How to Print a Journal

There are 2 options for printing a journal.

Navigation: Main Menu → Financials → General Ledger → Journals → Create/Update Journal Entries

Option 1: Excel Report

- Once you are in the journal, click on the Lines tab and click on the download button

- The journal lines will be downloaded to Excel

***Note: The only lines that will be downloaded to Excel are the ones currently on your screen. Therefore, if the journal is larger than 50 lines, adjust the number of lines seen on your screen before downloading to Excel.

Option 2: Print Journal Report

- Open the journal, and click on the Lines tab
- In the Process drop down menu, change 'Edit Journal' to 'Print Journal'
- Click Process button

- Once you click on the Process button, 2 hyperlinks will appear on the screen 'Report Manager' and 'Process Monitor'; click on 'Report Manager'

- A new screen will open. Click on the 'Administration' tab
- Click on the 'Refresh' button until your report shows up under the Report List

List	Explorer	Administration	Archives

View Reports For

User ID		Type		Last		1	Minutes	Refresh
Status		Folder		Instance		to		

Report List   Personalize | Find | View All | | First ◄ 1 of 1 ► Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	4278609	2411876	GLX7501 - GLX7501.pdf	01/10/2018 11:50:22AM	Acrobat (*.pdf)	Posted	Details

- Once the report appears under the Report List, click on the report and the Journal print page will open

ORACLE   **PeopleSoft Financials**   Page: 1 of 1
Report Definition: GLX7501   Journal Entry Detail Report   Run Date: 1/10/18
Run Time: 11:50:03 AM

Unit	UFLOR	Ledger Group:	ACTUALS	Foreign Currency:	USD
Journal ID:	0001231234	Source:	ONL	Rate Type:	CRRNT
Journal Date:	1/1/18	Reversal:	None	Effective Date:	1/1/18
Description:		Reversal Date:		Exchange Rate:	1.00000000

Unit: UFLOR   Ledger: ACTUALS

	Dept	Fund	Program	Account		
1 Description: GAS, LIQUID/COMPRESSED Reference: ---- Open Item: ----	29030101	101	9300	731110	Amount: Base Amount: Rate Type: Rate:	10.00 USD 10.00 USD CRRNT 1.00000000
2 Description: MISC OTHER SUPPLIES Reference: ---- Open Item: ----	29010814	101	9300	738000	Amount: Base Amount: Rate Type: Rate:	-10.00 USD -10.00 USD CRRNT 1.00000000