

This form is to request journal entry access in Compass. Discussions and approval from your Chief Business Officer (CBO) should occur **BEFORE** you submit this form. Please note that the Controller's Office maintains final approval authority for journal entry access. They will discuss your request with your CBO to determine your level of access.

1. Please enter today's date.
2. Please enter your first and last name.
3. Please enter your email address.
4. Please enter your phone number.
5. Please enter your division.
6. Please enter your Chief Business Officer's name.
7. Which of the following best describes your role?
  - ☐ Administrative Support
  - ☐ Business Officer
  - ☐ Director
  - ☐ Faculty
  - ☐ Principle Investigator
  - ☐ Research Staff
  - ☐ Accounting/Financial Analyst
  - ☐ Emory Healthcare Employee
8. What is your net ID?

9. Have you discussed the business purpose with your Chief Business Officer (CBO) and received their approval prior to submitting this form? (Note: The Controller's Office maintains final approval authority for journal entry access. They will discuss your request with your CBO to determine your level of access.)

- ☐ Yes  
☐ No

10. Are you a new user to Journal Entries in Compass?

- ☐ Yes  
☐ No

11. Please select which journal entry functions you need to perform. (Select all that apply.)

- ☐ Full Access  
☐ Recharges  
☐ Transfers  
☐ F&A

12. What is the business purpose for your requested access?

13. Please list any additional comments.

**Please submit this completed form to [ctrl@emory.edu](mailto:ctrl@emory.edu).**

The Controller's Office will discuss your request with your Chief Business Officer (CBO) to determine your level of access. If your access is approved, you will receive information from the Controller's Office on how to complete the required training course. Approval from the Controller's Office and training completion are required before you receive access. Access will be granted within 2 business days of successfully completing training.

When an employee has never had access to the General Ledger, or no longer has access, please complete the following courses in Brainier.	
Compass: Introduction to General Ledger WorkCenter & Journals	Compass: Journal Mover