Print a Financial Journal from the Line Page - Report Manager

In this example, we will print a journal from the Journal Lines tab.

1. We are on the Lines page of our journal.
   Click the **Process** drop-down list.

2. Select **Print Journal** from the drop-down Process menu.
   Click the **Print Journal** list item.

3. Click the **Process** button.

4. Notice that two Print option links appear. In this example, the **Report Manager** link will be used to print this journal.
   To use the Process Monitor method see, "Print Journal from the Lines Page - Process Monitor Link".

5. Click the **Report Manager** link.

6. The **Report Manager** page displays. There are four tabs. The most direct way to print is by going to the **Administration** tab.

7. Click the **Administration** tab.

8. The **Administration** page appears. Notice that on the **Report List** is a list of **Descriptions** of reports that you have run, the top one the most **recent** report.

   The status of the top report (the report you just ran), is: "Processing" and the Description is not an **active** link like the report on the line below.

9. Because the Report Status is still "Processing", **Refresh** data.

   Click the **Refresh** button.

10. The **Status** of the report you just ran is "Posted" and the **Description** is now an **active** link.
11. We want to access this report.
   Click the [GLX7501 Journal Entry Detail Report (Description)](GLX7501_journalEntryDetailReport)

12. The Journal you created appears in a **print** format. You can now Print the report by clicking on the Print icon to the left.

13. In this example, you learned to print a journal from the Lines Page of the specific journal.

**End of Procedure.**