

Work Instruction**Change the Period on a Journal****Purpose**

Use this procedure to change the accounting period on an unposted / error journal you have created.

Trigger

You need to change the period on an unposted journal entry or batch on the same day that you created it.

You need to change the period on an error or unposted journal entry or batch that you previously created.

Prerequisites

- Previous journal entry must be entered and have not posted.

Navigator Path

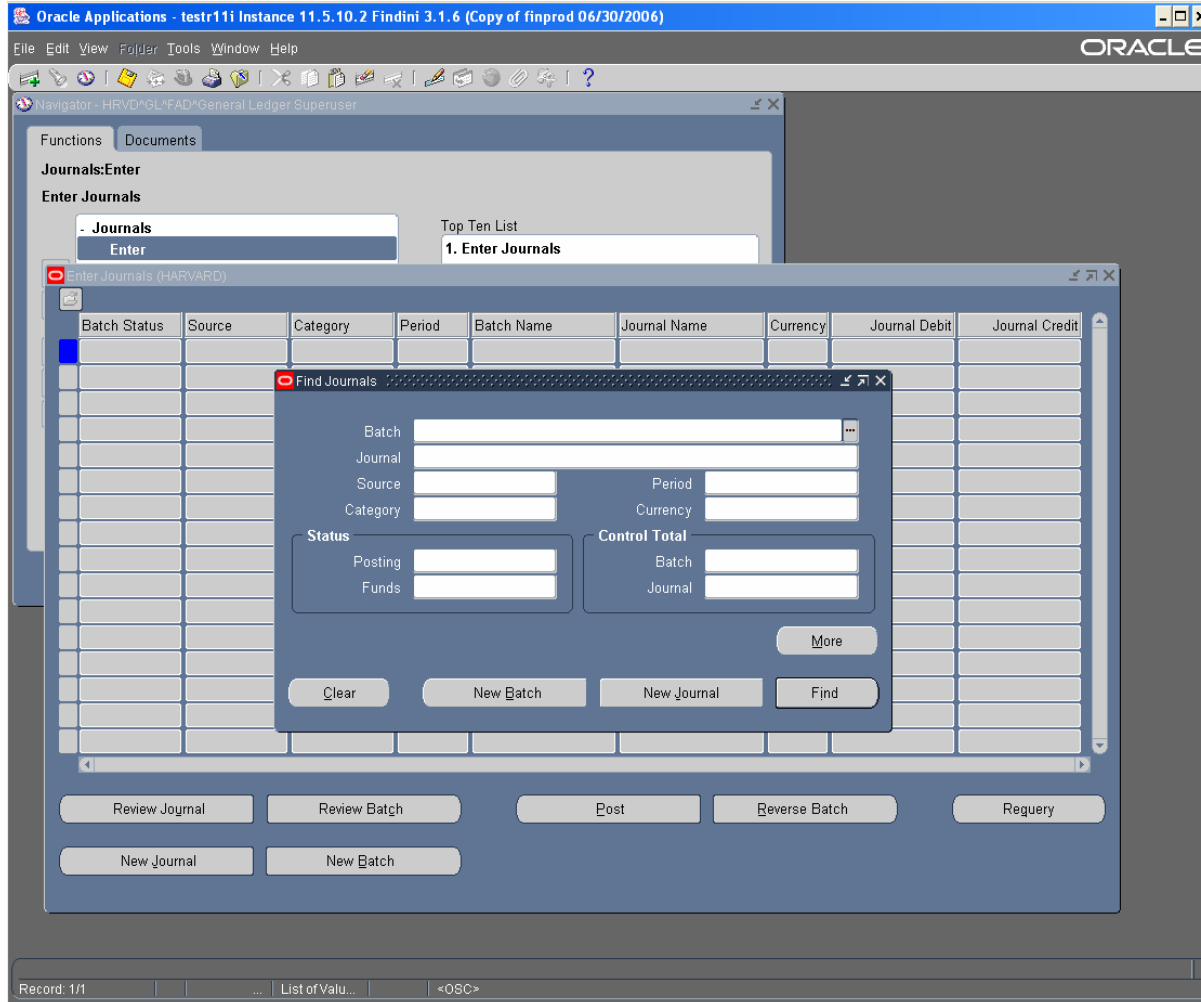
- **Journals → Enter**

Helpful Hints

- If the journal has been posted, that journal cannot be changed.
- You should only change journals you created or have permission from the creator to change.

