



Unlock Journal Entries

From your Financials menu select:

General Ledger > Monitor Background Process > Journal Unlock

The **Unlock Journals** page appears.

Unlock Journals
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

User ID: begins with

Case Sensitive

[Basic Search](#)

Select to look up locked Journal Entries.

The **Log** page will open and a reference to your locked journal entry will be listed in the **Process List** section with a Process Instance number assigned to it.

Log

User: 90000004

Processes List [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Marked	Process Instance	Process Origin	Run Control ID	Last Update DateTime
<input type="checkbox"/>	4873	Remote Call		12/09/2004 11:50:25AM

In the **Marked** column, place a checkmark next to the **Process Instance** for your Journal Entry.

Log

User: UMS01JE11

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Marked	Process Instance	Process Origin	Run Control ID	Last Update DateTime
<input checked="" type="checkbox"/>	4873	Remote Call		12/09/2004 11:50:25AM

Click to unlock the Journal Entry.