Viewing Journals

To locate journals (posted or un-posted). Note: once a journal is deleted it is removed from PeopleSoft.

1. Navigate using the menu path below. Enter Business Unit (required), and any other search parameters. Click Search. (tip: it’s best to clear the pre-set search parameters, but be sure to re-enter the Business Unit). Results are displayed under Search Results. Click on the journal entry to view.

2. You will land on the Header tab. To view the attachments, click on the hyperlink Attachments. Click on the Lines tab to view journal entry lines. Click on the Approval tab to see the workflow approvals.
Modifying Journals

To locate and modify un-posted journals. Note: once a journal is modified it is pulled out of workflow and will need to be resubmitted.

1. Navigate using the menu path below. Enter Business Unit (required), and any other search parameters. Click Search. (tip: it’s best to clear the pre-set search parameters, but be sure to re-enter the Business Unit). Results are displayed under Search Results. Click on the journal entry to modify.

2. You will land on the Lines tab. Modify journal as needed. Don’t forget to resubmit!