



## 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

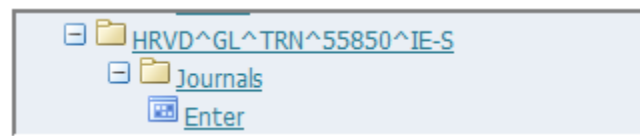
- You need to change the period on an unposted journal entry or batch on the same day that it was created.
- You need to change the period on an error or unposted journal entry or batch that was previously created.

#### 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**.



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- “Your Java version is out of date.”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

The screenshot shows the 'Find Journals' dialog box in the Oracle EBS system. The dialog box is overlaid on a table with columns: Batch Status, Source, Category, Period, Batch Name, Journal Name, Currency, Journal Debit, and Journal Credit. The 'Find Journals' dialog has fields for Batch, Journal, Ledger, Source, Category, Status (Posting, Funds), Period, Currency, Control Total (Batch, Journal), and buttons for Clear, New Batch, New Journal, Find, More, Review Journal, Review Batch, Reverse Batch, Tax Batch, Requery, New Journal, New Batch, Approve, and AutoCopy...

**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

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.



	Period	Effective Date
From	DEC-12	01-DEC-2012
To		

OK Cancel

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

	Period	Effective Date
From	DEC-12	01-DEC-2012
To	JAN-13	01-JAN-2013

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.



Enter Journals (HARVARD UNIVERSITY)  
 Journals (HARVARD UNIVERSITY) - CADM JSH reclass of object codes 25-JUL-2012 15:41

Journal: CADM JSH reclass of object codes  
 Description: reclassing incorrect object codes  
 Ledger: HARVARD UNIVER  
 Period: JAN-13  
 Balance Type: Actual  
 Clearing Company:

Category: Adjustment  
 Effective Date: 01-JAN-2013  
 Budget:  
 Tax: Not Required  
 Control Total:

Conversion  
 Currency: USD  
 Date: 01-JAN-2013  
 Type: User  
 Rate: 1

Reverse  
 Date:  
 Period:  
 Method: Switch Dr/Cr  
 Status: Not Reversed  
 Reverse

Lines | Other Information

Line	Account	Debit (USD)	Credit (USD)	UOM	Qty	Description
1	12395850.6750.000001.780302.0000.00000	1,500.00				reclassing incorrect object
2	12395850.6640.000001.780302.0000.00000		1,500.00			reclassing incorrect object
		1,500.00	1,500.00			


Acct Desc: CADM\*Central Ad.CADM\*Center for.Computer Hardwa.Unrestricted Un.CADM\*Training.780302\*Unspecif.Unspecified

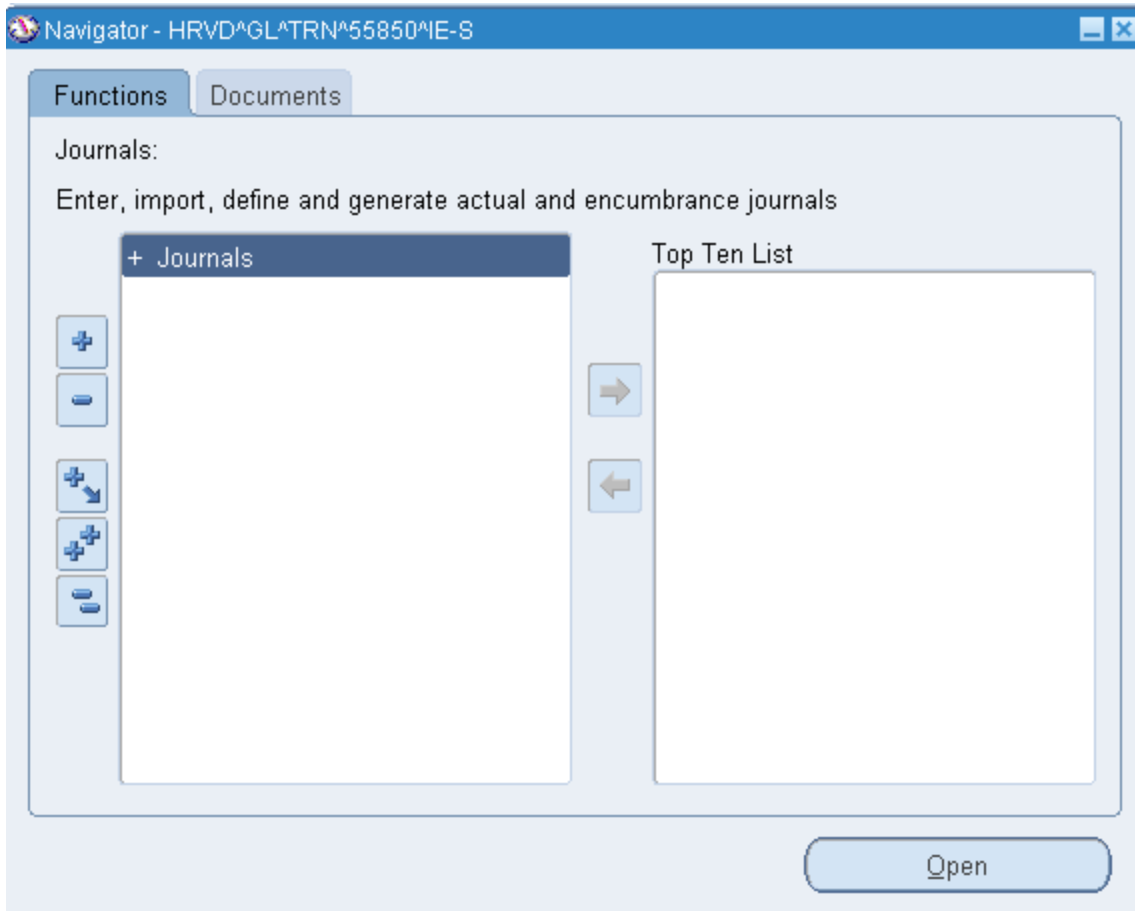
Buttons: Tax, AutoCopy Batch..., Approve, Line Drilldown..., T Accounts..., Check Funds, Reserve Funds, View Results, Change Period..., Change Currency...

**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).