How to Change the Journal Source

- Search for the journal
- Look at the Journal Lines page
- 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)

Option 2)

- 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**