# Change Journal Period

## Introduction

### Purpose

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

### Trigger

- You need to change the period on an unposted journal entry or batch on the same day that it was created.
- You need to change the period on an error or unposted journal entry or batch that was previously created.

### Prerequisite

- Previous journal entry must be entered and have not posted.
- If you are not the creator of the journal, you have obtained permission from the creator.

### Access the General Ledger

1. To access the **General Ledger** go to https://huit.harvard.edu/finance under **Oracle Financial Gateway** click on the link for **Oracle System Applications, Personal Homepage**.

2. Log in through Harvard Key.  The **Oracle Applications Home Page** will open.

3. From the **Home Page,** select your **General Ledger Responsibility** (HRVD^GL …), then **Journals**, **Enter**.
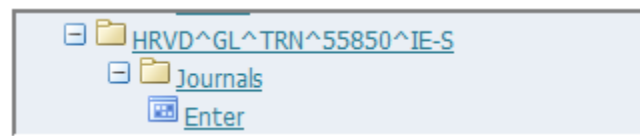


i    If you receive a dialog box with the following message:
- Do you want to run this application? Click the Run button.
- "The application's digital signature cannot be verified.  Do you want to run the application?"  Click the Run button.  Note that you may see this message twice.

- "Your Java version is out of date." Click the "Later" button, unless directed by Oracle EBS FINDINI Release Notes to update.

**Helpful Hints**

- If the journal has been posted, the journal period cannot be changed.  See the work instruction *Generate a Reversing Journal* for information on how to reverse the journal.
- You should only change journals you created or have permission from the creator to change.
- If you change a journal period, the General Ledger changes all journals within the batch.

## Find Journals



**1.** Find your journal by filling in the appropriate criteria to reduce your search.  For more information about finding journals, see the *Review an Existing Journal* work instruction.

**i**

Hitting the [More] button will pull up some additional search fields.

**2.** Click [Find] to go to the *Enter Journals* form.

**3.** Click on the journal or batch which needs the period changed.

**i** If you are unsure by the title of the Batch or Journal name, click [Review Journal] to see the journal lines.

## Enter Journal

| Batch Status | Source | Category | Period | Batch Name | Journal Name | Currency | Journal Debit | Journal Credit |
|---|---|---|---|---|---|---|---|---|
| Unposted | Manual | Adjustment | DEC-12 | CADM JSH reclass of | CADM JSH reclass of | USD | 1,500.00 | 1,500.00 |

Review Journal    Review Batch    Reverse Batch    Tax Batch    Requery

New Journal    New Batch    Approve    AutoCopy...

**4.** Select [Review Journal].

## Review Journal



**5.** Review the journal to make sure it is the one in which you want to change the period.

> ℹ️ If the journal is "grayed out" or "frozen" you cannot make changes to it. This occurs for journal which are fed to the General Ledger by other systems.
>
> ℹ️ There is also a Change Period button at the batch level under Review Batch.

**6.** On the menu bar, go to the Tools then Change Period. Alternatively, on the lower right section of the screen click on the Change Period button.

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



**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.

ℹ The period should change immediately, and saving is not needed.

# Closing the Form

To close the form, select **File**, then **Close Form** (or, if using keyboard equivalents, Alt-F, then C), or select

the **Close Form icon**: 　　. You will return to the **Navigator screen**:
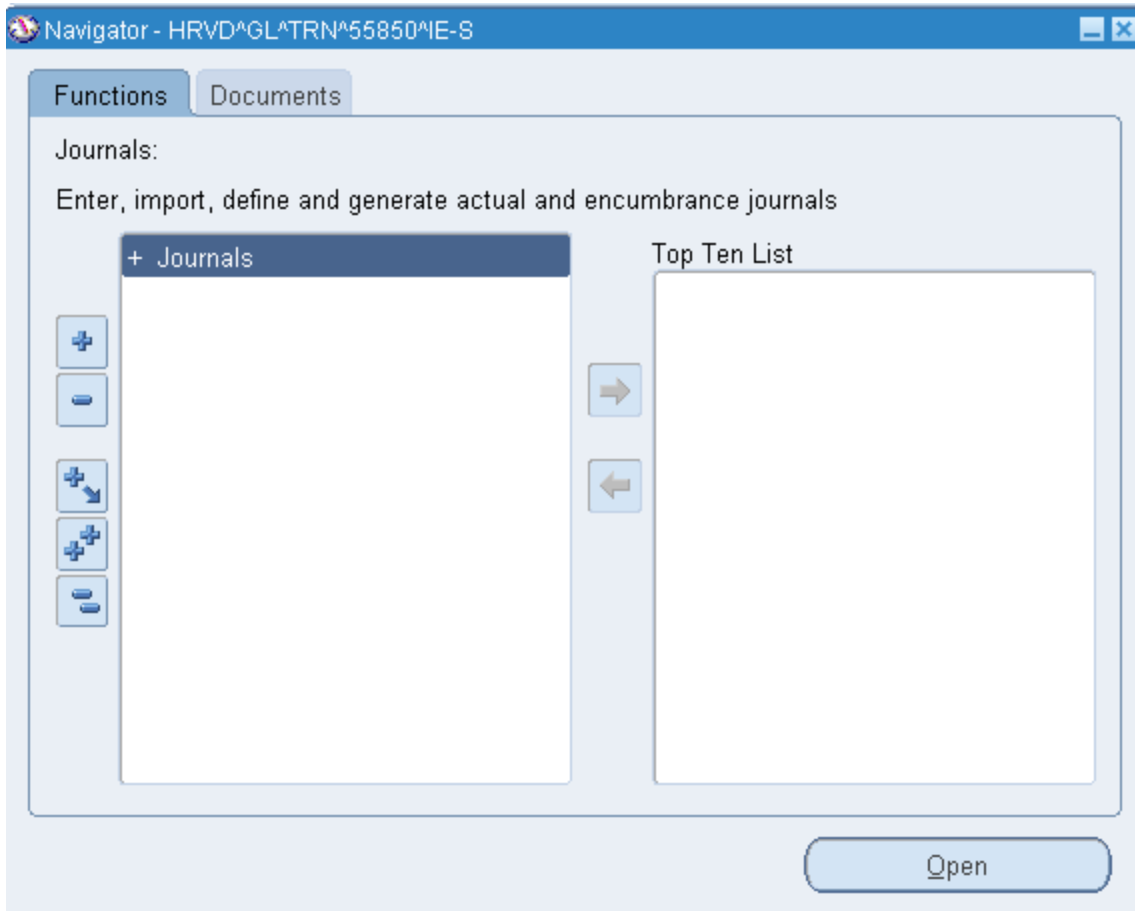


To close the General Ledger application, choose **File**, then **Exit Oracle Applications** (or, if using keyboard equivalents, Alt-F, then X).