

# 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 screenshot shows the 'Journal Entries' interface. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Lines' tab is selected. Below the tabs, there is a header section with fields for 'Unit UFLOR', 'Journal ID 0001231234', and 'Date 01/01/2018'. There are also buttons for 'Template List', 'Search Criteria', 'Change Values', and 'View Audit Logs'. A dropdown menu is set to '\*Process Edit Journal'. Below this, there is a 'Process' button and a 'Line' dropdown set to '50'. A red box highlights a download icon (a grid with a downward arrow) in the top right corner of the 'Lines' section, with a red arrow pointing to it.

Select	Line	Amount	Account	Fund	Source	Dept	Program	Bud Ref	Budget Date	Project
<input type="checkbox"/>	1	10.00	731110	101		29030101	9300		01/01/2018	
<input type="checkbox"/>	2	-10.00	738000	101		29010814	9300		01/01/2018	

- The journal lines will be downloaded to Excel

Select	Line	Amount	Account	Fund	Source	Dept	Program	Bud Ref	Budget Date	Project	Dept Flex	Reference	Journal Line Description	Speed Type	CRIS	PC Dns Unit	Activity	An Type	Source Type	Category	Subcategory	EmplID	Fund Affil	SpeedType	PC Status	Base Currency	
N	1	10	731110	101	29070000	9300			1/1/2018				GAS, LIQUID/COMPRESSED													Not Distributed	USD
N	2	-10	738000	101	29010814	9300			1/1/2018				MISC OTHER SUPPLIES													Not Distributed	USD

\*\*\*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

The screenshot shows the journal interface with the following details:

- Unit: UFLOR, Journal ID: 0001231234, Date: 01/01/2018
- Buttons: Inter/IntraUnit, Search Criteria, Change Values, Process
- \*Process dropdown menu: Edit Journal
- Line 50
- Table with columns: Select, Line, Amount, Account, Fund, Source, Dept, Program, Bud Ref, Budget Date, Project

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

The screenshot shows the journal interface after clicking the 'Process' button. The following details are visible:

- \*Process dropdown menu: Print Journal
- Buttons: Report Manager, Process Monitor
- Line 2
- Table with columns: Select, Line, Amount, Account, Fund, Source, Dept, Program, Bud Ref, Budget Date, Project
- Table with columns: Unit, Total Lines, Total Debits, Total Credits, Journal Status, Budget Status

- 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
<input type="checkbox"/>	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

Report Definition: GLX7501 Journal Entry Detail Report

Page: 1 of 1  
Run Date: 1/10/18  
Run Time: 11:50:03 AM

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

**Unit:** UFLOR **Ledger:** ACTUALS

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