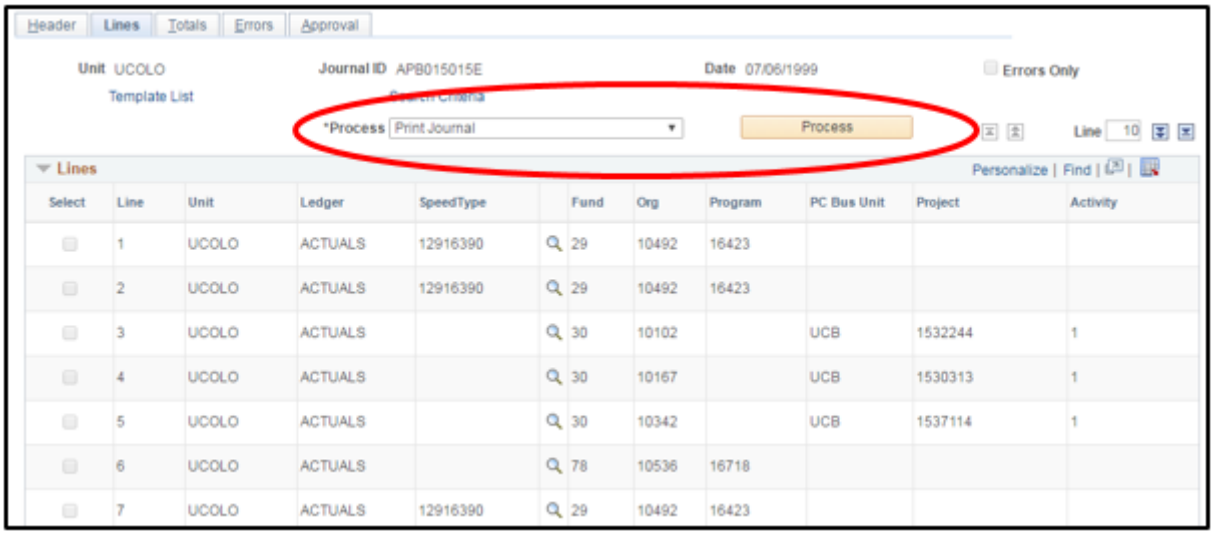
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FIN How-to: Printing Journal Entries [1]

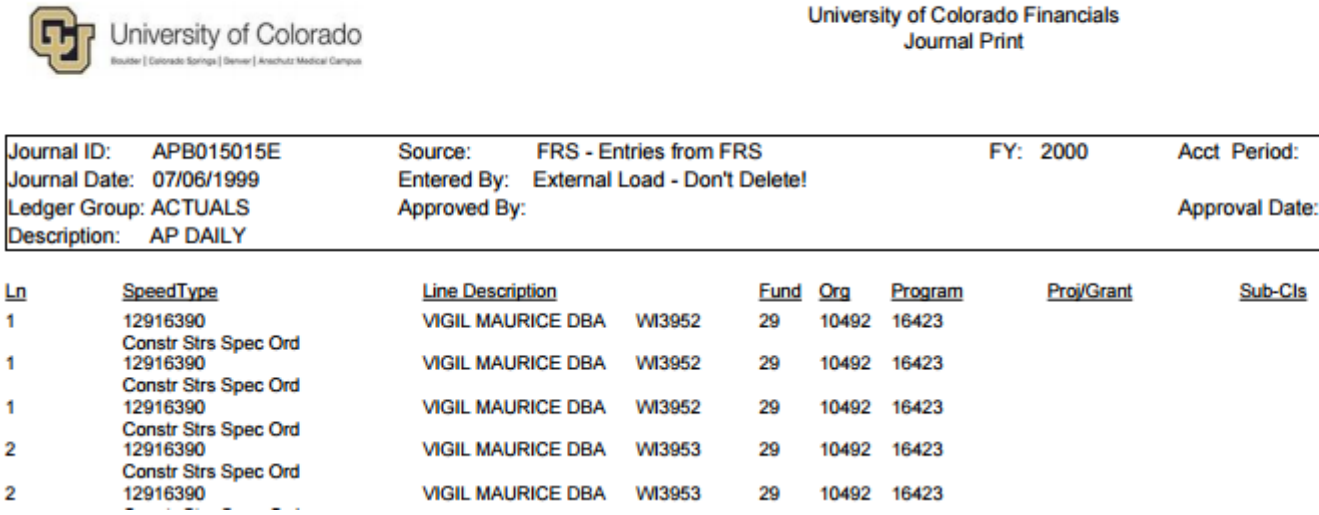
A Journal Entry in any status (Valid, Error, Approved, or Posted) can be printed from the Lines page of the Journal Entry.

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.


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Journal Print

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

For questions or feedback contact

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] mailto:fss@cu.edu?subject=Question%20or%20Feedback%20&body=What%20page%20this%20is%20from:%20' + window.location.href +