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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, allowace 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
  -

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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