## **Posting Journal Entries**

The PeopleSoft Finance System will automatically post Journal Entries that are in approved status during the nightly cycle, however, if your Journal Entry cannot wait until the nightly cycle for posting, such as during fiscal year-end close, it is possible to manually post the Journal Entry in the Finance System.

1. On the Home Page, select Main Menu.

Main	Menu	•	>
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2. Sort the Main Menu by alphabetical order.



3. Select General Ledger.



4. Select Journals.



5. Select Journal Entry.

Journal Entry

 Select Create/Update Journal Entries. (Note: You can also select the Create/Update Journal Entries link from the Links section of your General Ledger WorkCenter).



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7. On the **Find an Existing Value** tab, enter the information about your Journal Entry (such as the Journal ID) in the appropriate fields and select **Search.** (Note: Your User ID and Source will automatically populate. You may need to clear this information to complete your search).

Find an Existing Value Keyword Search Add a New Value				
▼ Search Criteria				
Business Unit = 🔻 UCOLO	Q			
Journal ID begins with 🔻 0001096554				
Journal Date = 🔻	31			
Document Sequence Number begins with 🔻				
Line Business Unit = 🔻	Q			
Journal Header Status =	Y			
Budget Checking Header Status =	T			
Source = V	Q			
Entered By begins with 🔻	Q			
Attachment Exist =	•			
Case Sensitive				
	13			
Search Clear Basic Search 🦉 Save Search Criteria				

8. On the Lines tab, select **Post Journal** from the Process dropdown menu, and select **Process.** 

Search Criteria		Change Values	
rocess Post Journal	¥	Process	

9. Select OK.

Message			
Are you sure that you want to post this journal? (5010,45)			
OK	Cancel	]	

10. When the Journal Entry has been posted, the Journal Status will be P.

