Look up a Journal Entry:

1. Navigate to the Journal Entry page.


3. The Business Unit should default to **00784**

4. Enter the information you have:
   - The system assigned Journal ID; or
   - The journal Date

5. Click **Search**.

6. If the search criteria identified the GL journal, the record will be displayed. If the search criteria apply to multiple journals, a list of records will be displayed.

7. Click a link on the search results list to open the journal.