

How to Change the Journal Date

- Search for the journal

Navigation: Main Menu → Financials → General Ledger → Journals → Journal Entry → Create/Update Journal Entries

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Keyword Search](#) [Add a New Value](#)

▼ **Search Criteria**

Business Unit = ▼ UFLOR

Journal ID begins with ▼ 0001231234

Journal Date = ▼

Document Sequence Number begins with ▼

Line Business Unit = ▼

Journal Header Status = ▼

Budget Checking Header Status = ▼

Source = ▼

Entered By begins with ▼

Attachment Exist = ▼

Case Sensitive

- Click on the Lines tab
- Click 'Copy Journal' in the Process drop down menu
- Click 'Process'

Header | **Lines** | Totals | Errors | Approval

Unit UFLOR Journal ID 0001231234 Date 12/31/2017 Errors Only

Template List Search Criteria Change Values View Audit Logs

Inter/IntraUnit *Process Copy Journal Process Line

- Enter the same Journal ID **-OR-** you can keep “NEXT” in the journal ID field and People Soft will generate a new ID
- Enter the new Journal date and click “Recalculate Budget Date”

Journal Entry Copy

Business Unit UFLOR Copy From ID 0001231234 Copy From Date 12/31/2017

Journal ID 0001231234 Ledger Reverse Signs

Journal Date 01/01/2018 Recalculate Budget Date

ADB Date Save Journal Incomplete Status

Currency Effective Date

Reversal Date

Do Not Generate Reversal

Beginning of Next Period

End of Next Period

Next Day

Adjustment Period

On Date Specified By User

Adjustment Period

Reversal Date

ADB Reversal Date

Same As Journal Reversal

On Date Specified By User

ADB Reversal Date

OK Cancel Refresh

- Click ‘OK’
- Make sure the Source Code is appropriate to your journal (ONL, E2E, E2R, etc)
- Click ‘Save’
 - **At this point, the journal status should be N-N*
- Edit the journal, by going to the Process drop down menu and select ‘Edit Journal’
- Click ‘Process’
- Journal should have V-V status

Note: Attachments are **not copied over**, so make sure the needed attachments have been reattached

Next, **you must delete the old journal**. This process changes the date, but the original journal still exists.

- Pull up the old journal (with the incorrect journal date) and delete it
 - o Find the journal, and click on the Process dropdown menu and select ‘Delete Journal’, then click “Process”; **only non-posted journals can be deleted**