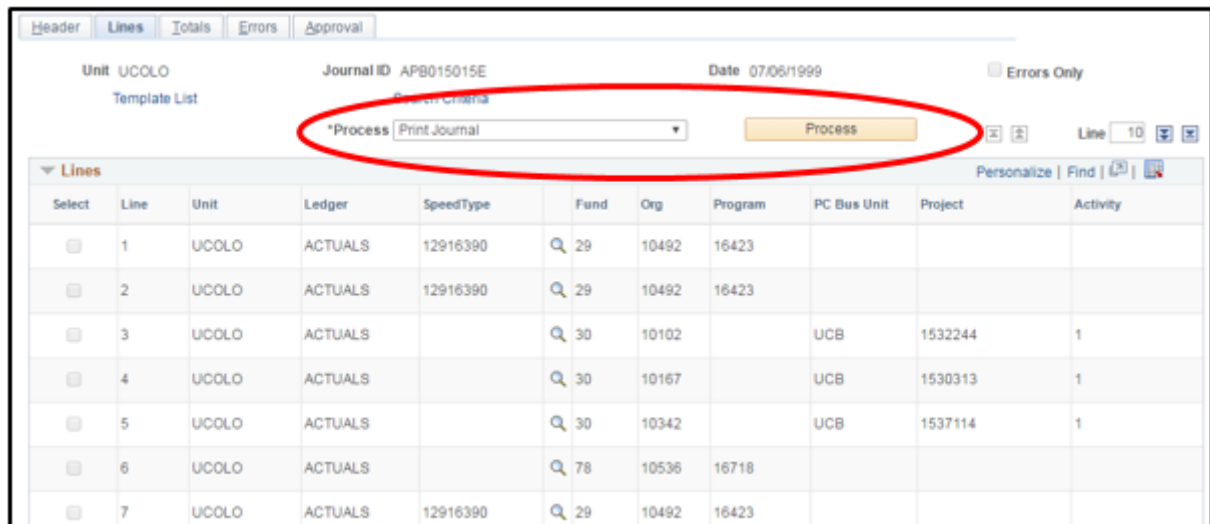


FIN How-to: Printing Journal Entries ^[1]

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**.



The screenshot shows the 'Lines' tab of a Journal Entry. At the top, there are tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. Below these, the 'Unit' is 'UCOLO', 'Journal ID' is 'APB015015E', and 'Date' is '07/06/1999'. There is a 'Template List' link and a 'Errors Only' checkbox. A red circle highlights the 'Process' dropdown menu, which has 'Print Journal' selected. Next to it is a 'Process' button. Below this is a table with columns: Select, Line, Unit, Ledger, SpeedType, Fund, Org, Program, PC Bus Unit, Project, and Activity. The table contains 7 rows of data.

Select	Line	Unit	Ledger	SpeedType	Fund	Org	Program	PC Bus Unit	Project	Activity
<input type="checkbox"/>	1	UCOLO	ACTUALS	12916390	29	10492	16423			
<input type="checkbox"/>	2	UCOLO	ACTUALS	12916390	29	10492	16423			
<input type="checkbox"/>	3	UCOLO	ACTUALS		30	10102		UCB	1532244	1
<input type="checkbox"/>	4	UCOLO	ACTUALS		30	10167		UCB	1530313	1
<input type="checkbox"/>	5	UCOLO	ACTUALS		30	10342		UCB	1537114	1
<input type="checkbox"/>	6	UCOLO	ACTUALS		78	10536	16718			
<input type="checkbox"/>	7	UCOLO	ACTUALS	12916390	29	10492	16423			

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	Constr Strs Spec Ord 12916390	VIGIL MAURICE DBA WI3952	29	10492	16423		
1	Constr Strs Spec Ord 12916390	VIGIL MAURICE DBA WI3952	29	10492	16423		
2	Constr Strs Spec Ord 12916390	VIGIL MAURICE DBA WI3953	29	10492	16423		
2	Constr Strs Spec Ord 12916390	VIGIL MAURICE DBA WI3953	29	10492	16423		

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.

Submit

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>