

## **Finance System Learning Resources: Processing Journal Entries** <sup>[1]</sup>

- 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](#) <sup>[2]</sup>
    - [Step by Step Guide - Adding Attachments](#) <sup>[3]</sup>
    - [How-To Video - Viewing Attachments](#) <sup>[4]</sup>
  - 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 <sup>[5]</sup>
    - Step by Step Guide <sup>[6]</sup>
- 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 <sup>[7]</sup>
  - Creating Spreadsheet Journal Entries
    - How-To Video (coming soon)
    - Step by Step Guide <sup>[8]</sup>

### Groups audience:

Controller

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**Source URL:** <https://www.cu.edu/controller/finance-system-learning-resources-processing-journal-entries>

### 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=](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>