Print Journal Entry

Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>After your Journal Entry has processed, to print the Journal, click the drop-down arrow in the <em>Process</em> field.</td>
</tr>
</tbody>
</table>
2. Click on **Print Journal (Crystal)** from the drop-down menu.

3. Click the **Process** button.
Step | Action
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4. | Notice that after selecting the *Process* button, links to *Report Manager* and the *Process Monitor* display on the page.

Click the *Report Manager* link to open Report Manager in a new window.
### Step 5

On the Report Manager *Administration* page, click the *Refresh* button until the distribution **Status** for your process shows as **Posted**.

![Report Manager Administration page with Refresh button highlighted](image)
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| 6.   | When the process has Posted, click on the link to your report in the *Description* column to open it.  
For this example, click on **Journal Entry Detail Report**.  
[Journal Entry Detail Report](#) |
Step | Action
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7. | After the print version of the Journal Entry opens, you can print it as you would usually print any document.
8. | End of Procedure.