

Auto Reverse Journals

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The instructions in this article relate to **Auto Reverse Journals**. The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search* for both StrataMax and GLMax.

To complete auto reverse entries (commonly used for end of Financial Year processes) please see this article for creating accruals and prepayments using **Journal Preparation**.

There are some areas that StrataMax uses to create system auto reverse entries which will post on the *Next Process Date* that is set for each set. When journals are created with *Auto Reverse* ticked, the system will automatically create the opposite journals in the following period. Examples of a system auto reverse entry is from [Auto Entry Transaction Maker](#).

Posting Auto Reverse Entries

Posting Auto Reverse Transactions will check the next process date and the frequency of all auto-entry transactions set up for a building. If the next process date is today, then the auto-entry transactions will be created. This area can be checked if required prior to posting the transactions or can be posted directly from here.

1. Search or select **Auto Reverse Journals**.
2. If the entry is required to be previewed prior to processing, click *Edit* to review.
3. To post the entry, click *Post*.

Posting these records may cause the records to remain in Auto Reverse under the 'Edit' view. These records should be flushed to remove them from the list once the transactions are posted and no longer have any future periodic transactions.

Flushing Posted Auto Reverse Transactions

From time to time, when entries are posted, there may be a record held within the Auto Reverse screen that requires flushing. Flushing records will only update the table to include current and future dated transactions and remove old posted transactions.

1. Search of select ***Auto Reverse Journals***.
2. Click *Edit*.
3. Click *Flush Posted*.
4. Click *Close*, then *Close* to exit.