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Journal Entry Spreadsheets [1]

The purpose of the Journal Entry Spreadsheets course is to provide participants with demos and tips on using the spreadsheet journal entry function in the PeopleSoft Finance System.

Program Level: Basic

Prerequisites: None

Advanced Preparation: N/A

Instructional Method: Group-Internet Based

Instructor: Adam Bowling [2]; Calvin Anderson [3]

Recommended CPE Credit: 1.0 Hours

Field of Study: Computer Software and Applications

Course Objectives:

At the end of the course, participants will be able to:

- Use Journal Entry spreadsheets to upload JEs with a lot of lines into FIN
- Use Journal Entry spreadsheets to create recurring JEs
- Identify and troubleshoot common errors with the Journal Entry spreadsheet process, including issues with user ID and password

Course Developer: Calvin Anderson [3]

Course Reviewer: Normandy Roden [4] - May 2025

Program Policies [5]

NASBA Statement

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Source URL:https://www.cu.edu/controller/cpe-cpas/course-catalog/journal-entry-spreadsheets

Links
[1] https://www.cu.edu/controller/cpe-cpas/course-catalog/journal-entry-spreadsheets
[2] https://www.cu.edu/controller/adam-bowling-cpe-instructor [3] https://www.cu.edu/controller/calvin-anderson-0 [4] https://www.cu.edu/controller/normandy-roden [5] https://www.cu.edu/controller/cpe-cpas-policies [6] http://www.learningmarket.org