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# Finance System Learning Resources: Journals [1]

For access to the Finance System, visit the Access & Training Requirements guide [2].

## 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 [3]

### Creating Journal Entries

- FIN How-to: Creating Journal Entries [4]
- FIN How-to: What Makes a Good Long Description [5]

### 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: What Makes a Good Attachment [6]
- FIN How-to: Adding Attachments [7]

### Reversal Journal Entries

- FIN How-to: Reversal Journal Entries [8]

### Adding and Changing Journal Entry Lines

- FIN How-to: Adding and Changing Journal Entry Lines [9]
- FIN How-to: ChartField Glossary [10]
- FIN How-to: Actual Journal Entry: Debit/Credit Convention [11]
- FIN How-to: Personalizing Journal Entry Line Display [12]

### Editing Journal Entries and Correcting Errors

- FIN How-to: Editing Journal Entries and Correcting Errors [13]
- FIN How-to: Journal Status [14]

### Posting Journal Entries

- FIN How-to: Posting Journal Entries [15]

### Printing Journal Entries

- FIN How-to: Printing Journal Entries [16]

### Using Notify on Journal Entries

- FIN How-to: Using Notify on Journal Entries [17]

### Submitting Journal Entries

- FIN How-to: Submitting Journal Entries [18]

### Copying Journal Entries

- FIN How-to: Copying Journal Entries [19]

### Cash Transfer Journals

- Cash Transfer Journal Procedure [20]

## Approving Journal Entries

### Approving Journal Entries

- How-to: Approving Journal Entries [21]

## 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 [22]

## Journal Blackbox

- Journal Blackbox Step-by-Step [23]

## Administering Workflow for Journals

Specialized instructions for the campus finance staff.

- GL Admin Workflow Approver Step-by-Step [24]

**Groups audience:**
Controller
**Right Sidebar:**
OUC - Related link: FIN 9.2 JE Spreadsheet Template

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

**Links**
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