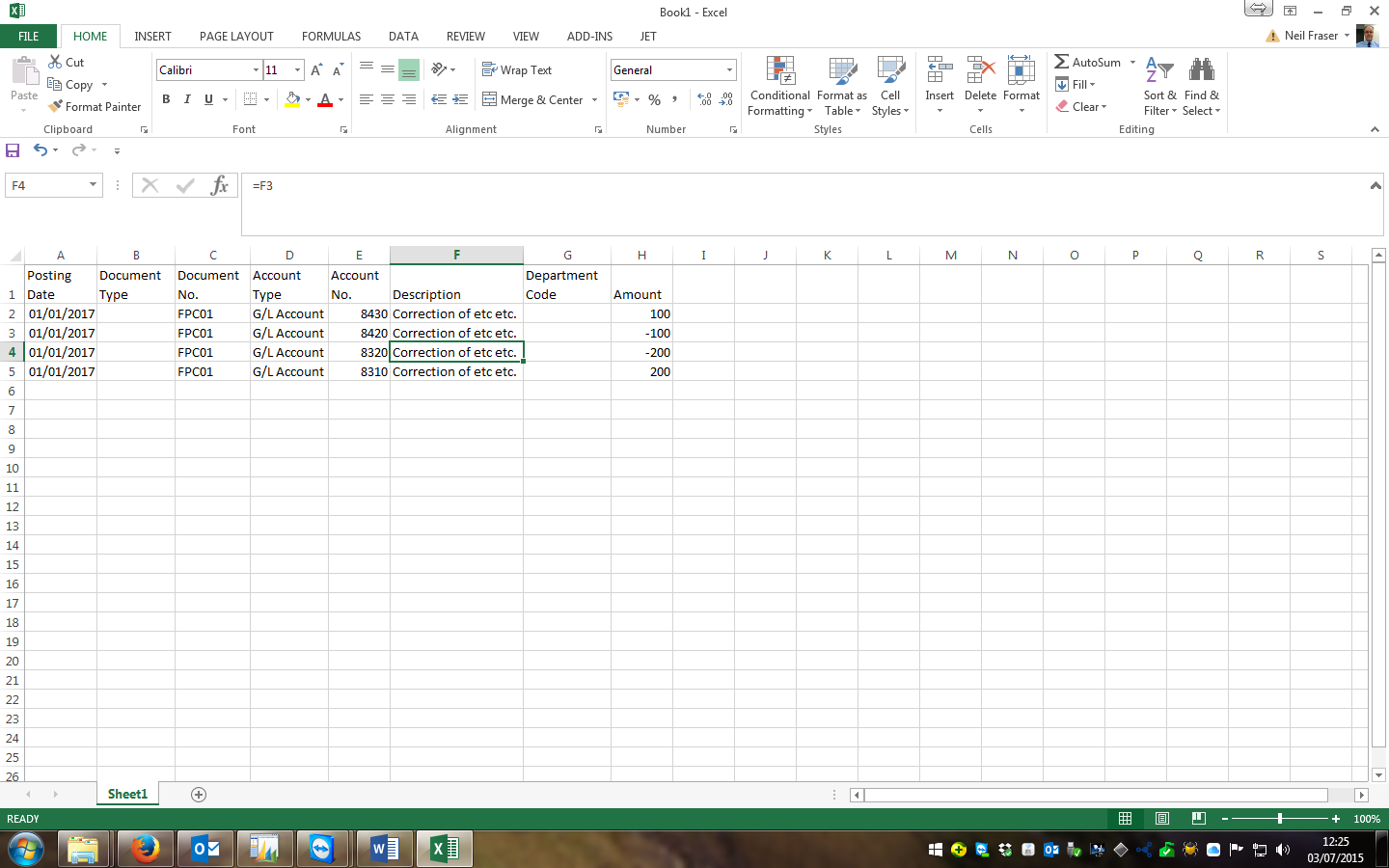




