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FIN How-to: Copying Journal Entries [1]

Copying a Journal Entry allows you to:

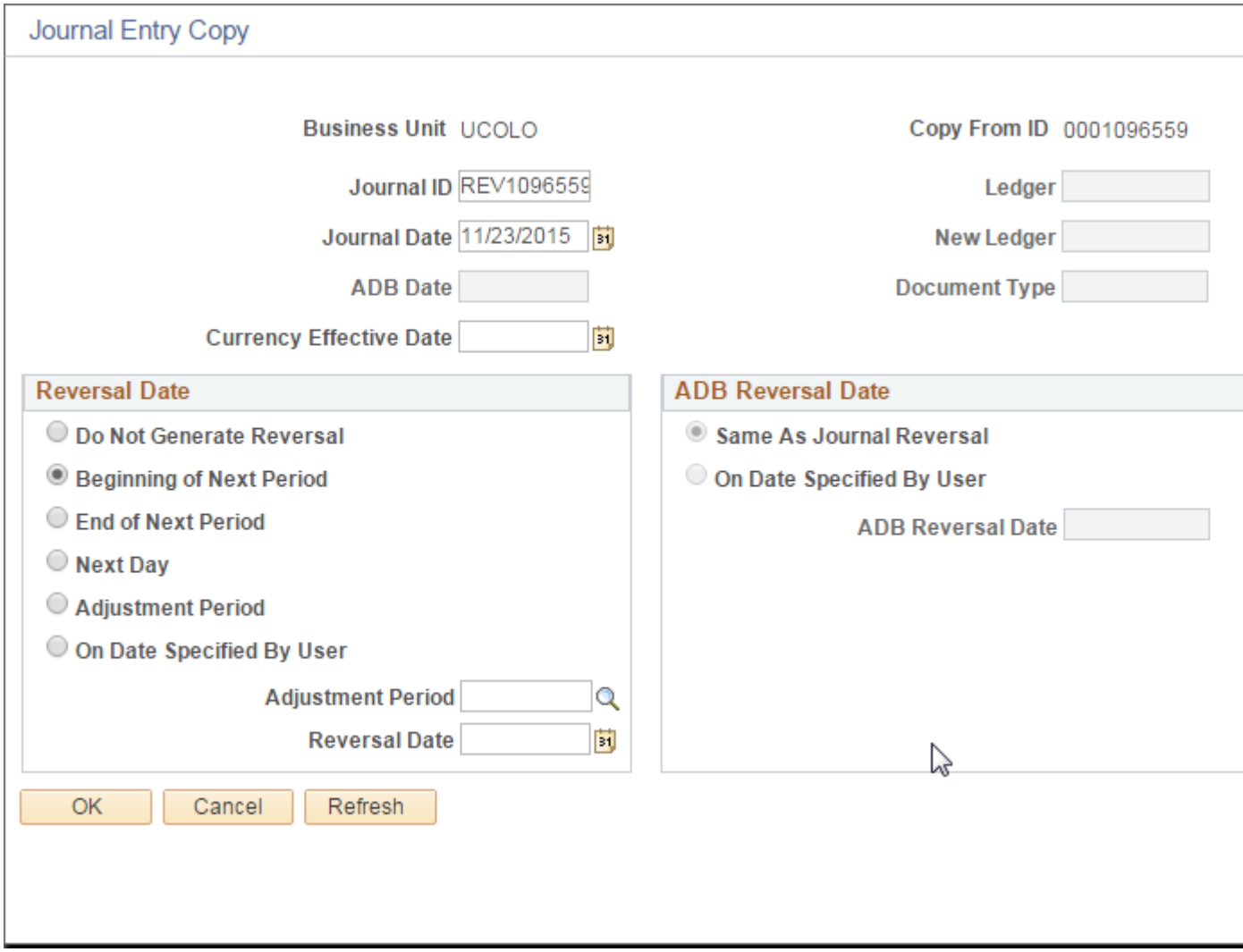
- Copy the original Journal Entry from a previous accounting period and record it in any open accounting period; or,
- Copy an incorrect Journal Entry and reverse the credit and debit signs so the transaction is recorded correctly in the Finance System.

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**.



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?

For questions or feedback contact

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]
mailto:fss@cu.edu?subject=Question%20or%20Feedback%20&body=What%20page%20this%20is%20from:%20'
+ window.location.href +