

## Year-End- Backdating Journals

### **Backdating journals to FY15:**

Beginning July 1<sup>st</sup>, please make sure you backdate your FY15 departmental journals (IDT/IPT/IST journal source) to 6/30/15. Departments may enter FY15 departmental journals through July 14<sup>th</sup>. See backdating screenshots below:

Creating Journal – change Journal Date to 6/30/15 when creating a new FY15 journal (the date cannot be changed once you click the add button).

**NAU Create/Upd Journal Entries**

Find an Existing Value    Add a New Value

Business Unit: NAUBU

Journal ID: NEXT

Journal Date: 6/30/15

Add

Copying a journal – change the Journal Date to 6/30/15 when copying a journal to F15.

**Journal Entry Copy**

Business Unit: NAUBU

Journal ID: NEXT

Journal Date: 06/30/2015

ADB Date:

Currency Effective Date:

If you forget to backdate the journal, you will need to delete it using instructions at: [Journal Search, Edit and Copy Functions](#)