**General Inputs – Journal Entry Processing**

1. In the web, please go to **Financial Management\General Inputs\Journal Entry\Journal Entry**.



1. Set **Views** to **Batch**.



1. Click the **Go To Accounting Update** button.



1. Input batch range if needed. Click the **Run** button.



1. Click **Process Validation**.



1. Read, review, and print (as needed) **Journal Entries Report** and **Accounting Register**. If everything looks good, click the **Update Accounting** button. Nothing has posted, so you can still **Cancel Accounting** if you need to make changes.



Click **OK**.



1. At this point, the process has completed; click the **Process Complete – Press to Close** button.

