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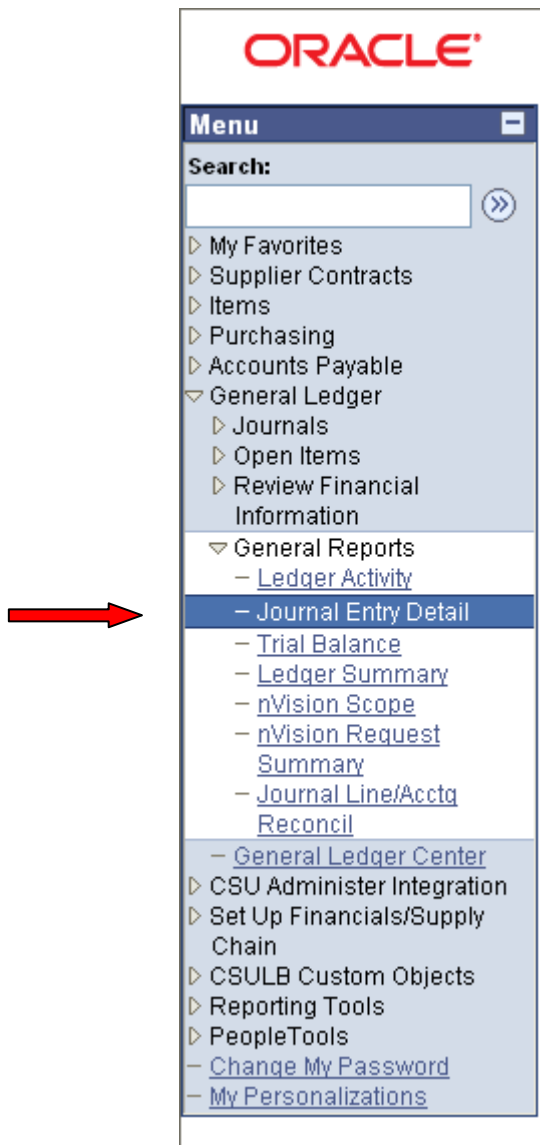
# PeopleSoft Finance 9.0 – Print A Journal Entry Report


**Purpose: To print a journal entry.**

(If you have access to enter journal entries on-line, it is recommended that you print the journal after you enter it. The print journal access is assigned with on-line journal entry processing.)

Navigate to the Parameters page.

General Ledger -> General Reports -> [Journal Entry Detail](#)



 *The Run Control ID is case sensitive and cannot contain spaces. Use an underscore as a space, if necessary.*

2. Select Add a New Value to add a run control if this is your first time running this report.

We are using the users initials as the first part of the run control, however, the user does not need to do this when using their own log-in ID. Initials in the run control are being used for training purposes only.

Click on the [Add a New Value Tab](#)

➤ **Run Control ID (Your Initials\_JRN\_PRT)**

**Journal Entry Detail**

Run Control ID:

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

Click on

**Journal Entry Detail Report**

Run Control ID: SN\_JRN\_PRINT [Report Manager](#) [Process Monitor](#)

Language:

**Report Request Parameters**

Unit:

Ledger Group:   Ledger:

Source:   Journal ID:

From Date:   To Date:

Journal Status:

Show Description on Report  Show Statistics Amount  Display Full Numeric Field

Enter or verify the Parameters information.

- **Unit (LBCMP)**
- **Ledger Group (ACTUALS)**
- **Ledger (ACTUALS)**
- **Journal ID (0000010452)**

Run Control ID: SN\_JRN\_PRINT [Report Manager](#) [Process Monitor](#)

Language:

**Report Request Parameters**

Unit:

Ledger Group:   Ledger:

Source:   Journal ID:

From Date:   To Date:

Journal Status:

Show Description on Report  Show Statistics Amount  Display Full Numeric Field

Click on the **Refresh** Button

Place a checkmark in the **Select** column next to the following:

- Account
- Fund
- Department
- Program
- Class
- Project
- Place a check mark in the **Descr** column next to the following: **Account**

