FASIS Administration

Deployed Funding
FASIS Deployed Funding Assistance

Accessing FASIS Deployment

The FASIS Deployed Funding pages are accessed through FASIS Administration at https://hrweb.northwestern.edu with your FASIS ID and password; all deployed funding and journal entries need to be entered into the Production database. Users must have successfully completed HRS102: Deployed Funding and received proper security authorization to access the Deployed Funding and Journal pages.

FASIS Lookup Training

All users are required to have taken the basic FASIS Lookup Training course (HRS101). As a result, references to pages or procedures covered in Lookup Training will not be explained in detail in this manual. Refer to the FASIS Lookup Training User’s Guide, available on the FASIS website, for more details regarding those pages.

Deployed Funding Training

The FASIS Deployed Funding course is offered each month on both the Evanston and Chicago campuses. All users, including Data Enters and Payroll Transaction Approvers, must successfully complete the course before gaining access. Search for available courses (HRS102) in FASIS Self Service, or contact the FASIS Training Specialist to request a general or in-house training:

Chris Tondini. FASIS Trainer
tondini@northwestern.edu

Technical Questions

For technical questions or assistance, including system lockouts or errors, contact:

FASIS Helpdesk
847-467-4800
fasishelp@northwestern.edu
Hours: M-F, 8:30-5:00pm
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Section 1:
Deployed Funding Overview and Rules
FUNDING AND CHARTSTRINGS

What is “Funding”?  
Any employee who receives a paycheck from the University must have one or more funding sources set up to provide payment. A funding source is simply an internal account number (called a “chartstring”), specifying which department or grant is providing the funds for the employee’s paycheck.

University Chartstrings
The internal account number that identifies a funding source is called a chartstring. Every department budget, grant, endowment, and gift is assigned its own unique chartstring which you will use to indicate where to charge an employee’s paycheck.

A chartstring may have up to seven sets of numbers:

<table>
<thead>
<tr>
<th>Fund (3 digits)</th>
<th>Financial Department (7 digits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>610 – 1444000</td>
<td>60088999 – 01 – 3223 – 1234 – 60011</td>
</tr>
<tr>
<td>610 – 1444000</td>
<td>60088999 – 01 – 3223 – 1234 – 60011</td>
</tr>
<tr>
<td>610 – 1444000</td>
<td>60088999 – 01 – 3223 – 1234 – 60011</td>
</tr>
<tr>
<td>610 – 1444000</td>
<td>60088999 – 01 – 3223 – 1234 – 60011</td>
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<tr>
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<td>60088999 – 01 – 3223 – 1234 – 60011</td>
</tr>
<tr>
<td>610 – 1444000</td>
<td>60088999 – 01 – 3223 – 1234 – 60011</td>
</tr>
<tr>
<td>610 – 1444000</td>
<td>60088999 – 01 – 3223 – 1234 – 60011</td>
</tr>
</tbody>
</table>

**Fund (3 digits)**
Identifies the general type of funds that are being used. Some common funds used in payroll are:
- 110: general unrestricted department budget
- 190, 191, 192: University cost sharing for grant-funded employees
- 4xx: endowment funds
- 610, 620, 630, 650: grant funds

**Financial Department (7 digits)**
Identifies the financial entity, department, or management unit that is responsible for the account. Note that this is not the same as the 6-digit HR Department ID number.

**Project (8 digits)**
This number is used to identify a specific project that is associated with funds with a fiscal year or multi-year length. For example, it may identify the specific grant (when used with a grant fund) or a particular fiscal year project (when used with cost-sharing or self-supporting funds).

**Activity (2 digits)**
This is required whenever the Project value is used. It will usually be “01” unless the sponsoring agency doesn’t allow carry-over funding between award periods or requires billing invoices to be sent for spending on individual periods.

**Program (4 digits)**
Optional field used to provide security access and tracking for collaborative activities that occur across different units.

**ChartField1 (4 characters)**
Optional field used to provide additional categorizing and tracking of transactions. Also used to indicate if Payroll charges are in Suspense (SUSP).

