

How to Review and Find Saved Journal Entries

Use this guide to locate journal entries that have already been posted in QuickBooks Online. The **Journal report** gives you a full list of entries across any date range and lets you open each one for review.

Applies to: QuickBooks Online (any plan)

Steps

- 1** In the left navigation panel, select **Reports**.
- 2** In the search field, type **Journal**, then select the **Journal** report from the results.
- 3** Click the **Date** dropdown at the top of the report and set the date range to **All Dates** — or enter a specific range — to ensure all entries are visible.
- 4** **Optional — filter by Journal Entry type:** Click **Customize**, expand **Filter**, and set **Transaction Type** to **Journal Entry**. Click **Run Report** to apply.
- 5** Click on any entry in the report list to open it and review the full details.

 **Tip:** If you don't see an entry you expect, check that the date range covers the posting date and that no active filters are excluding it. Clearing all filters and re-running with All Dates is a quick way to confirm the entry exists.

Still have questions? Reach out to your Muse support representative or submit a ticket through the Help Center.