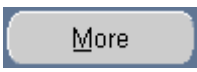
Procedure

Enter Journals




1. From the Navigator, go to **Journals** → **Enter**. Fill in the appropriate criteria to reduce your search.



Hitting the  button will pull up some additional search fields.




2. Click  to go to the *Enter Journals* form.
3. Click on the journal or batch which needs the period changed.

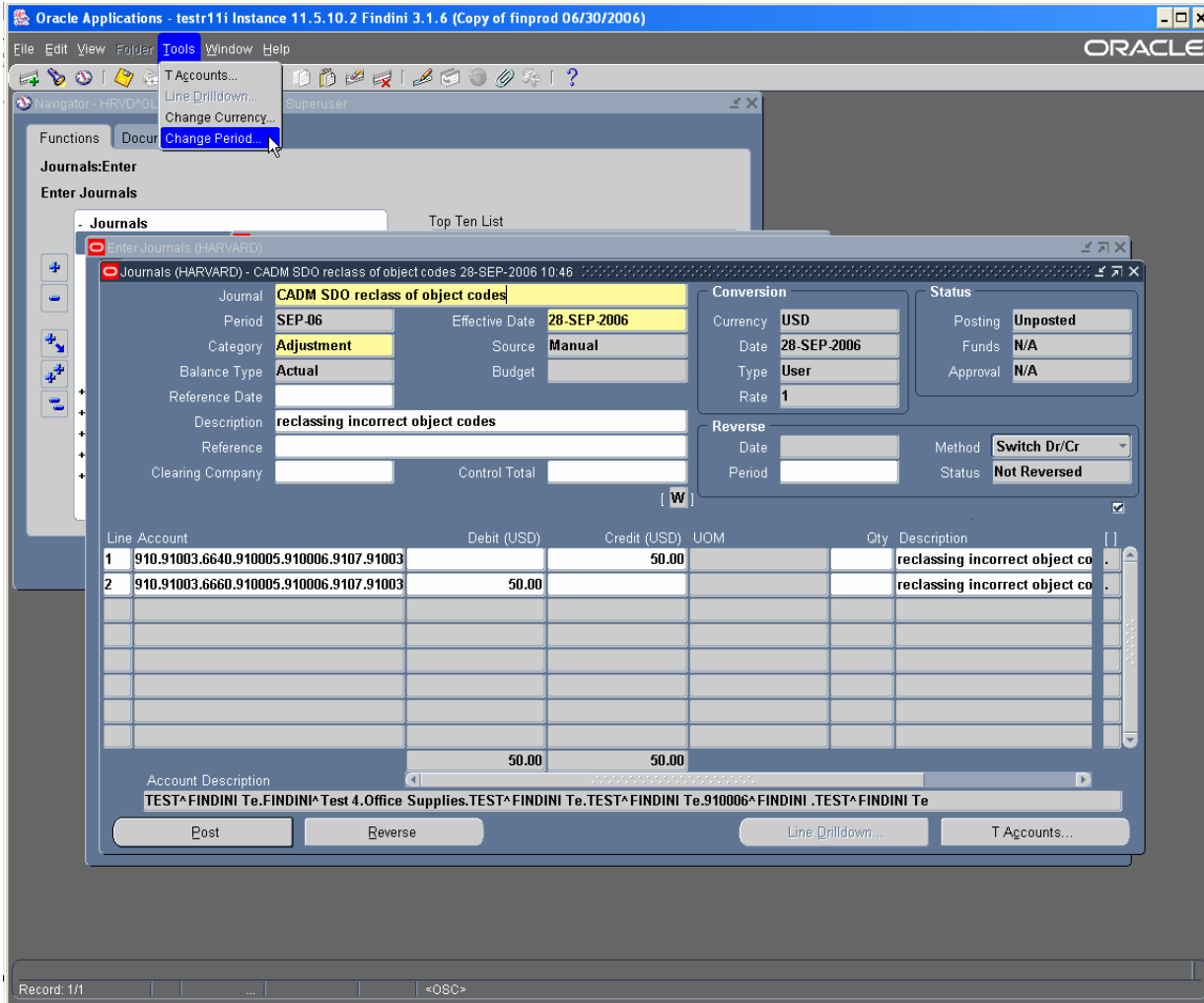
Enter Journals

The screenshot shows the Oracle Applications interface for 'Enter Journals'. The main window displays a table of journal entries. Below the table are buttons for 'Review Journal', 'Review Batch', 'Post', 'Reverse Batch', 'Requery', 'New Journal', and 'New Batch'. The status bar at the bottom indicates 'Record: 1/?'.

Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
Unposted	Manual	Adjustment	SEP-06	CADM SDO reclass o	CADM SDO reclass o	USD	50.00	50.00
Unposted	MALL940WIP I	Allocation	OCT-06	Reverse MALL940WI	Allocation USD	USD	8,123,217.02	8,123,217.02
Unposted	MassAllocation	Allocation	OCT-06	Reverses "ARB Fede	Reverses "ARB Fede	USD	30,112.15	30,112.15
Unposted	MassAllocation	Allocation	OCT-06	Reverses "ART Fed C	Reverses "ART Fed C	USD	29.75	29.75
