FIN How-to: Journal Entry Process Overview [1]

Create the Journal Entry Header

- Add a Description
- Add
 Attachments
 now... or later
 from the Upload
 Journal
 Attachment
 page

Add the Journal Entry Lines

- Add a
 SpeedType,
 Account,
 Amount, and –
 for Projects AN
 (Analysis) Type
- o Save the Journal Entry

Optional Processes

- Journal Reversal
- Journal Line Personalization
- Journal Notify
- Journal Print

Edit the Entry

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Source URL:https://www.cu.edu/controller/fin-how-journal-entry-process-overview

Links

- [1] https://www.cu.edu/controller/fin-how-journal-entry-process-overview [2] https://www.cu.edu/controller/forms/questions-feedback-0