The University of New Orleans
PeopleSoft 9.0: Print Journal Entry
Print Journal Entry


Procedure

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

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.
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.

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