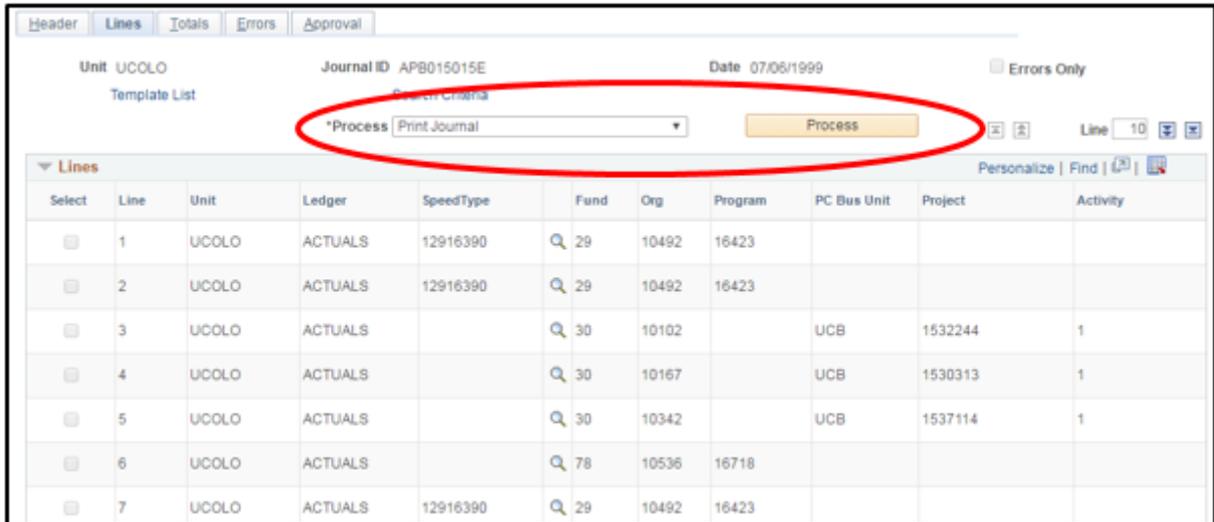


FIN How-to: Printing Journal Entries ^[1]

A Journal Entry in any status (Valid, Error, Approved, or Posted) can be printed from the Lines page of the Journal Entry.

Read the procedures

1. **If you need to look up the Journal Entry:** Log into the Finance System. Then, from the **Finance Inquiry** or **Finance & Accounting** homepage, click on the **Create/Update Journal Entries** tile. Use the Find an Existing Value button to search for the Journal Entry. Click on the Journal Entry to open it.
2. From the **Lines** tab, use the Process dropdown menu to select Print Journal.
3. Click **Process**.



4. The Journal Print page will appear as a new tab or window in your browser.



Journal ID: APB015015E	Source: FRS - Entries from FRS	FY: 2000	Acct Period:
Journal Date: 07/06/1999	Entered By: External Load - Don't Delete!		
Ledger Group: ACTUALS	Approved By:		Approval Date:
Description: AP DAILY			

Ln	SpeedType	Line Description	Fund	Org	Program	Proj/Grant	Sub-Cls
1	12916390	VIGIL MAURICE DBA WI3952	29	10492	16423		
1	12916390	Constr Strs Spec Ord					
1	12916390	VIGIL MAURICE DBA WI3952	29	10492	16423		
1	12916390	Constr Strs Spec Ord					
2	12916390	VIGIL MAURICE DBA WI3953	29	10492	16423		
2	12916390	Constr Strs Spec Ord					
2	12916390	VIGIL MAURICE DBA WI3953	29	10492	16423		
2	12916390	Constr Strs Spec Ord					

5. Move your mouse to the lower right of the Journal Print page, and select the **Printer Icon** when it appears. Select the appropriate printer and settings, and select **Print**.
Note: Your printer icon may appear in the upper right of your screen.

Have a question or feedback?

Questions & Feedback ^[2]

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.

Controller

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

Links

[1] <https://www.cu.edu/controller/fin-how-printing-journal-entries>

[2] <https://www.cu.edu/controller/forms/questions-feedback-0>