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"

- 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**