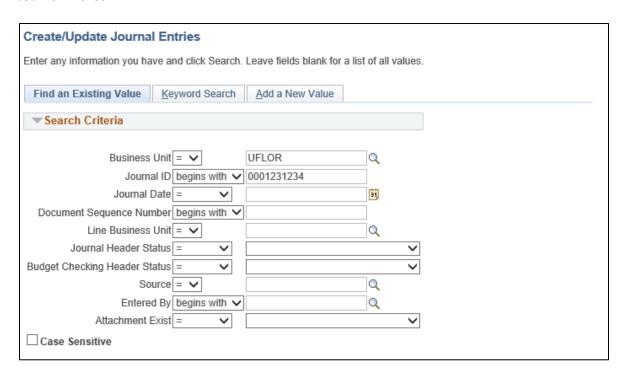
How to Change the Journal Date

Search for the journal

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



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



- Enter the same Journal ID <u>-OR-</u> 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"



- 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**