Period 913 Journal Entry Header

This is the initial entry screen (This is the only chance to put in the correct date!)

Create/Update Journal Entries

Find an Existing Value | Add a New Value

Business Unit: UMN01
Journal ID: NEXT
Journal Date: 06/30/2011

Add

Find an Existing Value | Add a New Value

When you click the ‘Add’ button, the following error message should appear:

Journal Date 2011-06-30 is not within the open period: fiscal year 2011 period 13 to fiscal year 2011 period 11. (5010.2)
The fiscal year and accounting period for this journal fall outside of the range of open periods for the Business Unit/Ledger Group combination. The journal can be saved but cannot be posted unless the period is opened.

OK | Cancel

Click ‘OK’ to clear this message.

This is what your header screen should look like for a Period 913, FY2011 journal:

(Note: the Source could also be ONS, if the journal contains lines with sponsored funds).