

Finance System Update to Create/Update Journal Entries Tile ^[1]

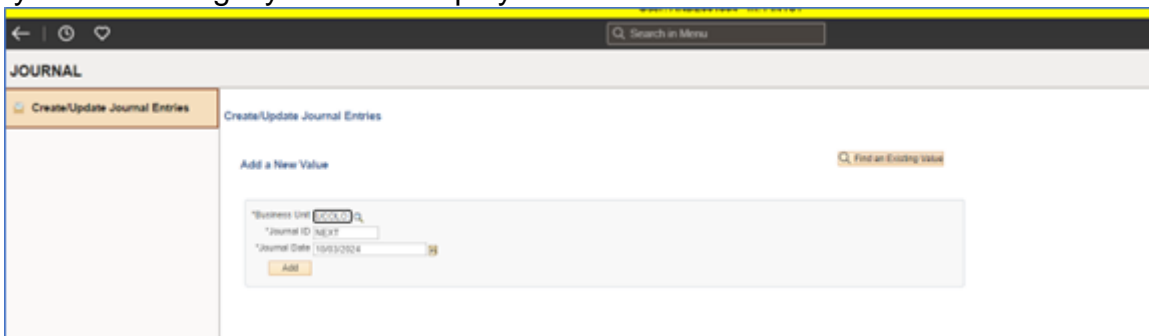
Effective Thursday, December 19, 2024, FIN users will see some changes to the Create/Update Journal Entries tile/functionality. Here's what to expect from this update – and what action you might need to do in response to it.

Change #1 – Journal Display Screens will include New Left-hand Menu (affects all users: no action is needed on your part)

After the FIN update: When you log into the Finance System and click the Create/Update Journal Entries tile



you'll see a slightly different display screen with a new left-hand menu:

A screenshot of a web application interface. At the top is a dark navigation bar with a search bar labeled "Search in Menu". Below this is a light gray header area with the word "JOURNAL" on the left. A left-hand menu is visible, with "Create/Update Journal Entries" highlighted in orange. The main content area has a sub-header "Create/Update Journal Entries". Below this, there is a section titled "Add a New Value" with a search button "Find an Existing Value". The "Add a New Value" section contains three input fields: "Business Unit" (with a dropdown menu), "Journal ID" (with a dropdown menu), and "Journal Date" (with a date picker). An "Add" button is at the bottom of this section.

The Journal screens will otherwise look and behave as usual.

Change #2 – Create/Update Journal Entries Tile in New Location on Finance Pages (only affects users who have customized their Finance pages: your action may be required)

After the FIN update: When you log into the Finance System, the Create/Update Journal Entries tile



may be in a different location on a page – or may be missing from a page.

The Journal Entries tile will switch locations (moving to the bottom right of the page):

- If you customized a FIN page that has the Create/Update Journal Entries tile built into it – for example, if you customized the Finance & Accounting page, or the Finance Inquiry page.
- *Action:* You can click-and-drag the tile back to where you want it on your customized page.

The Journal Entries tile will be missing from the page:

- If you created a custom home page.
- *Action:* You can add the tile back to your custom home page. (See the how-to video/procedures on [FIN Fluid Personalization](#) [2].)

The Create/Update Journal Entries tile will not move or disappear if you have not customized these pages.

Update for mobile device users:

If you process journals on your cell phone or tablet, good news!

The Create/Update Journal Entries tile has not been available on small format screens for a while. However, with this FIN update, the tile will now be available on mobile devices.

Questions?

Contact FSS@cu.edu [3].

Source URL:<https://www.cu.edu/controller/news/office-university-controller-news/december-18-2024-edition/finance-system-update>

Links

[1] <https://www.cu.edu/controller/news/office-university-controller-news/december-18-2024-edition/finance-system-update> [2] <https://www.cu.edu/controller/fluid-navigation-finance-system/fluid-personalization>

[3] <mailto:FSS@cu.edu>