Review, Correct, or Reverse a Journal Entry

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Overview

This guide will help you correct an erroneous journal while retaining an auditable balanced chain.

Muhasib preserves the original/reversal/replacement chain and keeps each entry balanced.

Who can do this

You need access to Journal view and update/reversal rights for the affected period.

Before you start

Identify journal number, error, detailed record, downstream reporting, correct entry, period status, and approval.

> Before saving, check that the correct company is open and that you have permission to complete this task.

Where to find it

Open Journal Ledger or Journal Entry history and locate the original journal.

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Step 1: Compare the journal to its evidence and approval

Step 2: Confirm debits, credits, accounts, dimensions, date, and narration

Step 3: Update only safe descriptive fields where permitted

Step 4: Reverse the full incorrect journal through the authorized action

Step 5: Enter reversal reason/reference

Step 6: Post one correct replacement journal when required

Check your work

Confirm all linked journals in Journal Ledger, Account Ledgers, Trial Balance, and affected statements.

> Take a moment to check your work before closing the window. This small check can save time later.

If something goes wrong

- Do not edit one side of a posted journal.
- Correct closed-period errors according to accounting policy rather than silently backdating.

Related guides

- Create a Journal Entry

- Review the Journal Ledger
- Close a Financial Period Safely

What to do next

> **Create a Journal Entry**.

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