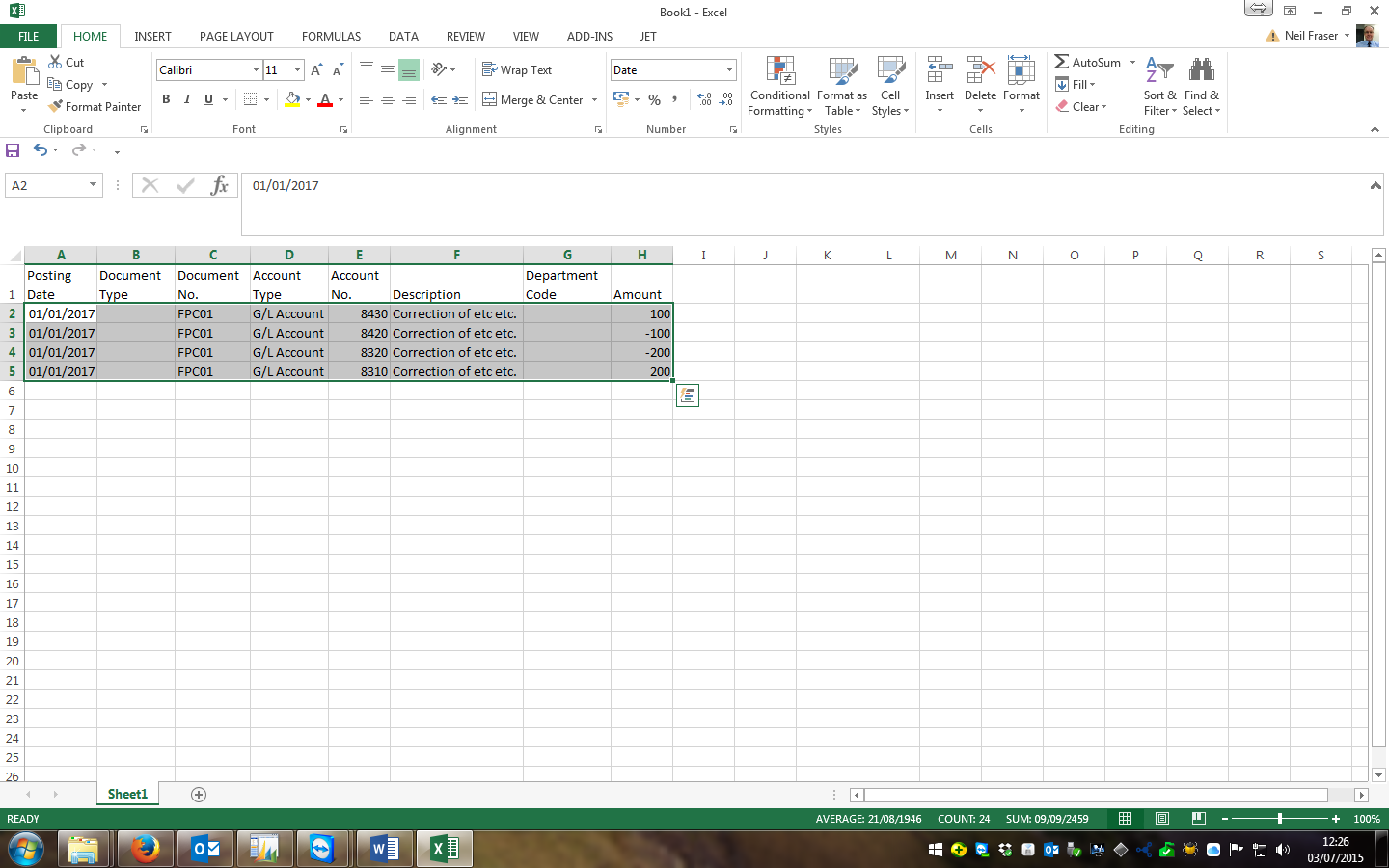
1. Delete dummy line.