### Journal Entry Detail Report

Run Control **SN\_JRN\_PRINT**      [Report Manager](#)      [Process Monitor](#)      **Run**

ID:      [Refresh](#)

Language: **English** ▼

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**Report Request Parameters**

Unit:  🔍

Ledger Group:  🔍      Ledger:  🔍

Source:  🔍      Journal ID:

From Date:  📅      To Date:  📅

Journal Status:  ▼

Show Description on Report       Show Statistics Amount       Display Full Numerical


**Refresh**


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**ChartField Selection**      [Customize](#) | [Find](#) | 📄      First 1-25 of 25 | Last

Sequence	ChartField Name	Include CF	Descr
<input type="text" value="1"/>	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="text" value="2"/>	Alternate Account	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="3"/>	Operating Unit	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="4"/>	Fund Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="5"/>	Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="6"/>	Program Code	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="7"/>	Class Field	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="8"/>	Budget Reference	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="9"/>	Product	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="10"/>	PC Business Unit	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="11"/>	Project	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="12"/>	Activity	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="13"/>	Source Type	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="14"/>	Category	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="15"/>	Subcategory	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="16"/>	Affiliate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="17"/>	Fund Affiliate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="18"/>	Operating Unit Affiliate	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="19"/>	Analysis Type	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="20"/>	Book Code	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="21"/>	Budget Period	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="22"/>	Currency Code	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="23"/>	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="24"/>	Scenario	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="25"/>	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>

**Save**      **Notify**      **Add**

After the criterion is entered, click the  button at the lower left-hand side.


Now press the  button at the top right-hand corner of the page.


The Process Scheduler Request page loads.

- **Server Name: PSUNX**
- **Type: Web**
- **Format: PDF**

**Process Scheduler Request**



User ID: SNEALE      Run Control ID: SN\_JRN\_PRINT


Server Name:       Run Date:  

Recurrence:       Run Time:       

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Journal Entry Detail Report	FIN2001	SQR Report	Web	PDF	<a href="#">Distribution</a>


      


Click the  button.


You will see a flashing **"Processing"** in the upper right-hand corner. When the job completes processing, it will take you back to your input screen. From here:

- **Take note of your Process Instance**

**Journal Entry Detail Report**

Run Control ID: SN\_JRN\_PRINT      [Report Manager](#)      [Process Monitor](#)      

Language:       Process Instance: 375239 

Report Request Parameters			
Unit:	<input type="text" value="LBCMP"/>	Ledger Group:	<input type="text" value="ACTUALS"/>
Ledger:	<input type="text" value="ACTUALS"/>	Ledger:	<input type="text" value="ACTUALS"/>
Source:	<input type="text"/>	Journal ID:	<input type="text" value="0000010452"/>
From Date:	<input type="text"/>	To Date:	<input type="text"/>
Journal Status:	<input type="text"/>		
<input checked="" type="checkbox"/> Show Description on Report		<input type="checkbox"/> Show Statistics Amount	
		<input type="checkbox"/> Display Full Numeric Field	
			

Click on [Process Monitor](#)

The report with Process Instance 'XXXX' has a Run Status = Success.

If the Run Status = Processing, click the [Refresh](#) button to see that the status has changed to "Success".

When the status shows "Success" and 'Posted", click on [Details](#) to review the report in PDF format.

The screenshot shows the 'Process Monitor' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a 'View Process Request For' section with search filters for User ID (SNEALE), Type, Last (1 Days), Server (PSUNX), Name, Instance, and Run Status. A 'Refresh' button is highlighted in yellow. Below the filters is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	375239		SQR Report	FIN2001	SNEALE	08/26/2008 4:46:24PM PDT	Success	Posted	<a href="#">Details</a>

Clicking on [Details](#) brings you to the Process Detail page.

Click on [View Log/Trace](#) to open the next page.

