

PeopleSoft Financials - General Ledger Task Guide

Task	Tab	Process	
<b>New Journal Entry</b>	Add a new value	Enter data Edit Journal Post Journal	<b>Process</b> button <b>Process</b> button
<b>Delete a Journal Entry Not Posted</b>	Find an Existing Value Search and select the Edit req'd/valid/errors journal entry	Delete Journal	<b>Process</b> button
<b>Delete a Posted Journal Entry</b>	Find an Existing Value Search and select the Posted Journal Entry	Copy Journal Check "Reverse Signs" Box Edit Journal Post Journal	<b>Process</b> button <b>Process</b> button <b>Process</b> button
<b>Recurring Journal</b>	Find an Existing Value Search and select the Journal to be copied	Copy Journal <b>make changes</b> Edit Journal Post Journal	<b>Process</b> button <b>Process</b> button <b>Process</b> button
<b>Add Attachments</b>	Find an Existing Value Search and Select the desired Journal Entry Header Tab	Add Attachment	<b>Save</b>
<b>Search for Existing Entry</b>	Find an Existing Value Fill in search criteria	Search Button	<b>Click on entry</b> To open