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.

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

- 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)

- 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.
  - Find the journal, and click on the Process dropdown menu and select ‘Delete Journal’, then click “Process”; **only non-posted journals can be deleted**