

Simple Journal Request Form

This form is used to request the set-up of Simple Journal Types and Templates by ITS.

Simple Journal Types – used to group the journal templates

Simple Journal Templates – used to create journal templates for the different journal types

Security – used to define access for the journal template

No Security: Access to all users with the Simple Journal Entry role

User IDs: Access for specified users with Simple Journal Entry role

Name of Simple Journal: _____ (5 character limit)

Description: _____ (10 character limit)

Name of Simple Journal Template #1:

Account:	Fund Code:	Department:	Program:	Class:	Bud Ref:	Project:

Select Appropriate Security Method:

☐ No Security

☐ User IDs _____

Name of Simple Journal Template #2:

Account:	Fund Code:	Department:	Program:	Class:	Bud Ref:	Project:

Select Appropriate Security Method:

☐ No Security

☐ User IDs _____

Name of Simple Journal Template #3:

Account:	Fund Code:	Department:	Program:	Class:	Bud Ref:	Project:

Select Appropriate Security Method:

☐ No Security

☐ User IDs _____

Name of Simple Journal Template #4:

Account:	Fund Code:	Department:	Program:	Class:	Bud Ref:	Project:

Select Appropriate Security Method:☐No Security☐User IDs_____**Name of Simple Journal Template #5:**

Account:	Fund Code:	Department:	Program:	Class:	Bud Ref:	Project:

Select Appropriate Security Method:☐No Security☐User IDs_____