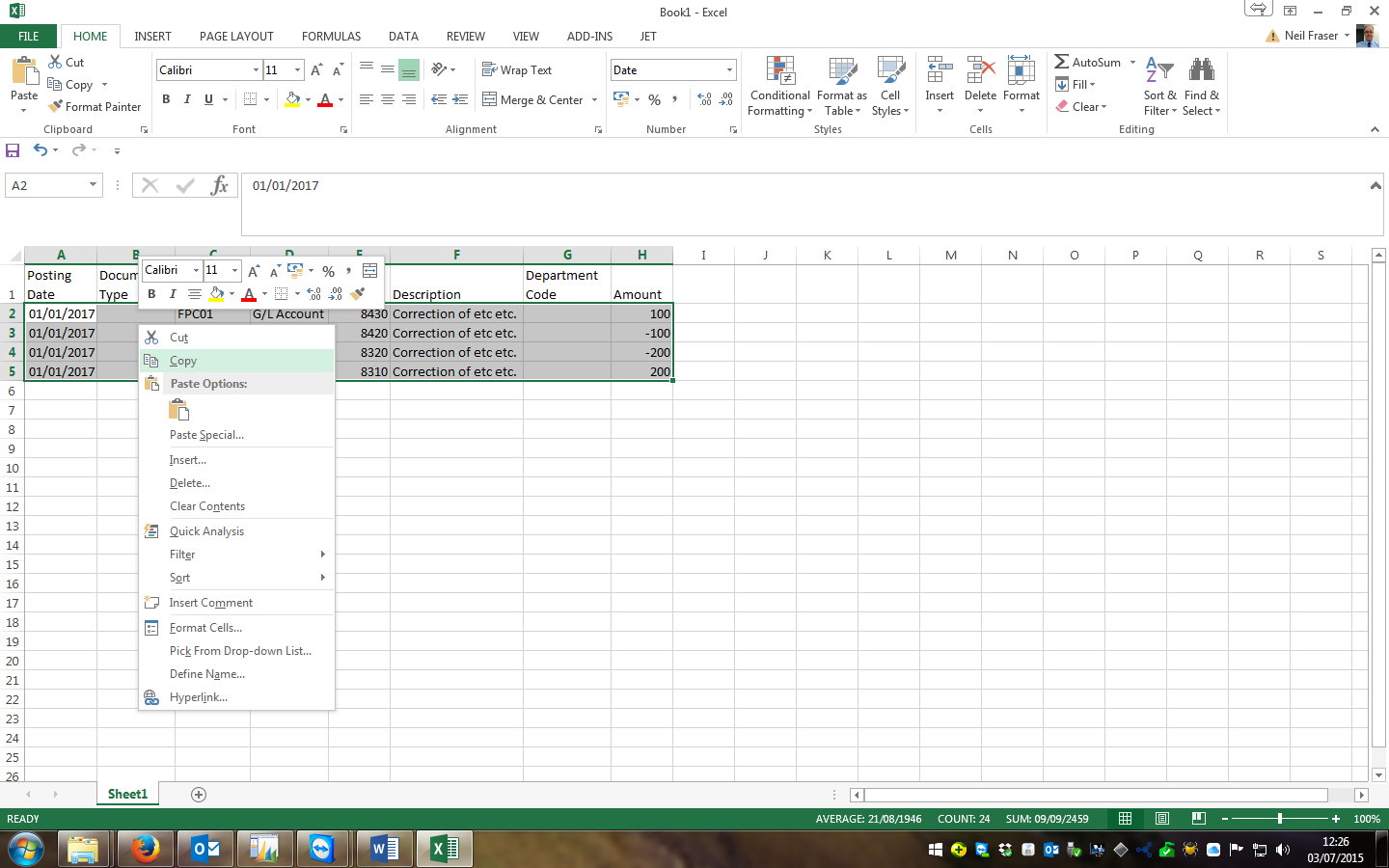
1. Use formulas to pull through data into general journal format from posted entries tab to journal tab.
   1. You MUST keep the same column order.



