



Work Instruction

Create a Reversing Journal

Purpose

Use this procedure to print a journal screen shot.

Trigger

You created a journal and would like a quick screen shot for your records.

Prerequisites

- Previous journal entry must be entered.

Navigator Path

- **Journals → View**

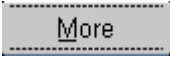
Helpful Hints

- Save your journal before taking a screen shot.

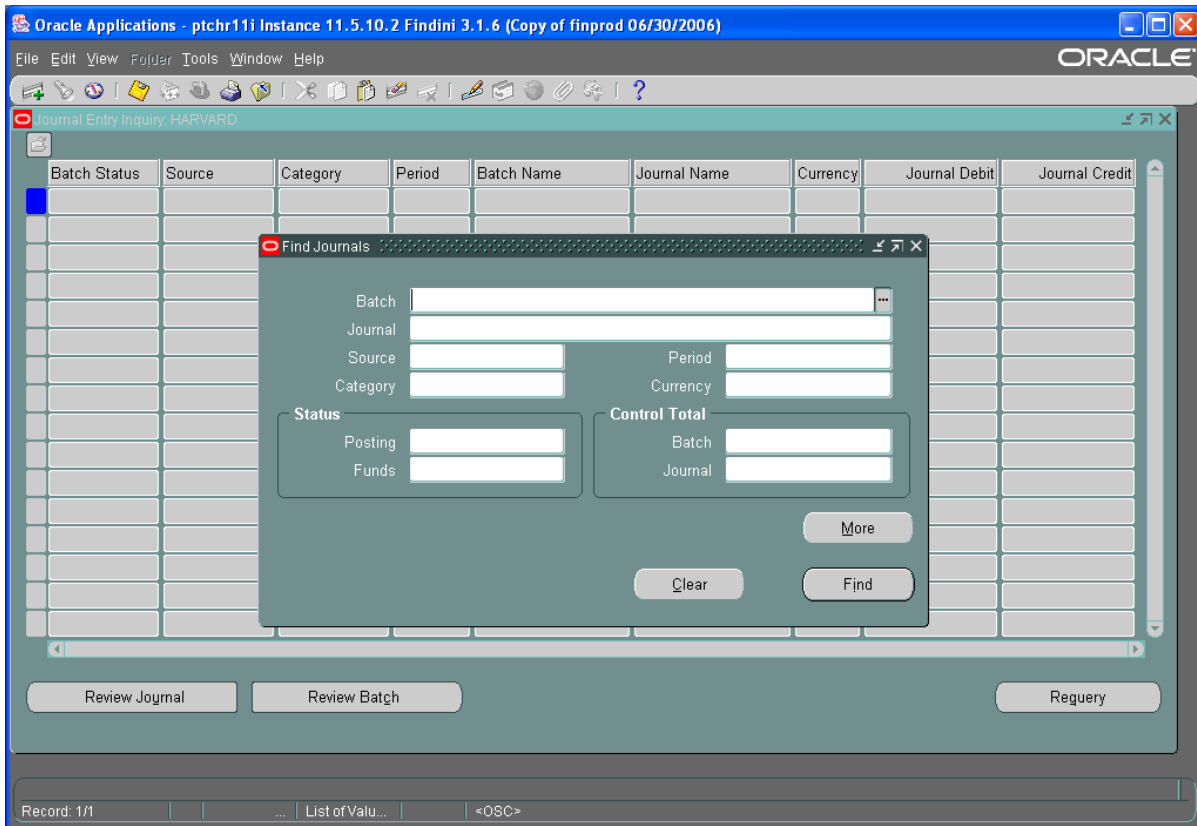
Procedure

1. From the Navigator, go to **Journals** → **View**. Fill in the appropriate criteria to reduce your search.

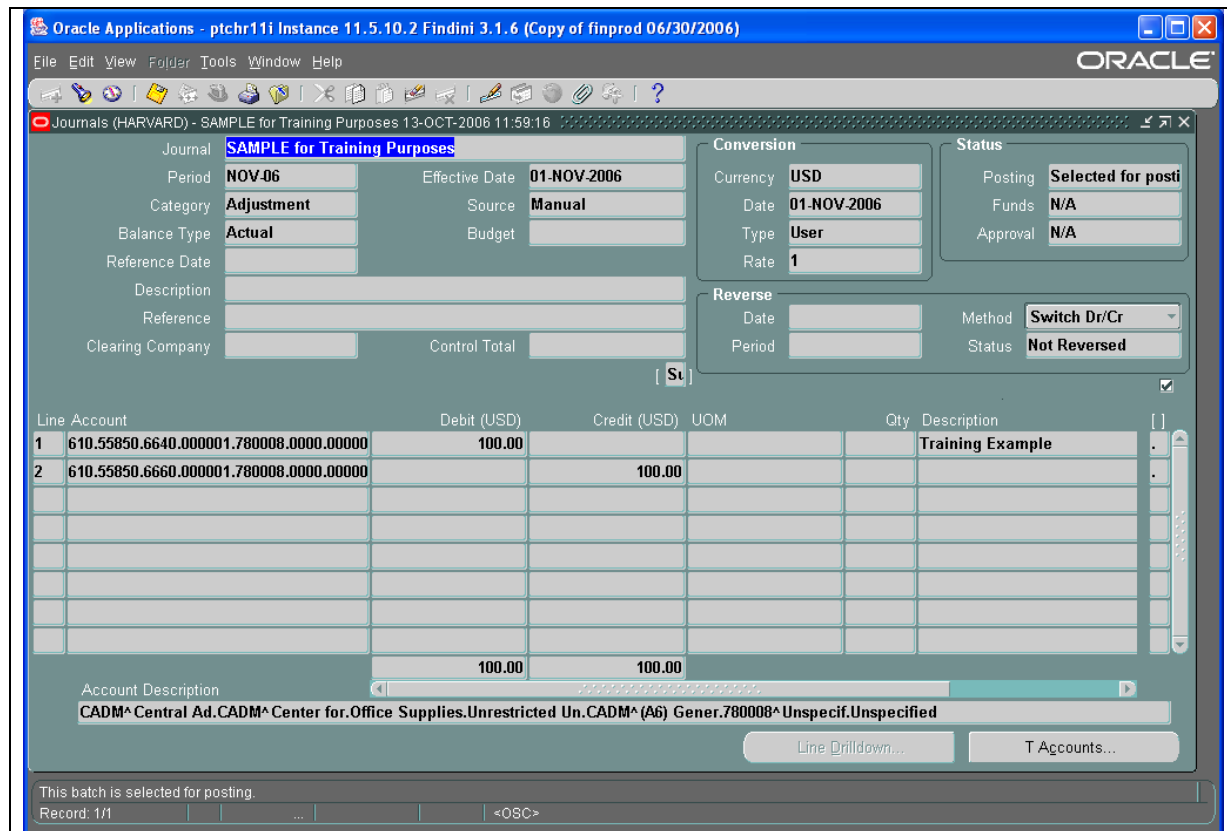


Hitting the  button will pull up some additional search fields.

View Journals



2. Click  to go to the *View Journals* form.



Oracle Applications - ptchr11i Instance 11.5.10.2 Findini 3.1.6 (Copy of finprod 06/30/2006)

File Edit View Folder Tools Window Help ORACLE

Journals (HARVARD) - SAMPLE for Training Purposes 13-OCT-2006 11:59:16

Journal: **SAMPLE for Training Purposes**

Period: **NOV.06** Effective Date: **01-NOV-2006**

Category: **Adjustment** Source: **Manual**

Balance Type: **Actual** Budget:

Reference Date:

Description:

Reference:

Clearing Company: Control Total:

Conversion: Currency: **USD** Date: **01-NOV-2006** Type: **User** Rate: **1**

Status: Posting: **Selected for posti** Funds: **N/A** Approval: **N/A**


Reverse: Date: Method: **Switch Dr/Cr** Status: **Not Reversed**

Line	Account	Debit (USD)	Credit (USD)	UOM	Qty	Description
1	610.55850.6640.000001.780008.0000.00000	100.00				Training Example
2	610.55850.6660.000001.780008.0000.00000		100.00			
		100.00	100.00			

Account Description: **CADM^Central Ad.CADM^Center for.Office Supplies.Unrestricted Un.CADM^(Ab) Gener.780008^Unspecif.Unspecified**

Line Drilldown... T Accounts...

This batch is selected for posting.
 Record: 1/1 <OSC>

5. Choose **File** → **Print...** or click the print button  on the toolbar.

6. Choose your printer and click .



This printing method will show all 33 digits in the Account Coding. But, it will only show 6 lines at a time, cuts off the Description, and will not show the Descriptive Flexfields (DFFs). If you would like to have more lines and additional information shown, please print your journal from the Harvard Data Warehouse (HDW) in a report called "Journals – General".

Result

You have printing a journal screen shot. Select **File** → **Close Form** to exit the View Journal form.



You cannot do any action besides View and Print from the View Journal form.