

How to export General Journal transaction

Here are the steps on how to export General Journal transaction

1. From the **General Ledger Activities** menu, click **General Journal**. If there's an existing general journal record, **Search General Journal** screen will open. Otherwise, **General Journal** screen will open automatically.
2. Select **existing transaction** or create new transaction (refer to [How To Create New General Journal](#)).
3. Click export button



To export specific lines in the general journal, check the lines to be exported before clicking export.