Unposted	MassAllocation	Allocation	OCT-06	Reverses "CADM Fec	Reverses "CADM Fec	USD	787.50	787.50
Unposted	MassAllocation	Allocation	OCT-06	Reverses "DIV Fed G	Reverses "DIV Fed G	USD	9,859.99	9,859.99
Unposted	MassAllocation	Allocation	OCT-06	Reverses "FCOR Fed	Reverses "FCOR Fed	USD	2,158,494.45	2,158,494.45
Unposted	MassAllocation	Allocation	OCT-06	Reverses "FCOR Nor	Reverses "FCOR Nor	USD	130,436.55	130,436.55
Unposted	MassAllocation	Allocation	OCT-06	Reverses "FDEA Fed	Reverses "FDEA Fed	USD	779,060.07	779,060.07
Unposted	MassAllocation	Allocation	OCT-06	Reverses "FDEA Non	Reverses "FDEA Non	USD	24,751.45	24,751.45
Unposted	MassAllocation	Allocation	OCT-06	Reverses "FHCL Fed	Reverses "FHCL Fed	USD	3,589.96	3,589.96
Unposted	MassAllocation	Allocation	OCT-06	Reverses "FMUS Fec	Reverses "FMUS Fed	USD	91,074.77	91,074.77
Unposted	MassAllocation	Allocation	OCT-06	Reverses "GSD Fed	Reverses "GSD Fed	USD	549.85	549.85
Unposted	MassAllocation	Allocation	OCT-06	Reverses "GSE Fed	Reverses "GSE Fed	USD	81,636.20	81,636.20
Unposted	MassAllocation	Allocation	OCT-06	Reverses "GSE Non	Reverses "GSE Non	USD	37,458.78	37,458.78
Unposted	MassAllocation	Allocation	OCT-06	Reverses "HLS Fed	Reverses "HLS Fed	USD	47.25	47.25

