Print a Temporary Budget Journal from the Line Page - Process Monitor

In this example, we will print a journal from the Journal Lines tab, using the Process Monitor link.

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, we will print using the Process Monitor link.

   To use the Report Manager method, see "Print Journal from the Lines Page - Report Manager Link".

5. Click the Process Monitor link.

6. The Process List page appears. The item we just printed is the first item on the list. Notice, the Run Status is "Queued" and the Distribution Status is "N/A".

   We need to use the Refresh button in the upper right area of the report.

7. Click the Refresh button.

8. Notice, the Run Status is now "Success" and the Distribution Status is "Posted".

9. Click the Details link at the end of the report row.

10. The Process Detail page opens.

11. Click the Transfer link in the lower right sections labeled, "Actions".

   Click the Transfer link.
### 12. **You are now on the Administration page of the Report Manager.** Note the report Descriptions are now active links.

### 13. **We want to access this report.**

Click the GLX7501 Journal Entry Detail Report link.

[GLX7501 Journal Entry Detail Report](#)

### 14. **The Journal you created appears in a print format.** You can now Print the report by clicking on the Print icon to the left. You can also change the font size.

### 15. **You have successfully printed the Temporary Budget Journal from the Line page using the Process Monitor link.**

**End of Procedure.**