FIN How-to: Copying Journal Entries [1]

Copying a Journal Entry allows you to:

- Copy the original Journal Entry from a previous accounting period and record it in any open accounting period; or,
- Copy an incorrect Journal Entry and reverse the credit and debit signs so the transaction is recorded correctly in the Finance System.

Watch the Video

Read the procedures

- 1. Log into the Finance System.
- From the **Finance & Accounting** homepage, click on the **Create/Update Journal Entries** tile.
- 3. Click the **Find an Existing Value** button.
- 4. Enter the information about your Journal Entry in the appropriate fields.

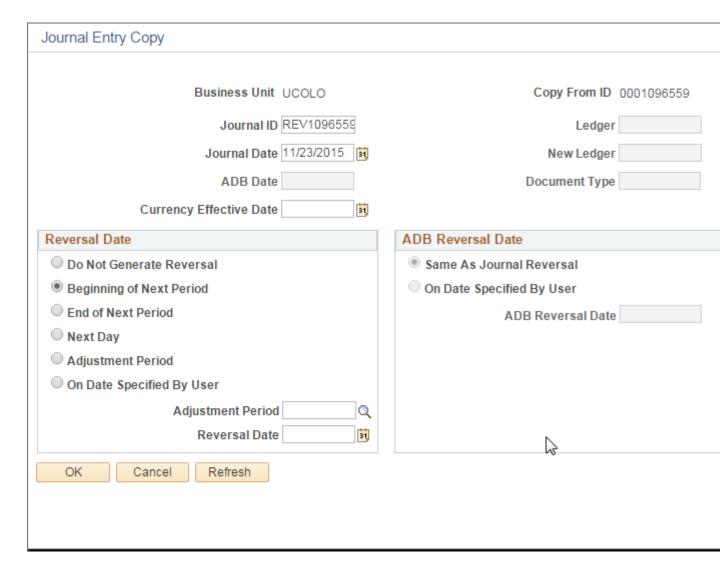
Note: Your User ID and Source automatically update. Clear this information to complete a broader search.

- Click **Search**.
- From the Header tab, select the **Lines** tab.
- Use the **Process** dropdown menu to select **Copy Journal**.
- 8. Click **Process**.
- The Journal Entry Copy page appears. Here you will:

0

Name the Journal Entry.

- When reversing a Journal Entry, use REV in the name.
- When correcting a Journal Entry, use COR in the name.
- To reverse the debit and credit signs of the original Journal Entry, select the Reverse Signs checkbox.
- Select OK.



10.

The Lines tab of the new Journal Entry will appear. You will then Edit and Submit the Journal Entry.

Note: You may also <u>add attachments</u> [2], now from the Header tab, or later from the Upload Journal Attachment page.

Have a question or feedback?

Questions & Feedback [3]

Feedback or Question *
Your Name
Your Email Address
CAPTCHA This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.
Submit
Controller

Source URL: https://www.cu.edu/controller/fin-how-copying-journal-entries

Links

 $\label{lem:controller} \begin{tabular}{ll} [1] $https://www.cu.edu/controller/fin-how-copying-journal-entries [2] $https://www.cu.edu/controller/fin-how-adding-attachments [3] $https://www.cu.edu/controller/forms/questions-feedback-0 $https://www.cu.edu/controller/forms/questions-feedback-0 $https://www.cu.edu/controller/fin-how-adding-attachments [3] $https://www.cu.edu/controller/fin-how-adding-attachments [3] $https://www.cu.edu/controller/fin-how-adding-attachments [3] $https://www.cu.edu/controller/fin-how-adding-attachments [3] $https://www.cu.edu/controller/fin-how-adding-attachments [4] $https://www.cu.$