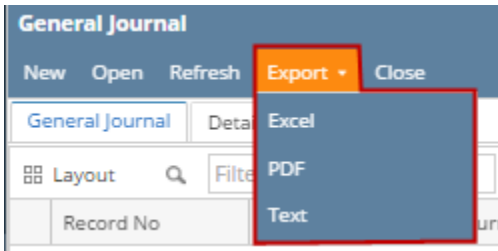


# How to export General Journal in GJ search screen

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. Click export button



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

3. Click the file format
4. General Journal will be exported based on the selected format.