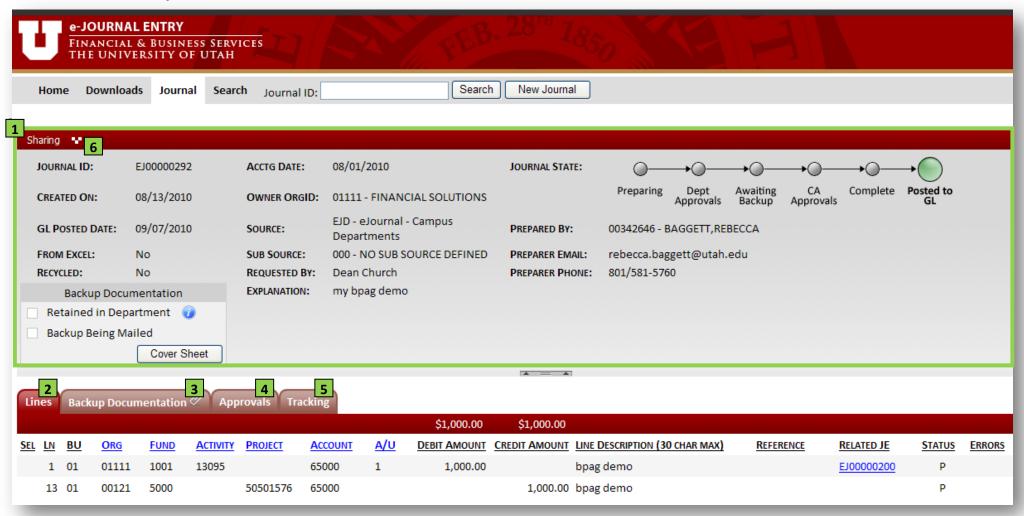
:: e-Journal Entry Viewers Guide - - -



The e-Journal Entry consists of: Journal Header information Journal Lines Backup Documentation (journals submitted via the General Journal Entry pdf form will be scanned and viewable from here—the paperclip icon denotes backup documentation is attached) Approvals (journals submitted via the General Journal Entry pdf form will display departmental approvals on the pdf form viewable from the Backup tab) Tracking (audit trail) Most-used functions and clickable function menus may display in the red heading bars based on your role(s) and the state of the journal (i.e. being prepared, pending approvals, etc.)