Finance System Learning Resources: Journals [1]

Processing Journal Entries

Journal Entries are created in the PeopleSoft Finance system when you need to make an entry to the general ledger that is not coming from a subsystem. The most common uses of journals are: making corrections to a financial transaction on a SpeedType, and recording activity in accordance with GAAP (Generally Accepted Accounting Principles), such as accruals, allowance for bad debts, and inventory adjustments.

Journal Entry Process Overview

- FIN How-to: Journal Entry Process Overview [2]

Creating Journal Entries

- FIN How-To Creating Journal Entries [3]

Adding & Viewing Attachments

FIN allows you to electronically attach journal entry supporting documentation, rather than having to deliver the supporting documentation to your approver via email or inter-office mail.

- FIN How-to: Adding Attachments [6]

Reversal Journal Entries


Adding and Changing Journal Entry Lines

- FIN How-to: Adding and Changing Journal Entry Lines [8]
- FIN How-to: ChartField Glossary [9]
- FIN How-to: Actual Journal Entry: Debit/Credit Convention [10]

Editing Journal Entries and Correcting Errors

- FIN How-to: Editing Journal Entries and Correcting Errors [12]
• FIN How-to: Journal Status [13]

Posting Journal Entries

• FIN How-to: Posting Journal Entries [14]

Printing Journal Entries

• FIN How-to: Printing Journal Entries [15]

Using Notify on Journal Entries

• How-To-Video and Procedures [16]

Submitting Journal Entries

• FIN How-to: Submitting Journal Entries [17]

Copying Journal Entries

• FIN How-to: Copying Journal Entries [18]

Cash Transfer Journals

• Cash Transfer Journal Procedure [19]

Approving Journal Entries

Approving Journal Entries

• How-To Video and Procedures [20]

Spreadsheet Journal Entries

Using spreadsheet journal entries will allow you to upload journal entries with a lot of lines into FIN, or, to use the spreadsheet for recurring journal entries that you create on a routine basis

Using the Journal Entry Spreadsheet [21]

Journal Blackbox

• Journal Blackbox Step-by-Step [22]

Administering Workflow for Journals
Specialized instructions for the campus finance staff.

- **GL Admin Workflow Approver Step-by-Step** [23]

**Groups audience:**
Controller

**Right Sidebar:**
OUC - Related link: FIN 9.2 JE Spreadsheet Template
PSC - Need Help?

**Source URL:** https://www.cu.edu/controller/training/finance-system-training/finance-system-learning-resources-journals

**Links**
[1] https://www.cu.edu/controller/training/finance-system-training/finance-system-learning-resources-journals
[8] https://www.cu.edu/controller/fin-how-adding-and-changing-journal-entry-lines
[9] https://www.cu.edu/controller/fin-how-chartfield-glossary
[10] https://www.cu.edu/controller/fin-how-actual-journal-entry-debitcredit-convention
[13] https://www.cu.edu/controller/fin-how-journal-status
[14] https://www.cu.edu/controller/fin-how-posting-journal-entries
[16] https://www.cu.edu/controller/fin-how-using-notify-journal-entries
[17] https://www.cu.edu/controller/fin-how-submitting-journal-entries
[18] https://www.cu.edu/controller/fin-how-copying-journal-entries
[19] https://www.cu.edu/controller/cash-transfer-journal-entries
[21] https://www.cu.edu/controller/fin-journal-spreadsheets
[22] https://www.cu.edu/controller/fin-how-blackbox-journal-load
[23] https://www.cu.edu/controller/fin-how-workflow-administrator-approval