

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>