**Account Code (5 digits)**
Specifies the type of transaction. In payroll, an Account Code beginning with a “6” is a payroll salary transaction; accounts beginning with a “78” are student scholarships or stipends.
Some common account codes are:
- 60011: faculty salaries
- 60101: exempt staff salaries
- 60103: non-exempt staff salaries
- 78050: graduate student stipends
Common Chartstring Formats

Chartstrings may appear in multiple formats depending on the purpose of the activity and which type of funds are being charged. Though possible, it is rare for a chartstring to include all seven sets of numbers. In payroll funding, three common formats occur most often:

- **Unrestricted department accounts**, used to pay many recurring positions funded from your department’s annual budget, may use only three fields:

  110 – 1444000 – 60011

  ![Diagram](Diagram)

- **Grant, cost-sharing, gift, endowment, and self-supporting accounts** also must include the Project and Activity fields to identify the distinct purpose being tracked. Though certain chartstrings may include the Program and ChartField1, most do not:

  610 – 1444000 – 60088999 – 01 – 60011

  ![Diagram](Diagram)

- If an employee’s payroll cannot be charged correctly, it will be added to your department’s **suspense account**. In this case, **ChartField1** value will display “SUSP” on payroll reports, budget reports, and the administrator view of the employee’s paycheck (for more information about suspense, see _____):

  110 – 1444000 – SUSP – 60011

  ![Diagram](Diagram)
Deployed Funding and Electronic Approvals

What is “Deployed” Funding?

A department is considered “deployed” when there is at least one Payroll Transaction Approver and one School Approver assigned to approve transactions within that department’s HR Department ID. As long as there are approvers in place, funding changes and corrections may be entered online by an approved Deployment user.

Departments that are not deployed must submit all funding changes via a paper Position Data/Appointment Form and all journals via a paper Journal Entry Form.

Funding Cycles and Deadlines

Payroll funding cycles and deadlines depend on the type of employee that is being paid. There are three types of payroll General Ledger runs (GL) that occur:

- **BIR**: payroll runs for all biweekly-paid employees, including regular and temporary staff
- **MON**: payroll runs for monthly-paid faculty, staff, and graduate students
- **ADJ**: adjustment payroll runs to pay out historical pay entered into Kronos (for biweekly employees) or retroactive pay that was missed for monthly employees (upon request)

**Deadlines**: Funding entries for each type of employee must be entered and fully approved by the published deadline for that employee’s payroll run. (For example, changes to a faculty member’s funding for January must be entered and approved by the January MON general ledger deadline.)

**Retroactive pay**: Any retroactive or historical pay that is not paid on the adjustment payroll will be paid on the next regular paycheck for the employee.

Electronic Approvals

When a user submits a funding change or correction online, it is routed through a “workflow” approval process, by which various approvers must electronically sign-off. All entries must be approved by at least a departmental primary or backup Payroll Transaction Approver (PTA) and a School Approver (SA) before the entries are submitted for processing on the next payroll. In some instances, approval by the central Payroll Office is also required.

If the funding change involves chartstrings owned by different PTAs, the transaction may cycle through a maximum of 3 PTA Approvals before being sent to a School Approver.
Approval Process Flow

Transaction approval is passed through workflow in the following manner; an explanation of each approval follows below.

**Payroll Office Review/Approval**

Review and approval of a transaction is necessary by the Payroll Office in the following instances:

**Payroll Clerk Review:**
- The Funding Stop Date is greater than the Position End Date. In this case, Payroll will automatically extend the Position End Date. However, the employee’s Appointment will not be extended automatically. It is the responsibility of the department to review and extend an Appointment End Date, if necessary, by submitting a Position/Appointment Form using the action/reason codes DTA/REA.

