

Changing a JE

There may be times when a Journal Entry (JE) needs to be changed. There can be many reasons for the change, but some of the most common changes are:

- Changing Dates

The Journal Dates may need to change if the JE was entered the after deadline for entering a journal for the month.

- Changes Journal Source

The Journal Source may need to change if it was incorrectly entered or the defaulted source type needed to be changed, but wasn't.

This instruction guide describes how to change a JE. Take class PST956 or PST957 for detailed explanation of this process.

Changing JE Dates

1. Open the desired JE and click the **Lines** tab.
2. Click the **Process** drop down field.
3. Click the **Copy Journal** list item.
4. Click the **Process** button.
5. Choose whether to use the same Journal ID or create a new one. If using same Journal ID, the new journal's Journal Date has to be different from original Journal Date.
Note: Leaving NEXT in the Journal ID field allows the system to create automatically a new Journal ID in the sequence number.
6. Click the **Recalculate Budget Date** checkbox.



Recalculate Budget Date

7. Click the **OK** button.
Note: The new date will appear at the top of Lines tab.
8. Click **Save** button to save the new journal.
9. Search for original journal and delete it: Refer to instruction guide for Deleting a JE that has not posted to the General Ledger. It is recommended to delete the original journal before processing the new one to avoid budget error.
10. Search for new journal and Click the **Lines** tab.
11. Click the **Process** button to run a Journal Edit and Budget Check.

Changing Journal Source

1. Open the desired JE and click the **Header** tab.
2. Change the Source field to include the appropriate entry.
Note: Journal Source is determined by your business process needs and security within myUFL.

If user has the *sole* security role of **UF_AP_VOUCHER_PROCESSOR** – the source will default to **E2E** and available choices will be **E2E** or **E2R**

If user has the *sole* security role of **UF_AR_CASHIER**, **UF_AR_CORE** or **UF_AR_ADMINISTRATOR** – the source will default to **DPC**

- If user has the *sole* security role of **UF_GL_END_USER** – the source will default to **ONL** and available choices will be **E2E, E2R, ONL, UPL, ISP** or **DPC**
3. If the Source field is in grey, repeat above Copy Journal process to copy original journal to a new one. Manually change Source field on **Header** tab of new journal before clicking **Save** button.
 4. Click **Save** button to save the new journal.
 5. Search for original journal and delete it. Refer to instruction guide of Deleting a JE that has not posted to the General Ledger. It is recommended to delete the original journal before processing the new one to avoid budget error.
 6. Search for new journal and Click the **Lines** tab.
 7. Click the Process button to run a Journal Edit and Budget Check again.

IMPORTANT! It's very important to **delete** the **original JE after copying it to a new one**. Otherwise, *both* JEs may be posted to the General Ledger.

If you need help with...

- Technical issues, contact the UF Help Desk:
392-HELP
helpdesk@ufl.edu
- Any other issues, contact General Accounting Department:
392-1326
gahelp@ad.ufl.edu
<http://www.fa.ufl.edu/departments/general-accounting/>

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