

How to Change the Journal Source

- 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

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](#)

 *Process **Copy Journal** ▼ Line

- Click 'Process'
- There are 2 options for choosing the Journal ID for the copied journal:

- 1) If you want the same Journal ID, enter the same Journal ID in the Journal ID field, enter a different date in the month, and checkmark the 'Recalculate Budget Date' checkbox (**the date is usually the next day**)

****There can be multiple journals with the same Journal ID, but these journals need to have a different date*** (For example, a journal with the same journal ID can be the original journal entry, reversing journal entry, and the correcting journal entry)*

-OR-

- 2) Have the computer generate the journal ID, by keeping 'NEXT' in the journal ID field, enter a different date in the month, and checkmark the 'Recalculate Budget Date' checkbox

Option 1)

Journal Entry Copy

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

Journal ID 0001231234 Ledger

Journal Date 01/01/2018 New Ledger Reverse Signs

ADB Date Document Type Recalculate Budget Date

Currency Effective Date Save Journal Incomplete Status

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

Option 2)

Journal Entry Copy

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

Journal ID NEXT Ledger

Journal Date 01/01/2018 New Ledger Reverse Signs

ADB Date Document Type Recalculate Budget Date

Currency Effective Date Save Journal Incomplete Status

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

- Click 'OK'
- Change the Source field to the appropriate Source on the new journal's Header page
- 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 Journal Source, but the original journal still exists.

- Pull up the old journal (with the incorrect Journal source) 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**