OSAS

General Ledger

Changing GL Period

If a transaction is posted to a period (ie 7) and should have posted to another period (ie 8), this can be changed two ways.

Have Not Posted to Master

If you have not posted to master in GL for the period that the transaction posted to, do the following to correct:

Go to GL

Go to Journal Transactions

Go to Edit Transactions

You can search for the transaction or if it was just posted, hit the END key which will take you to the end of the file. From there arrow or page up to the transaction.

Once you find the transaction, hit enter to edit.

A message that the transaction is not a manual entry will appear. Hit enter to proceed.

At GL period, change to whatever GL period it should be and page down.

Repeat for the entire entry (debit(s) and credit(s).

Have Posted to Master

If you have posted to master and the transaction is no longer in edit transactions you will have to enter a reversing GL entry in GL for the wrong period and a manual journal entry in the correct GL period.

Go to GL

Go to Journal Transactions

Go to Transactions

Enter the journal entry in reverse at it originally posted, making sure to use the same GL period.

Enter a journal entry to the period the entry should have been posted to.

Write

Yes to write changes.