

## **FIN How-to: Copying Journal Entries** <sup>[1]</sup>

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.
2. 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.

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

○

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**.

Journal Entry Copy

Business Unit UCOLO

Journal ID REV1096559

Journal Date 11/23/2015

ADB Date

Currency Effective Date

Copy From ID 0001096559

Ledger

New Ledger

Document Type

Reversal Date

☐ Do Not Generate Reversal

☒ Beginning of Next Period

☐ End of Next Period

☐ Next Day

☐ Adjustment Period

☐ On Date Specified By User

Adjustment Period

Reversal Date

ADB Reversal Date

☒ Same As Journal Reversal

☐ On Date Specified By User

ADB Reversal Date

OK

Cancel

Refresh

10.

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

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

**Have a question or feedback?**

## Questions & Feedback <sup>[3]</sup>

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

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

### Links

[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>