- Select 

Review Journal

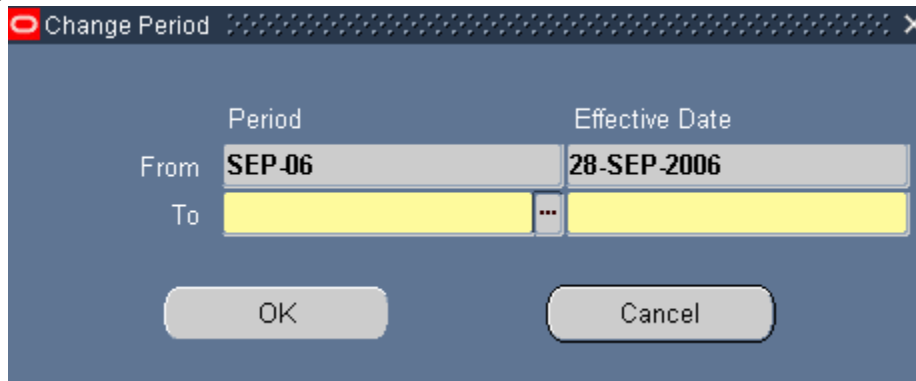


The screenshot shows the Oracle Applications interface for 'Enter Journals'. The journal title is 'CADM SDO reclass of object codes'. The period is 'SEP-06' and the effective date is '28-SEP-2006'. The category is 'Adjustment' and the source is 'Manual'. The description is 'reclassing incorrect object codes'. The journal has two lines, both with a debit of 50.00 USD. The account description is 'TEST^FINDINI Te.FINDINI^Test 4.Office Supplies.TEST^FINDINI Te.TEST^FINDINI Te.910006^FINDINI .TEST^FINDINI Te'. The 'Tools' menu is open, and 'Change Period...' is highlighted.

Line	Account	Debit (USD)	Credit (USD)	UOM	Qty	Description
1	910.91003.6640.910005.910006.9107.91003		50.00			reclassing incorrect object co
2	910.91003.6660.910005.910006.9107.91003	50.00				reclassing incorrect object co
		50.00	50.00			

- Review the journal to make sure it is the one in which you want to change the period.
- Go to **Tools** → **Change Period** from the menu bar.

Change Period

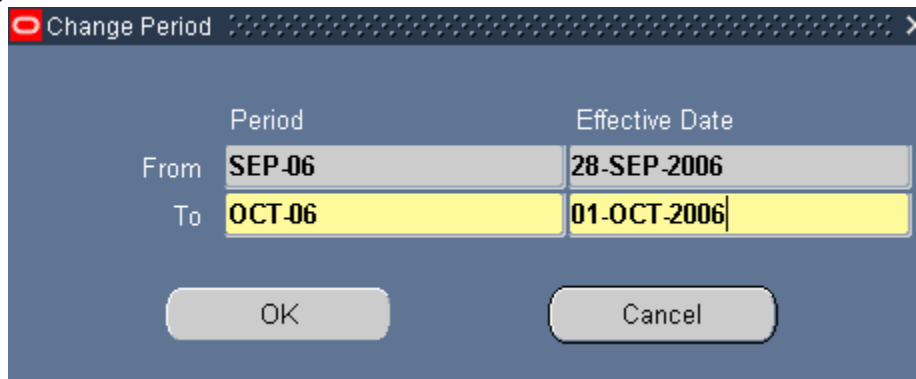


	Period	Effective Date
From	SEP-06	28-SEP-2006
To		

OK Cancel

7. Type in the new Period in the **To** field or choose from the pick list .

Change Period



	Period	Effective Date
From	SEP-06	28-SEP-2006
To	OCT-06	01-OCT-2006

OK Cancel

8. The Period and the Effective should be populated with your chosen date.

9. Click 

10. The Period should now be changed on your journal.



You do not have to save, the period should change immediately.



Line	Account	Debit (USD)	Credit (USD)	UOM	Qty	Description
1	910.91003.6640.910005.910006.9107.91003		50.00			reclassing incorrect object co
2	910.91003.6660.910005.910006.9107.91003	50.00				reclassing incorrect object co
		50.00	50.00			

Result

You have changed the Period on a journal or batch. Select **File → Close Form** to exit the Enter Journal form.

Comments

You have completed this work instruction.