

Journal Entry Attachments: New Options ^[1]

February 23, 2023

This February, with the annual Finance System update, you have new ways to add attachments to journal entries (JEs).

With this update:

- You can continue to add attachments to an individual journal via the link on the Journal Entry Header page.
- You can make it easier to add attachment/s to more than one journal at a time using the new Upload Journal Attachment page.
- You can make it easier to add the same attachment/s to more than one journal via the new Upload Journal Attachment page.

In summary: In addition to adding attachments while creating each JE, you can now also process attachments for your JEs on a new Finance System page. This is useful if you create multiple journals each month ... and, in particular, if you want to add the same attachments to multiple journals.

For details, please refer to our [FIN How-to guide for Adding Attachments](#) ^[2].

And, if you'd like to learn more about what makes a good journal attachment, [check out our video here!](#) ^[3]

Questions? Contact the OUC's Financial Services & Solutions (FSS) team at FSS@cu.edu ^[4]

Source URL: <https://www.cu.edu/controller/news/office-university-controller-news/february-23-2023-edition/journal-entry-attachments>

Links

^[1] <https://www.cu.edu/controller/news/office-university-controller-news/february-23-2023-edition/journal-entry-attachments>

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

^[3] <https://www.cu.edu/controller/fin-how-what-makes-good-attachment> ^[4] <mailto:FSS@cu.edu>