# *Changing the Period for a Journal*

You can instantly change the period of any un-posted journal (if you want to change period and then post the journal).

Either find the journal in the posting screen or you can review the journal via the Journal entry screen.

1. Find the un-posted journal by navigating to **Journals > Enter>Find**

2. Click on **Review journal**. Click the **Change Period** button at the bottom of the screen……
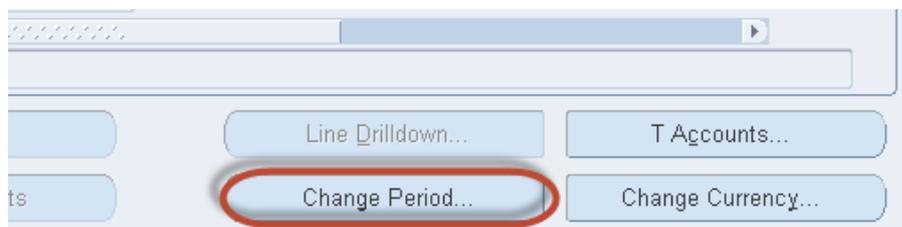
3. In the yellow drop down box, select an available open period and click **OK**.

4. The journal will automatically save and update with the new accounting period and the effective date, ready to be posted once the period is open.