Changing the GL Journal Period

! IMPORTANT !

You cannot make any changes to a GL Journal unless it is approved, rejected, or has not been submitted for approval. If the GL Journal is in the approval process (i.e. submitted, but not actioned) then you cannot make any changes to it.

If you have raised a GL Journal in a certain period and it is not approved until after the end of that period, you will need to unapprove the Journal, change the period, and resubmit it for approval, otherwise the Journal will never been postable.

! IMPORTANT !

Sometimes you will go to post a Journal and you won't be able to and you will receive an error message advising that you need to open the period before you can post it. Check to see what the period is. If this period on your Journal is the period that has just closed, then you will need to follow these instructions.

If the period on your Journal is the next period, it could be that the next period isn't open yet (i.e. there is no valid period to post in). If this is the case, then just wait until you get the email from Finance and Business Services advising that the next period is now open. Try to post your Journal now and it should be ok.

To change the GL Journal period in 11i

Responsibility: ECU end user responsibility with 'GL' in the title.

Prerequisite: Ensure GL Journal is not approved (see Unapprove the GL Journal [GL-021] if required).
1. Click on the line showing the Journal that you want to change the period for (if only one Journal has been returned then that line will be selected by default).

2. Click the Review Journal button.

If the Approve button shown above says Unapprove then you won’t be able to make any changes to the Journal and you’ll need to unapprove the Journal, see Unapproving a GL Journal [GL-021].

Note that certain fields are now able to be changed (before you unapproved the Journal the same fields would not have allowed any changes)
3. Select the Change Period option from the Tools menu.

4. Type in the Period you want to change to (or click the icon at the end of the To field to display a list of valid Periods to change to).

5. If you clicked the icon, select the Period you want to change to and click the OK button otherwise go to step 6.
6. Click the OK button to accept the change.

**IMPORTANT!**

The Effective Date field will default to the first date in the new period if the new period is after the current period. Conversely, it will default to the last date in the new period if the new period is before the current period. This is just a default and can be changed if required. In most instances you will not need to change the defaulted value.

7. Note that the period has been changed. If this is not the case repeat steps 3 – 6.

8. Press CTRL-S, or click on the toolbar disc icon to save your work.

9. Click the Approve button to submit the Journal to your supervisor for approval again.
If your Journal is within your own approval limit you will see a dialogue box advising that your Journal is now approved. In this case you can skip Actioning a GL Journal [GL-012] and go straight to Posting a GL Journal [GL-013].

Next Step – Actioning a GL Journal [GL-012]

10. Click the OK button to acknowledge the note.