This audio job aid helps you complete the Café Systems Express Form for actuals journals.

For each function that you need below, make the corresponding selections on the Express form.

### Help for the Café Express Security Access Form

1. Will you be...
   - Correcting journals previously posted to the General Ledger?
   - Transferring financial resources from one chart string to another?
   - Recording revenue from internal sales from one department to another?

   In every case, select **Expense Entry, Requester and GL Journals** under NU Financials.

2. If you anticipate placing more than 15 charges on a journal for internal sales, you have the option of using the journal spreadsheet. However:
   - Security access to the Journal Import functionality must be requested on the General Security Access form.
   - Journal Spreadsheet users must enroll and receive training from Financial Operations, Accounting Services.