Home > FIN How-to: Printing Journal Entries

FIN How-to: Printing Journal Entries m

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

- 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.

Header Lines Totals Errors Approval											
Uni	Unit UCOLO Template List			Journal ID APB015015E					999	Errors Only	
				*Process Print Journal *				Process		X & Line 10 ¥ ¥	
▼ Lines										Personalize Find 🖉 🔛	
Select	Line	Unit	Ledger	SpeedType		Fund	Org	Program	PC Bus Unit	Project	Activity
	1	UCOLO	ACTUALS	12916390	٩	29	10492	16423			
	2	UCOLO	ACTUALS	12916390	٩	29	10492	16423			
	3	UCOLO	ACTUALS		٩	30	10102		UCB	1532244	1
	4	UCOLO	ACTUALS		٩	30	10167		UCB	1530313	1
	5	UCOLO	ACTUALS		٩	30	10342		UCB	1537114	1
	6	UCOLO	ACTUALS		٩	78	10536	16718			
	7	UCOLO	ACTUALS	12916390	Q	29	10492	16423			

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



University of Colorado Financials Journal Print

Journal	ID: APB015015E	Source: FRS - Er	tries from FRS			FY:	2000	Acct Period:	
Journal Date: 07/06/1999 Ledger Group: ACTUALS		Entered By: External	Entered By: External Load - Don't Delete! Approved By:						
		Approved By:							
Descrip	tion: AP DAILY								
Ln	SpeedType	Line Description	<u>Fi</u>	nd Org	Program		Proj/Grant	Sub-Cls	
1	12916390	VIGIL MAURICE DBA	WI3952 29	10492	16423				
	Constr Strs Spec Ord								
1	12916390	VIGIL MAURICE DBA	WI3952 29	10492	16423				
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1	12916390 Constr Stra Spee Ord	VIGIL MAURICE DBA	WI3952 28	10492	16423				
2	12916390	VIGIL MAURICE DBA	WI3953 29	10492	16423				
-	Constr Strs Spec Ord		110000	10102	10120				
2	12916390	VIGIL MAURICE DBA	WI3953 29	10492	16423				

 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.

Submit

Controller

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

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