

Accounting Department – Training Request

Requesting Journal Worksheet Training

Original Date: April 1, 2011

Revision Date: Same

Applies to:

All UNTHSC employees

Purpose:

Journal Worksheet Training is requested by a DeptID holder when a department is granted authority to utilize Journal Worksheets to post transactions to the General Ledger.

Files needed:

- Journal Worksheet Template – supplied by Accounting Department after training.
- Journal Worksheet Macro – supplied by Accounting Department after training.
- Journal Worksheet Instructions – supplied by Accounting Department after training.

Process:

- JWS training requests must be routed through the Department Head or an individual authorized as a designee by the Department Head.
- Contact the [Accounting Department](#) for approval to use Journal Worksheets.
- If approved the Accounting Department will schedule a training session in the Accounting Department.
- Upon completion of JWS training the authorized personnel will receive a JWS and macro from the Accounting Department.
- Please complete the Journal Worksheet Template and route via email to the [Accounting Department](#).
- Departments are required to retain backup documentation per UNTHSC Records Retention Schedule.

Exceptions to Procedure:

- As of the revision date there are no exceptions.

Training:

- To be scheduled in the Accounting Department or at the authorized employee's office if necessary.

Additional Information:

- For assistance contact [Accounting Department](#) at (817) 735-5025.