

## How to correct posting PROMPT Business System, General Ledger batches to the wrong month

It is possible to over-ride the warning message and post one or more batches of journal entries to the incorrect accounting period. This procedure explains how to correct this problem.

1. Menu option GL1, 1 – Process Journal Entries offers three program options of 0 – 2. Option 2 is -- Transfer Entries From Subsystems. The original intent of this option was to allow you to recover a batch of entries posted to the wrong accounting period. Later the option was enhanced to allow recovery of multiple batches posted to the wrong accounting period. The following paragraphs explain how to use this feature to recover multiple batches.
2. Select program option **2** and the screen #BGLJEM5 will appear.
3. Enter the batch number as: **ALL**
4. Enter the subsystem code as: **ALL**
5. Enter the accounting period the batches to which the batches were incorrectly posted: **0304** (our example assumes month 03 of accounting year 04)
6. Enter the Company number: **1**
7. Next press **F5** then and do not enter an R to reverse and press enter. Then enter the accounting period to which the batches should have been posted: **0404** (our example assumes month 04 of accounting year 04)
8. At this point one large batch of journal entries will be created and these are to be posted to the correct accounting period at the appropriate time.
9. However, now you have to create and post a reversing batch to the incorrect accounting period to cancel out the incorrect posting. Repeating steps 3 – 7 does this but in step 7 do enter the **R** to reverse.
10. It is important to understand how the program recovers the incorrectly posted journal entries in the event a balancing problem exists after using this feature.

When you press F5, and then press enter, the program asks for the “Acct per to Copy”. Then it goes to the current accounting period to copy from and examines the “Reference Date” of each posted journal entry. If this reference date falls within the date range for the accounting period to copy, the journal entry is copied either reversed or not as indicated when F5 was pressed.

The only way a problem can result from this recovery procedure is if the reference date for some journal entries was outside the accounting period to which these entries belong, in which case you will have to edit these into the batch or create a separate manual batch for these entries.