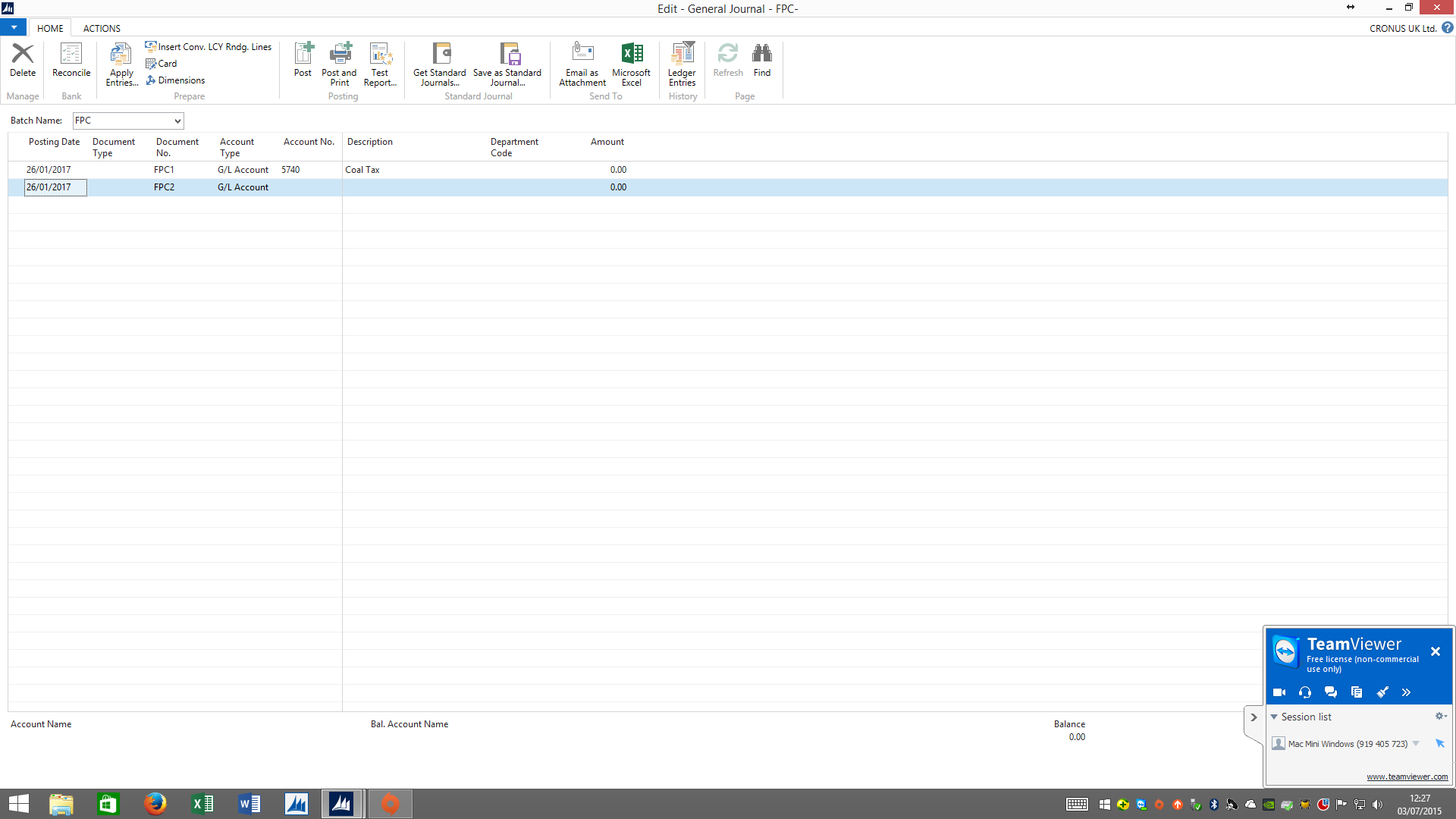
1. Highlight lines to copy.



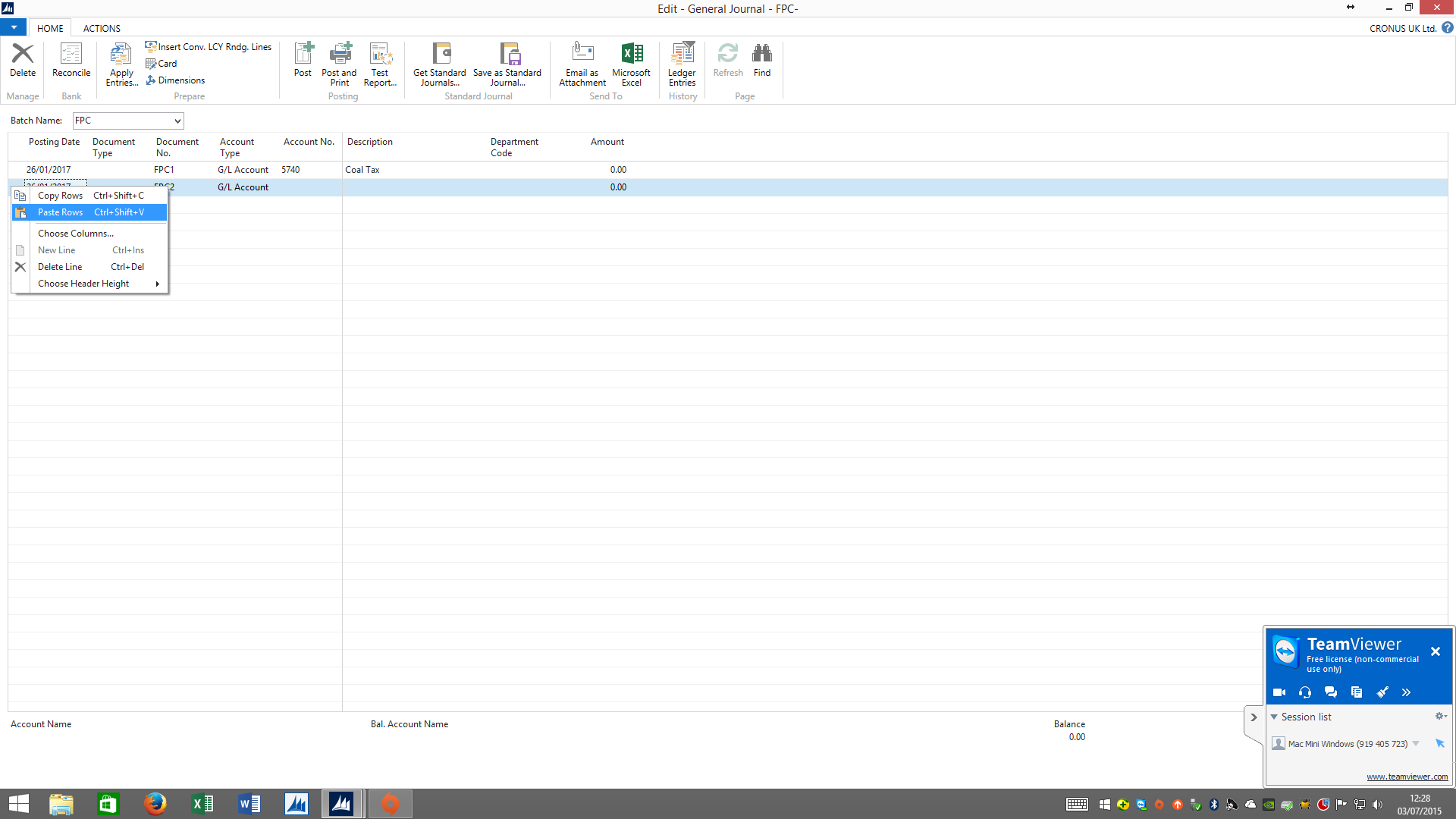
1. Right mouse click and Copy.



1. Now show the General Journal in Nav.



1. Select first available blank line, right mouse click and Paste Rows.



1. Any errors will be shown or will stop the process. But if all ok the journal will have more lines.

