90 Day Paper Journals
Feinberg Finance and Administration

This packet discusses the following:

- Important concepts to remember when completing a journal
- Journal entry checklist
- Items to submit with a 90 day journal
- Step by step instructions to complete a journal template
- Links to helpful resources
Important tips:

- **Each position** funding must equal **100%** (only one position per JE form)
- All chartstrings must be open for the dates of the journal
- Account code must be valid on the project
- When faculty/staff has more than one appointment, the position funding **will not** be the same as the certified effort, but the dollar amounts should match.
- When looking at paychecks, be sure to use **only** the amounts paid on the position number for which you are making changes.
- Journals must be done by quarter. Use the template as a guide for the dates to use when journaling for biweekly employees.
- The journal templates are great tools. Be careful not to delete the formulas in the spreadsheet- otherwise the spreadsheet will not calculate correctly.
- All chartstring PTA’s must sign the journal

Info needed for Journal:

- Position Number
- Position **funding** for time period
- Paycheck earnings and distribution
- Previous Journals as found in GL journal view

Items to include with **90 day submission**:

1. Journal Entry (JE) form with **original** signature from the Department or Business Administrator (DA or BA) of all departments involved. (Approval from **other** department’s DA or BA can be either via email or a scanned copy of their signature on the JE form). Please note the record number the journal should be entered on the top right corner of the form.

2. 90 day letter signed by DA or BA and by each Principal Investigator (PI) of grant (if grant involved- PI signature can be scanned copy). Please see: [http://www.northwestern.edu/financial-operations/policies-procedures/forms/90-Day_Memo_Form_and_Instructions.pdf](http://www.northwestern.edu/financial-operations/policies-procedures/forms/90-Day_Memo_Form_and_Instructions.pdf) for more detailed instruction on 90 day memos.

3. Position/Appointment form signed by DA or BA OR completed journal template showing retro funding changes, position number and employee name
   - a. Verifies funding (make any necessary corrections on form)
   - b. Indicates Record # to change
   - c. Shows compensation rate for position

4. Certified Effort Report (when applicable, not used for biweekly)

5. Attach copies of GL paychecks for respective Journal period
   - a. Required by Accounting Services/Payroll
   - b. Shows how paycheck was distributed (be sure to “view all” distribution lines)

6. GL Journal View
   - a. Often when previous journals have been completed, departments will make notes to show what should be included in current calculation.
***Use these step by step instructions with the next page to complete the journal template.***

**Step 1: Enter Chartstring**
- Column A line 6 enter Chartstring

**Step 2: Enter funding**
- Column B line 6 enter percentage (4 decimal places)
- Confirm line 33 is 100%

  Column A automatically feeds in below starting w/ line 39

**Step 3: Enter salary**
- Entire paycheck(s) should be entered on line 37- unless there is more than one position #, then only enter the salary related to the position # for which the JE is for. It also might be necessary to prorate a specific paycheck depending on the amount of days worked in a month. (Ex. If a grant started a November 15, 20XX the month would need to be prorated for the 12 of 22 days worked or =5000/22*12. )

  If a grant begins or ends in the middle of the journal dates, the journal entry will need to be split according to the grant dates.

  (Column B automatically feeds in based on percentages entered in lines 6 – 32; lines 16-32 can be unhidden if more lines of funding are needed)

  (Column E “S/B” automatically populates how the check should be allocated based on the funding)

**Step 4: Enter paycheck distribution**
- Fill in column F “WAS”- how was it actually paid out? Again, only enter salary related to the position # for which the JE is for. If prorating necessary, it should be entered here too. It is best to enter a formula rather than net total; for example three paychecks (5000+5000+5000) instead of 15000.

  Make sure line 66 on column E & column F matches

**Step 5: Enter prior journals**
- Check the GL Journal View panel in FASIS to see, if there were any journals done previously for this pay period. Fill in column G “JE done” (make sure line 66 is zero). Be sure to enter the journals using the “from” and “thru” dates for the months involved.

**Step 6: Complete journal**
- Column H “JE needed” this is the actual journal that needs to be completed- using column A for your account and column H for your amount. (make sure line 66 is zero)
- Fill in excel form and print on FASIS Journal Entry Form.
## Calculating Journals Using the Monthly JE Template

### Step 1: Enter chartstring

<table>
<thead>
<tr>
<th>CHARTSTRING</th>
<th>PERCENTAGE FUNDING SHOULD BE</th>
<th>MONTHS SHOULD CORRELATE TO PAYROLL QTRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>110 1001234</td>
<td>100.0000%</td>
<td>Sept</td>
</tr>
<tr>
<td>610 100012345</td>
<td>50.0000%</td>
<td>Oct</td>
</tr>
<tr>
<td>650 100054321</td>
<td>25.0000%</td>
<td>Nov</td>
</tr>
<tr>
<td>110 10001234 susp</td>
<td>75.0000%</td>
<td></td>
</tr>
</tbody>
</table>

### Step 2: Enter funding percentage

- Confirm funding = 100% for month

### Step 3: Enter entire paycheck amount for the position.

- Amount will automatically feed based on funding percentage above

### Step 4: Enter amount that was posted to each chartstring using an Excel formula.

- (ex. +5000+5000+5000)

### Step 5: Enter any previous Journals completed in column "JE Done" (as seen in HRIS Panel ‘GL Journal View’) but only for amounts involved in this quarter

- Must equal zero - If they don’t equal zero – there is an error in the spreadsheet!
**Important Links**

**Finance and Administration** has links to FSM Payroll calendars, payroll forms, and journal spreadsheet templates.

http://www.feinberg.northwestern.edu/finance/

**Administrator Payroll payment forms website** has links to Payroll forms including Position/Appointment forms, Additional/Special Pay Request Forms, instructions on how to fill out forms and other useful information.

http://www.northwestern.edu/hr/managers-administrators/payroll-administration/index.html

**FASIS** website has important information about the FASIS system including Self-Service, Reporting and Production as well as a links to FASIS trainings and contact information for the FASIS help desk.

http://www.northwestern.edu/hr/hris/


http://www.northwestern.edu/hr/hris/fasis/fasis_manual.pdf
(Printing not recommended due to frequent updates)

**Please note that these materials are to serve only as a point of reference for when you to complete a journal entry.**