

Finance System Learning Resources: Processing Journal Entries ^[1]

- Processing Journal Entries
 - Journal Entries are created in the PeopleSoft Finance system when you need to make an entry to the general ledger that is not coming from a subsystem. The most common journal entry uses are: making corrections to a financial transaction on a SpeedType, and recording activity in accordance with GAAP (Generally Accepted Accounting Principles), such as accruals, allowance for bad debts, and inventory adjustments.
 - Journal Entry Process Overview
 - Quick Reference Guide (coming soon)
 - Creating Journal Entries
 - How-To Video (coming soon)
 - Step by Step Guide (coming soon)
 - Adding & Viewing Attachments
 - FIN 9.2 allows you to electronically attach journal entry supporting documentation, rather than having to deliver the supporting documentation to your approver via email or inter-office mail.
 - [How-To Video - Adding Attachments](#) ^[2]
 - [Step by Step Guide - Adding Attachments](#) ^[3]
 - [How-To Video - Viewing Attachments](#) ^[4]
 - Reversal Journal Entries
 - Quick Reference Guide (coming soon)
 - Adding and Changing Journal Entry Lines
 - Step by Step Guide (coming soon)
 - ChartField Glossary (coming Soon)
 - Journal Entry Debit/Credit Convention Quick Reference Guide (coming soon)
 - Editing Journal Entries and Correcting Errors
 - Step by Step Guide (coming soon)
 - Journal Entry Status Quick Reference Guide (coming soon)
 - Journal Entry Notify
 - How-To-Video (coming soon)
 - Quick Reference Guide (coming soon)
 - Submitting Journal Entries
 - Quick Reference Guide (coming soon)
 - Copying Journal Entries
 - Step by Step Guide (coming soon)
 - Posting Journal Entries
 - Step by Step Guide (coming soon)
 - Printing Journal Entries
 - Step by Step Guide (coming soon)
- Approving Journal Entries
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- Approving Journal Entries –
 - How-To Video (coming soon)
 - Step by Step Guide (coming soon)
 - Approval Roles – Quick Reference Guide (coming soon)
 - Viewing Attachments as an Approver
 - How-To Video ^[5]
 - Step by Step Guide ^[6]
- Spreadsheet Journal Entries
 - Using spreadsheet journal entries will allow you to upload journal entries with a lot of lines into FIN 9.2, or, to use the spreadsheet for recurring journal entries that you create on a routine basis
 - Configuring Journal Entry Spreadsheet
 - How-To Video (coming soon)
 - Step by Step Guide ^[7]
 - Creating Spreadsheet Journal Entries
 - How-To Video (coming soon)
 - Step by Step Guide ^[8]

Groups audience:

Controller

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Links

[1] <https://www.cu.edu/controller/finance-system-learning-resources-processing-journal-entries>

[2] <https://www.cu.edu/controller/elevate-fin-92-how-adding-attachments>

[3] <https://www.cu.edu/controller/adding-attachments> [4] <https://www.cu.edu/controller/elevate-fin-92-how-viewing-attachments>

[5] https://www.youtube.com/watch?v=rSwlkJjXXF8&list=PL2dlpslgt90vIGpdOWhQ4ysiS_GKWg6Ug&index=

[6] <https://www.cu.edu/controller/policies/viewing-attachments-approver>

[7] <https://www.cu.edu/controller/configuring-journal-entry-spreadsheet>

[8] <https://www.cu.edu/controller/creating-spreadsheet-journal-entries>