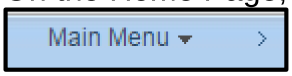
Posting Journal Entries

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.**



2. Sort the **Main Menu** by alphabetical order.

3. Select **General Ledger.**

4. Select **Journals.**

5. Select **Journal Entry.**

6. 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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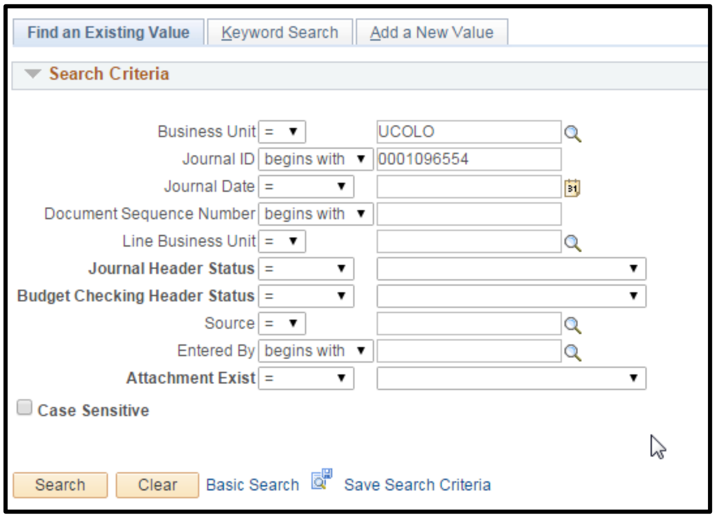
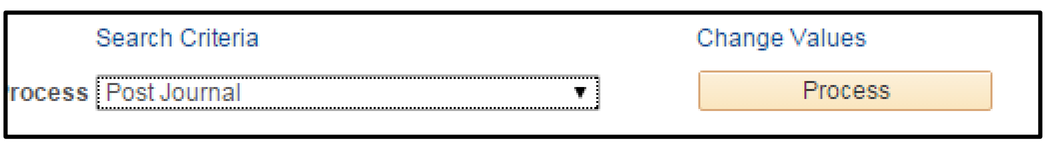
7. On the **Find an Existing Value** tab, enter the information about your Journal Entry (such as the Journal ID) in the appropriate fields and select **Search.** (Note: Your User ID and Source will automatically populate. You may need to clear this information to complete your search).



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



9. Select **OK.**

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