

## **Journal Entry Spreadsheets** <sup>[1]</sup>

The purpose of the Journal Entry Spreadsheets course is to provide participants with demos and tips on using the spreadsheet journal entry function in the PeopleSoft Finance System.

**Program Level:** Basic

**Prerequisites:** None

**Advanced Preparation:** N/A

**Instructional Method:** Group-Live, Group-Internet Based

**Instructor:** [Adam Bowling](#) <sup>[2]</sup>, [Calvin Anderson](#) <sup>[3]</sup>

**Recommended CPE Credit:** 1.0 Hours

**Field of Study:** Computer Software and Applications

### **Course Objectives:**

At the end of the course, participants will be able to:

- Use Journal Entry spreadsheets to upload JEs with a lot of lines into FIN
- Use Journal Entry spreadsheets to create recurring JEs
- Identify and troubleshoot common errors with the Journal Entry spreadsheet process, including issues with user ID and password

### **Program Policies** <sup>[4]</sup>

NASBA Statement

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**Source URL:** <https://www.cu.edu/controller/journal-entry-spreadsheets>

**Links**

[1] <https://www.cu.edu/controller/journal-entry-spreadsheets> [2] <https://www.cu.edu/controller/adam-bowling-cpe-instructor> [3] <https://www.cu.edu/controller/calvin-anderson-0>  
[4] <https://www.cu.edu/controller/cpe-cpas-policies> [5] <http://www.learningmarket.org>