



## ■ e-Journal New Preparer Questionnaire ■ ■ ■

### **Coming Soon...**

An updated Preparers Guide and New Preparer Questionnaire will soon replace the in-person e-Journal Preparers training. Individuals seeking authorization to prepare journal entries in the e-Journal system will be asked to review the Preparers Guide and demonstrate an appropriate level of understanding of the system, by satisfactorily completing the New Preparer Questionnaire, before being granted Preparer security access.

### **In the meantime...**

No additional in-person training sessions are planned. General and Hospital Accounting will continue to accept the General Journal Entry PDF form while the new materials are developed. When the new training materials become available, complete information will be announced in the FBS News. If you would like to be notified directly via email, use the e-Journal QUESTIONS OR SUGGESTIONS link on your e-Journal Home Page and request to be added to the Preparer's wait list.

### **Do Approvers need to request access in order to use the system?**

Departmental approvers do not need to request access, but should review the Approvers Guide prior to using the system to carryout approvals. The guide is accessible from the e-Journal Entry Web Application found on the [CIS](#) (Campus Information System) Financial & Business Services pagelet, under the PROCESSING heading.

### **Questions?**

Send in your QUESTIONS OR SUGGESTIONS using the link on the e-Journal Home Page.