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## **Printing Journal Entries** <sup>[1]</sup>

**Effective Date: 1/23/2009**

### **Purpose**

A Journal Entry in any status (Valid, Error, Approved or Posted), can be printed from any page within the Journal Entry task by clicking on the printer button.

### **Download the Printing Journal Entries Quick Step below**

#### **Files:**



[printing-journal-entriesqs.pdf](#)<sup>[2]</sup>

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**Source URL:** <https://www.cu.edu/controller/policies/printing-journal-entries>

#### **Links:**

[1] <https://www.cu.edu/controller/policies/printing-journal-entries>

[2] <https://www.cu.edu/sites/default/files/policies/40993-printing-journal-entries/files/printing-journal-entriesqs.pdf>