

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 <u>https://huit.harvard.edu/finance</u> 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.





- 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• "Your Java version is out of date."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

Batch Status	Source	Category	Period	Batch Name	Journal Name	Currency	Journal Debit	Journal Credit
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		Journ	al 📃					
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		Sourc	e		Period			
		Categor	y		Currency			
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		Fund	Is		Journal			
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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.



Review Journal

i	Hitting the	More button will pull up some additional search fields.	
2. Clio	k Find	to go to the <i>Enter Journals</i> 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 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
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Review Journal

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	Journal	CADM JSH reclass of	object codes		Conversion		Reverse			
	Description	reclassing incorrect of	oject codes		Currency	USD	Date			
	Ledger	HARVARD UNIVER	Category	Adjustment	Date	01-DEC-2012	Period			
	Period	DEC-12	Effective Date	01-DEC-2012	Туре	User	Method	Switch Dr/Cr		
	Balance Type	Actual	Budget		Rate	1	Status	Not Reversed	ed	
	Clearing Company		Tax	Not Required				Reverse		
			Control Total			[H		Mexerse.		
- 11	Lines Other	Information								
ina	Account		Debit (USD)	Credit (USD)	LIOM	0**	Description	1	1	
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- 5. Review the journal to make sure it is the one in which you want to change the period.
 - **i** 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.
 - **i** 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.



Change Period		X
	Period	Effective Date
From	DEC-12	01-DEC-2012
To		••
	ОК	Cancel

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

Change Period		×
	Period	Effective Date
From	DEC-12	01-DEC-2012
To	JAN-13	01-JAN-2013
	ОК	Cancel

- **8.** The Period and the Effective should be populated with your chosen date.
- 9. Click OK
- **10.** The period should now be changed on your journal.



General Ledger A-20 Change Journal Period

Jou	Imal	CADM JSH reclass of	fobject codes		Conversion		Reverse		
Descrip	otion	reclassing incorrect o	bject codes		Currency	USD	Date		
Lei	dger	HARVARD UNIVER	Category	Adjustment	Date	01-JAN-2013	Period		
Pe	eriod	JAN-13	Effective Date	01-JAN-2013	Туре	User	Method	Switch Dr/Cr	
Balance T	Гуре	Actual	Budget		Rate	1	Status	Not Reversed	
Clearing Comp	bany		Tax	Not Required				Reverse	1
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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:

🔊 Navigator - HRVD^GL^TRN^55850^IE-S
Functions Documents
Journals:
Enter, import, define and generate actual and encumbrance journals
+ Journals Top Ten List •
<u>Open</u>

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