**Process Detail**

The screenshot shows the 'Process Detail' page. It is divided into several sections:

- Process:** Instance: 375239, Type: SQR Report, Name: FIN2001, Description: Journal Entry Detail Report, Run Status: Success, Distribution Status: Posted.
- Run:** Run Control ID: SN\_JRN\_PRINT, Location: Server, Server: PSUNX, Recurrence: (empty).
- Update Process:** Radio buttons for Hold Request, Queue Request, Cancel Request, Delete Request (selected), and Restart Request.
- Date/Time:** Request Created On: 08/26/2008 4:47:12PM PDT, Run Anytime After: 08/26/2008 4:46:24PM PDT, Began Process At: 08/26/2008 4:47:26PM PDT, Ended Process At: 08/26/2008 4:47:38PM PDT.
- Actions:** [Parameters](#) Transfer, [Message Log](#), Batch Timings, [View Log/Trace](#) (highlighted with a red arrow).

[OK](#) [Cancel](#)

Click on the [fin2001\\_375239.PDF](#) link. This is your PDF file.

**View Log/Trace**

Report			
<b>Report ID:</b>	292890	<b>Process Instance:</b>	375239 <a href="#">Message Log</a>
<b>Name:</b>	FIN2001	<b>Process Type:</b>	SQR Report
<b>Run Status:</b>	Success		

Journal Entry Detail Report

Distribution Details	
<b>Distribution Node:</b>	FLBSTT <b>Expiration Date:</b> 08/28/2008


File List		
Name	File Size (bytes)	Datetime Created
<a href="#">SQR_FIN2001_375239.log</a>	1,557	08/26/2008 4:47:38.000000PM PDT
<a href="#">fin2001_375239.PDF</a>	4,171	08/26/2008 4:47:38.000000PM PDT
<a href="#">fin2001_375239.out</a>	124	08/26/2008 4:47:38.000000PM PDT

Distribute To	
Distribution ID Type	*Distribution ID
User	SNEALE

The following page opens.

Your document will open up your PDF file and you can print from there. You can also save your document to your working network drive. This document format works for e-mailing purposes also.

Line	Description	Debit	Credit	Account	Class	Product	Netty	Period	Out	Debit	Credit
<p>REPORT ID: FIN2001      PROGRAM: FINANCIALS      PAGE NO: 1                      WED 08/26/2008 04:47:38.000000PM PDT      JOURNAL ENTRY DETAIL REPORT      RUN DATE: 08/26/2008                      LEADER: ACTUAL      --ACTUAL LEADER      END TIME: 16:47:38                      LEADER: ACTUAL      --ACTUAL LEADER                      FOR THE PERIOD 01/01/00 THROUGH 08/26/2008                      REPORT: ALL      JOURNAL ID: 00000000      STATUS: ALL</p>											
1	JALIA WFT DEP - 4/26/03			00001							
	00001      GENERAL CASH										
										40,862.97	0.00
2	JALIA WFT DEP - 4/26/03			00001		00731					
	00001      BARRISTER-COACH										
										0.00	40,862.97
3	JALIA WFT DEP - 4/26/03			00001							
	00001      GENERAL CASH										
										12,489.17	0.00
4	JALIA WFT DEP - 4/26/03			00001		00731					
	00001      BARRISTER-COACH										
										0.00	12,489.17
5	JALIA WFT DEP - 4/27/03			00001							
	00001      GENERAL CASH										
										23,869.79	0.00
6	JALIA WFT DEP - 4/27/03			00001		00731					
	00001      BARRISTER-COACH										
										0.00	23,869.79
7	JALIA WFT DEP - 4/27/03			00001							
	00001      GENERAL CASH										
										2,936.41	0.00
8	JALIA WFT DEP - 4/27/03			00001		00731					
	00001      BARRISTER-COACH										
										0.00	2,936.41
9	JALIA WFT DEP - 4/28/03			00001							
	00001      GENERAL CASH										
										24,871.26	0.00
10	JALIA WFT DEP - 4/28/03			00001		00731					
	00001      BARRISTER-COACH										
										0.00	24,871.26
11	JALIA WFT DEP - 4/28/03			00001							
	00001      GENERAL CASH										
										38,469.93	0.00
12	JALIA WFT DEP - 4/28/03			00001		00731					
	00001      BARRISTER-COACH										
										0.00	38,469.93

Click the  in the upper right corner of the report to close the window.