Published on *University of Colorado* (https://www.cu.edu)

FIN How-to: Posting Journal Entries [1]

The Finance System (FIN) will automatically post Journals that are in approved status during the nightly cycle, however, if your Journal cannot wait until the nightly cycle for posting, such as during fiscal year-end close, it is possible to manually post the Journal in FIN.

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, enter the information about your Journal Entry (such as the Journal ID) in the appropriate fields and select **Search**.
   Note - Your User ID and Source will automatically populate. You may need to clear this information to complete your search).
4. On the **Lines** tab, select **Post Journal** from the Process dropdown menu, and click **Process**.



5. A popup will ask if you want to post the journal. Select **OK**.
6. When the Journal Entry has been posted, the Journal Status will be **P**.

Have a question or feedback?

For questions or feedback contact

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Links
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