

**e-Journal Entry New Preparers Questionnaire ** Last updated May 5, 2011

Individuals seeking authorization to prepare journal entries in the e-Journal Entry application may gain access by completing all of the following:

1. Review the complete [PREPARERS GUIDE](http://fbs.admin.utah.edu/download/e_Journal/Preparers_Guide.pdf).
2. Save this Questionnaire as a “word document”, type in your responses and then email it to general\_accounting@utah.edu.
3. Fill out the [PREPARER SECURITY ACCESS FORM](http://fbs.admin.utah.edu/e-journal-preparer-security-access-form/) and click “Submit” at the bottom of the page. You should do this at the same time your email your questionnaire.

General Accounting will evaluate your responses to determine if you have an appropriate level of understanding of the journal business process, the e-Journal Entry application, the Preparer’s responsibilities, and user resources. The questions are categorized into topics that are important to your overall understanding of the e-Journal Entry application.

**About You**

1. Name:
2. Emplid:
3. Email Address:
4. Phone #:
5. Department (Org) ID and Name:

**User Roles**

1. List the three types of users of the e-Journal application.
2. Which user role requires e-Journal security authorization to create journals?
3. A valid email address is required on the employment record of which of the following?

Circle the correct letter.

A: Preparer only

B: Departmental approver only

C: Anyone using the e-Journal application

D: Both preparers and departmental approvers

**Creating a Journal Entry**

1. List the six steps a preparer takes to prepare and submit a new journal.
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Describe what is not appropriate to be included in the “explanation” field.
9. Does a journal have to be complete before it is saved? Yes/No
10. What happens when the “Cancel” function for the journal is selected?
11. What function is used to check the journal for errors?
12. How do you get rid of a journal (that is not in “Complete” status) that, for whatever reason, you decide should not have been created at all?
13. How do you add new blank lines to a journal?
14. What happens if the “Submit” function invoked and there are errors in the journal?
15. Describe the two methods backup documentation may be attached to a journal.
16. If backup documentation is being sent to General Accounting, what must accompany the documentation?
17. Is backup documentation required for every journal? Why or why not?
18. If you are preparing a journal on May 2nd which you need posted to the month of April, what “Accounting Date” should you enter on the journal?
19. Are departmental approvals required? Yes/No
20. How will a departmental approver be notified that he/she needs to approve your journal?
21. How do you add or change a person(s) to be permanently specified as a departmental default approver on all your journals?
22. Should the preparer be listed as a departmental approver? Yes/No
23. How do you resolve the situation when a default approver is unavailable to approve your journal and you want to add a different approver for that journal?
24. Where do you find all the individuals who need to approve a journal and the status of their approval?
25. If an error(s) is detected when the journal is “validated”, how is the error(s) identified and how can you determine the details of that error(s)?
26. “Submitting” a journal that does not require any corrections still may not be ready to be posted to the General Ledger. Under what two conditions will the journal not be ready to post to the General Ledger? (Hint: see pages 15 & 16)
27. What action should an approver take to have the Preparer make corrections or modifications to a journal?
28. Each journal line will have a status of either P, N, or C. What do these statuses indicate?

P:

N:

C:

**Communication Tools**

1. How can you leave yourself a note on a journal?
2. Who can view “sticky notes” and what happens to them when the journal reaches “complete” status?
3. How do you print a copy of a journal?
4. What “function” do you use to notify someone you have submitted a journal entry that affects one of their chartfields or ask them a question about the journal?

**Monitoring e-Journals**

1. Relative to having a journal posted in the specified month, what are the consequences of not having all departmental approvals completed or backup documentation being mailed and not in General Accounting’s possession by the cutoff date? Also, what must a preparer do to see that the journal is posted to the General Ledger?
2. How do you find all the journals you are either still “preparing” or you have “submitted” but are not yet posted to the General Ledger?
3. How do you know if a journal has been posted (NOT integrated) in the University’s accounting system (PeopleSoft)? Refer to page 21 of the Preparers Guide.
4. How do you find one of your journals that processed 6 months ago?
5. Whose responsibility is it to see that all the journals you prepare are eventually posted to the University’s accounting system?
6. A few days before the journal entry cutoff date, it is critical to review your worklists to make sure all your journals are being or have been processed. Journals in what three “states” (not worklists) should you be monitoring? (Hint: CA Approvals is not one)

**Troubleshooting & Support**

1. Where can you find information & support documentation for the e-Journal Entry application?
2. If the e-Journal application seems to be behaving strangely, what step(s) can you take before reporting a problem to central administration?
3. If you are having a problem you can’t seem to resolve, how do you get the help you need?