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Journal Entry Attachments: New Options [1]

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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