

Finance System Learning Resources: Journals ^[1]

For access to the Finance System, visit the [Access & Training Requirements guide](#) ^[2].

Processing Journal Entries

Journal Entries are created in the PeopleSoft Finance system when you need to make an entry to the general ledger that is not coming from a subsystem. The most common uses of journals are: making corrections to a financial transaction on a SpeedType, and recording activity in accordance with GAAP (Generally Accepted Accounting Principles), such as accruals, allowance for bad debts, and inventory adjustments.

Journal Entry Process Overview

- [FIN How-to: Journal Entry Process Overview](#) ^[3]

Creating Journal Entries

- [FIN How-to: Creating Journal Entries](#) ^[4]
- [FIN How-to: What Makes a Good Long Description](#) ^[5]

Adding & Viewing Attachments

FIN allows you to electronically attach journal entry supporting documentation, rather than having to deliver the supporting documentation to your approver via email or inter-office mail.

- [FIN How-to: What Makes a Good Attachment](#) ^[6]
- [FIN How-to: Adding Attachments](#) ^[7]

Reversal Journal Entries

- [FIN How-to: Reversal Journal Entries](#) ^[8]

Adding and Changing Journal Entry Lines

- [FIN How-to: Adding and Changing Journal Entry Lines](#) ^[9]
- [FIN How-to: ChartField Glossary](#) ^[10]
- [FIN How-to: Actual Journal Entry: Debit/Credit Convention](#) ^[11]
- [FIN How-to: Personalizing Journal Entry Line Display](#) ^[12]

Editing Journal Entries and Correcting Errors

- [FIN How-to: Editing Journal Entries and Correcting Errors](#) ^[13]
- [FIN How-to: Journal Status](#) ^[14]

Posting Journal Entries

- [FIN How-to: Posting Journal Entries](#) ^[15]

Printing Journal Entries

- [FIN How-to: Printing Journal Entries](#) ^[16]

Using Notify on Journal Entries

- [FIN How-to: Using Notify on Journal Entries](#) ^[17]

Submitting Journal Entries

- [FIN How-to: Submitting Journal Entries](#) ^[18]

Copying Journal Entries

- [FIN How-to: Copying Journal Entries](#) ^[19]

Cash Transfer Journals

- [Cash Transfer Journal Procedure](#) ^[20]

Approving Journal Entries

Approving Journal Entries

- [How-to: Approving Journal Entries](#) ^[21]

Spreadsheet Journal Entries

Using spreadsheet journal entries will allow you to upload journal entries with a lot of lines into FIN, or, to use the spreadsheet for recurring journal entries that you create on a routine basis

[Using the Journal Entry Spreadsheet](#) ^[22]

Journal Blackbox

- [Journal Blackbox Step-by-Step](#) ^[23]

Administering Workflow for Journals

Specialized instructions for the campus finance staff.

- [GL Admin Workflow Approver Step-by-Step](#) ^[24]

Groups audience:

Controller

Right Sidebar:

OUC - Related link: FIN 9.2 JE Spreadsheet Template

Source URL: <https://www.cu.edu/controller/training/finance-system/finance-system-learning-resources-journals>

Links

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