

2009

# The University of New Orleans

## PeopleSoft 9.0: Print Journal Entry



THE UNIVERSITY *of*  
NEW ORLEANS



## Print Journal Entry

Navigation: General Ledger>Journals>Journal Entry>Create/Update Journal Entries

### Procedure

1. Click the Find an Existing Value Tab
2. Enter the Journal ID and click the Search button.

### Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

**Business Unit:** = ▾ UNOLF 🔍

**Journal ID:** begins with ▾ 0000008085

**Journal Date:** = ▾ [ ] 📅

**Document Sequence Number:** begins with ▾ [ ]

**Line Business Unit:** = ▾ [ ] 🔍

**Journal Header Status:** = ▾ [ ] ▾

**Budget Checking Header Status:** = ▾ [ ] ▾

**Source:** = ▾ [ ] 🔍

[Search](#) [Clear](#) [Basic Search](#) 📄 [Save Search Criteria](#)

No matching values were found.

[Find an Existing Value](#) | [Add a New Value](#)

3. Select the lines tab
4. Click the drop-down- arrow in the Process field.
5. Click on Print Journal (Crystal) from the drop-down menu.
6. Click the Process button.

The screenshot shows the 'Print Online Journal' interface. The 'Lines' tab is selected and highlighted with a red box labeled '3'. The 'Process' dropdown menu is open, showing a list of actions including 'Print Journal (Crystal)', which is highlighted with a red box labeled '5'. The 'Process' button is highlighted with a red box labeled '6'. The interface displays journal details for Unit: UNOLF, Journal ID: 0000008085, Date: 07/31/2000, and \*Process: [dropdown]. Below this is a table of journal lines with columns for Select, Line, Unit, Ledger, SpeedType, Entry Event, Account, Program, and PC Bu. The table contains 10 rows of data. At the bottom, there is a 'Totals' section with columns for Unit, Total Lines, Total Debits, Total Credits, Journal Status, and Budget Status.

7. The process button will link to Report Manager and the Process Monitor will display on the page.
8. Click the report manager link to open Report Manager in a new window.

The screenshot shows the 'Print Online Journal' interface after the 'Process' dropdown menu has been set to 'Print Journal (Crys)'. The 'Process' button is highlighted with a red box labeled '6'. The 'Report Manager' link is highlighted with a red box labeled '7'. The interface displays the same journal details as the previous screenshot. The 'Lines' table is visible, and the 'Totals' section is at the bottom.

9. On the Administration page, click the Refresh button until the distribution status shows as posted.
10. Click on the link to your report in the Description column to open it.

The screenshot shows a web interface with tabs for Explorer, Administration, and Archives. The Administration tab is active. Below the tabs, there are search filters for 'Reports For' (value: LGAFENEY), 'Type', 'Last' (1 Days), 'Folder', 'Instance', and 'to'. A yellow 'Refresh' button is visible. Below the filters is a table with columns: Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. Two rows are shown, both with 'Posted' status. The 'Journal Entry Print' link in the Description column of the first row is highlighted with a red box. A red callout bubble with the text 'Click refresh' points to the Refresh button.

11. When the report opens print as you would any document.

The screenshot shows the 'JOURNAL ENTRY DETAIL REPORT' from PeopleSoft Financials. The report ID is GLC7501. The unit is UNOLF. The journal ID is 000008085. The date is 7/31/2000. The description is 'Office Supplies Interdepartmentals 7/9/00 Part 2'. The ledger group is ACTUALS, source is ONL, and reversal is N. Below the metadata is a table of actuals with columns: Line #, Unit, Account, Alt Account, Operat Unit, Fund Code, Department, Program, Class, Stat, Statistics Amt, Rate Type, and Rate. The table shows four lines of actuals, all with a rate of 1.00000000. The descriptions are 'Office Supplies 16909', 'Office Supplies 16910', 'Office Supplies 16911', and 'Office Supplies 16912'.

Line #	Unit	Account	Alt Account	Operat Unit	Fund Code	Department	Program	Class	Stat	Statistics Amt	Rate Type	Rate
1	UNOLF	646700			101XX	1300850000	00000					1.00000000
		Description:	Office Supplies 16909				Reference:			Open Item Key:		
2	UNOLF	646700			101XX	1300850000	00000					1.00000000
		Description:	Office Supplies 16910				Reference:			Open Item Key:		
3	UNOLF	646700			101XX	1300850000	00000					1.00000000
		Description:	Office Supplies 16911				Reference:			Open Item Key:		
4	UNOLF	646700			101XX	1300850000	00000					1.00000000
		Description:	Office Supplies 16912				Reference:			Open Item Key:		