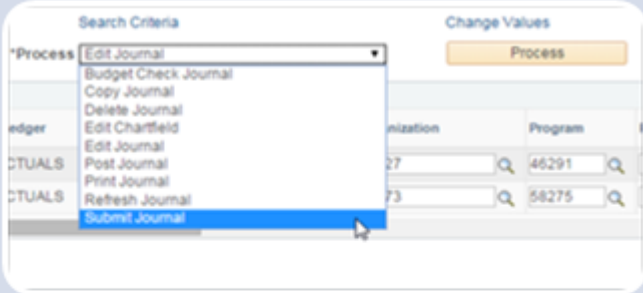


FIN How-to: Submitting Journal Entries ^[1]

In order to initiate the automated workflow of the Finance System (FIN), you must submit a journal entry.

Note - Only edited journal entries in valid status and budget status of valid can be submitted for approval. Journal Entries can be submitted in two places; on the lines tab, or on the approval tab.



The screenshot shows the FIN system interface. On the left, a 'Search Criteria' dropdown menu is open, showing a list of actions: Edit Journal, Budget Check Journal, Copy Journal, Delete Journal, Edit Chartfield, Edit Journal, Post Journal, Print Journal, Refresh Journal, and Submit Journal. The 'Submit Journal' option is highlighted. To the right of the dropdown is a 'Process' button. Further right, there is a 'Date' field showing '11/23/2015' and a 'Submit' button. Below the screenshot, there are two blue boxes with white text. The left box is titled 'Lines Tab' and contains a bullet point: 'Select Submit Journal from the Process dropdown menu, then select Process.' The right box is titled 'Approval Tab' and contains a bullet point: 'Select Submit.'

Lines Tab

- Select Submit Journal from the Process dropdown menu, then select Process.

Approval Tab

- Select Submit.

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-submitting-journal-entries>

Links

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

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