

This form provides Accounting Services with the information necessary for approving a department for journal spreadsheet submissions into PeopleSoft. Journal spreadsheets are submitted as standardized excel spreadsheets via email. Three digit alpha codes (masks) are assigned to each department. Additionally, codes may be set up for each submitter within a department. Charges appear in PeopleSoft within two business days.

Please complete form, sign and date, and return to:

David Ackermann, Financial Operations IT, Suite 319, 555 Clark Street, Evanston, IL 60208 Email: upload-journal@northwestern.edu

1. In detail, describe the activity for which you will be submitting journal spreadsheets in PeopleSoft.

2. If this is a recharge center, have the billing rates for your recharge center been reviewed by the Office of Cost Studies?

YES NO

3. Please provide the PeopleSoft ChartString, including Account, which will receive the income from this recharge operation via the journal spreadsheet. For Chart of Accounts information go to: <https://www.northwestern.edu/financial-operations/policies-procedures/reporting/guide-to-accounts.html>

Fund Dept ID Project ID Activity Account

Contact Name:

Phone Number: Email:

Department: Netid:

Signature:

Deans Office Signature: _____ Date: _____

Please note if you have a preferred three digit Mask or if you have replaced someone:

Preferred Mask: <input type="text"/>	Act. Approval: <input type="text"/>
	Assigned Mask: <input type="text"/>