Elevate: FIN - Processing Journal Entries [1]

Journal Entries – 6 Things to Know

There are key changes to creating Journal Entries within FIN 9.2.

- Quick Reference Guide [2]

Adding & Viewing Attachments

FIN 9.2 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.

- How-To Video - Adding Attachments [3]
- Step by Step Guide - Adding Attachments [4]
- How-To Video - Viewing Attachments [5]

Creating Spreadsheet Journal Entries

Using spreadsheet journal entries will allow you to upload journal entries with a lot of lines into FIN 9.2, or, to use the spreadsheet for recurring journal entries that you create on a routine basis.

Configuring Journal Entry Spreadsheet

- How-To Video (coming soon)
- Step by Step Guide [6]

Creating Spreadsheet Journal Entries

- How-To Video (coming soon)
- Step by Step Guide [7]

Groups audience:
Controller

Source URL:https://www.cu.edu/controller/elevate-fin-processing-journal-entries

Links
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