

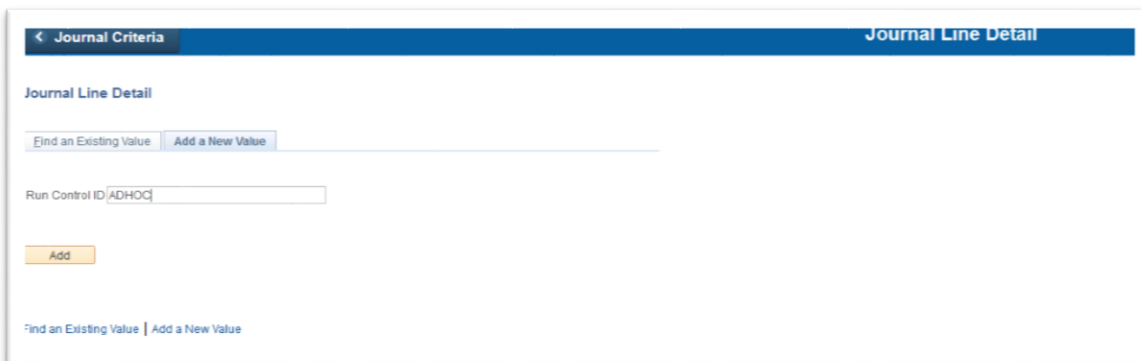
Viewing and printing posted journals

Introduction

This guide steps you through how to view and print a journal.

Procedure

1. In the Finance System, navigate to Navigator > Adelaide University Reporting > General Ledger > Report > Journal Line Detail.
2. The first time this query is used, a 'Run Control ID' will need to be set up, as required by the PeopleSoft system (refer step 3 for subsequent requests).
 - a. Select the tab 'Add a New Value'
 - b. Enter the Run Control ID ADHOC
 - c. Click on the 'Add' key



Journal Line Detail

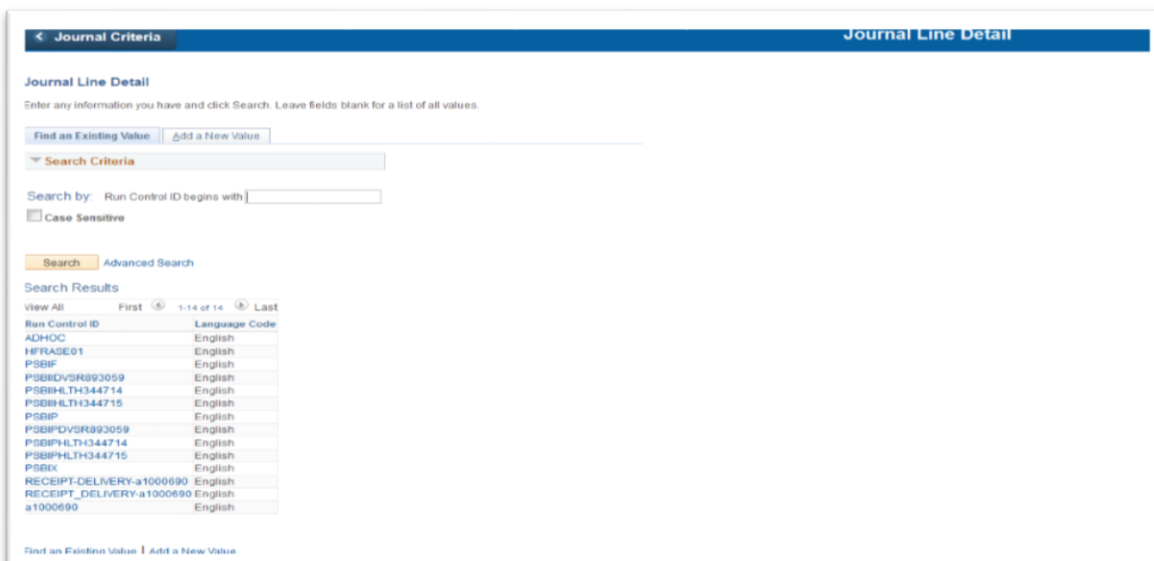
Find an Existing Value | Add a New Value

Run Control ID [ADHOC]

Add

Find an Existing Value | Add a New Value

3. For subsequent requests, ensure the tab 'Find an Existing Value' is selected.
 - a. Click on the 'Search' button or hit the 'Enter' key
 - b. Select any Run Control ID



Journal Line Detail

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

Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search Advanced Search

Search Results

View All First 1-14 of 14 Last

Run Control ID	Language Code
ADHOC	English
HFRAGE01	English
PSBIF	English
PSBIDVSR93059	English
PSBPHLTH344714	English
PSBPHLTH344715	English
PSBIP	English
PSBIPVSR93059	English
PSBPHLTH344714	English
PSBPHLTH344715	English
PSBIX	English
RECEIPT-DELIVERY-a1000690	English
RECEIPT-DELIVERY-a1000690	English
a1000690	English

Find an Existing Value | Add a New Value

- Enter the GL Journal ID which must be 10 digits long. Ensure prefix zeros are included. Click on the 'Save' button and then on the 'Run' button.

Journal Line Detail

Run Control ID ADHOC

Report Manager Process Monitor Run

Report Request Parameters

*GL Journal ID: 0000400007

Save Return to Search Notify Add Update/Display

- Ensure the Server Name is PSNT or PSNT2
- The *Type drop down box determines the delivery method e.g. Web to receive via PeopleSoft Report Manager or Email to be sent directly to your University email address.
- The *Format drop down determines the file type e.g. PDF or Excel
- Click on OK

Process Scheduler Request

User ID a1000690 Run Control ID ADHOC

Server Name PSNT Run Date 05/06/2017

Recurrence Run Time 3:25:58PM Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Journal Line Detail	UOAGL003_X	Application Engine	Web	XLS	Distribution

OK Cancel

- You will be returned to the below screen and a Process Instance number will be generated. The report will be sent via the selected delivery method in the above step

Journal Line Detail

Run Control ID ADHOC

Report Manager Process Monitor Run

Process Instance 4271884

Report Request Parameters

*GL Journal ID: 0000400007

Save Return to Search Notify Add Update/Display

6. If the delivery method selected was Web i.e. via PeopleSoft Report Manager, go to:
 - a. Navigator>Reporting Tools>Report Manager
 - b. Or select the "Report Manager" Hyperlink
 - c. Click on the 'Administration' tab

7. Reports are listed in the requested order. When the report status is 'Posted' (click on the 'Refresh' button to update the status), click on the hyperlink 'Journal Line Detail' which is contained in the Description field.

Need help? For further support or questions, please email finmar@adelaide.edu.au