



CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: Controller's Office/Financial Adjustment Requests	
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End users of PeopleSoft that do not have access to process journal entries online may submit an accounting entry to the General Accounting Department by using an FIS Adjustment Request (FAR) Form. This form is a specially formatted Excel template that can be loaded directly into the PeopleSoft General Ledger Application to create a journal entry. The form is most useful for entries containing several lines (20 or more). The General Accounting Department encourages end users to obtain access to process online journals for entries of fewer than 10 lines.

An end user must be authorized to submit a FAR form to General Accounting. This authorization is obtained by completing and submitting the Controller's Office Transaction Signature Authority Form (refer to the Administrative Guideline for Signature Authority).

An End User Training Guide for Completing the FIS Adjustment Request and the FAR Form are located at the following Web site: http://www.csulb.edu/divisions/af/cms/end_user/FIS/forms/index.html.

FORMS: FIS Adjustment Request (FAR) Form Instructions for Completing FAR