This audio job aid helps you complete the Café General Security Access Form for actuals journals.

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

### Help for the Café General Security Access Form

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

   In SECTION B: GENERAL ACCESS > GENERAL LEDGER ACCESS, add Journal Entry.

2. If you anticipate placing more than 15 charges on an internal sales journal, you have the option of using the journal spreadsheet.

   In SECTION B: GENERAL ACCESS > GENERAL LEDGER ACCESS, request Journal Import in addition to Journal Entry.

   New journal spreadsheet users are required to enroll and receive training from Financial Operations, Accounting Services.