**Payroll Manager Review:**
- Use of a non-default Account Code (e.g. paying a biweekly staff employee from the Faculty Salaries account code)
- Any retroactive transfer of monies on a Journal Entry between a salary (6xxxx) Account Code and a scholarship (78xxx) Account Code

**Payroll Transaction Approvers (PTA)**

- A primary and a backup PTA should be defined for each chartstring. When a new chartstring/grant is created, the PTAs must be assigned before that chartstring can be used in Deployed Funding (see _______).
- A transaction involving a FN Department/Project without an assigned PTA cannot be used on the Deployed Funding pages until a PTA is added.
- Any Deployed Funding user may assign or change PTA approvers on their department’s chartstrings using the “Payroll Transaction Approvers” page. This must be done before any transaction is entered.
- All PTAs must complete FASIS Deployed Funding training and the Deployment Security Authorization Form.
• Due to system limitations, approvals will cycle to no more than 3 PTAs. For example, a transaction that includes 4 chartstrings, each with a different PTA, will be sent to only three of the four for approval. When more than 3 PTAs are possible, the system will randomly choose which 3 to use.

School Approver (SA)

• The SA is based on the six-digit HR Department ID that owns the position.
• Each School/Center may have more than one SA; however, only one will need to approve the transaction.
• At least one SA is required for any department within that school/center to receive Deployment access.
• School approval is the final step in the workflow process. Once school approval is obtained, the transaction will be queued to process on the next payroll General Ledger.

Bypassing Approval

If you are entering a transaction and are also the chartstring's primary or backup PTA, it will be sent to other PTAs (if applicable) or immediately to the School Approver. It will not be sent to your worklist for approval.

If you are entering a transaction and are also the PTA and School Approver, the transaction will immediately be fully approved and will receive a status of “A.” It will not be sent to any worklist for approval.

Transaction Statuses

The status of any Position Funding or Journal Entry indicates its current place in the approval path:

Transaction Status = “P” (Pending)

Any transaction will have a status of “P” while within the approval process. Transactions still with a “P” status by the deadline will be dropped from the system and must be re-entered during the next Deployed Funding cycle.

Transaction Status = “A” (Approved)

Once a transaction is approved by all necessary approvers, the status will change to “A,” indicating that the transaction is fully approved and will be processed on the next payroll General Ledger run. After a transaction is approved, no changes can be made until the General Ledger is run.

Transaction Status = “D” (Denied)

If anyone in the approval path denies a transaction for any reason, a notice will be sent via email to the Data Enterer and the Transaction Status will be set to “D.” When denied, the transaction exits the approval path and the funding reverts back to that which existed prior to data entry. The Data Enterer will receive an email that the transaction has been denied, and it can be re-entered the next day if time allows.

FEINBERG NOTE After a transaction is denied, you must email Med Finance to request approval before re-submitting it.

Emergency Help

The FASIS Help Desk has an Emergency Panel available which allows them to set any transaction to “Approve,” “Deny,” or “Pending” with proper school authorization. If you need a transaction’s status changed once it has been approved or denied, contact the FASIS Help Desk for assistance. Please note that all requests for emergency Approval or Denial must be accompanied by proper approval.
FUNDING AND JOURNAL ENTRY RULES

Basic Rules

- **Position End Dates:** Every *position* at Northwestern has either an “Indefinite End” (meaning it will be open and valid until otherwise closed), or a specific Position End Date. The Position End Date is displayed at the top of the Position Funding page and can be found on the “Nw Position Data” tab of the Position Data page. If funding is entered that extends past the Position End Date, your transaction will first be routed to the Payroll Office, where the Position End Date will be extended for you. It will then be sent to the Payroll Transaction Approver(s) to continue the normal approval path. *(Note that if the employee also has an Appointment End Date, it will not be extended by Payroll. The Appointment End Date must be changed via a Position/Appointment Form for the employee to continue receiving pay.)*

- **Funding Start/Stop Dates:** It is imperative that you use the correct Start/Stop dates for Funding and From/Thru dates for Journal Entries. These dates should always correspond to the beginning and end dates of the pay periods for the employee, unless otherwise bound by a grant that begins or ends mid-period. For monthly employees, this will be the first and last days of the month. For biweekly employees, reference the Biweekly Pay Schedule for appropriate dates.

- **One-to-Many Positions:** If funding changes are made to a position with a Headcount greater than 1, the change will affect all employees currently in that position. The Headcount for a position can be seen on the Position Funding and Position Data pages.

Chartstring Rules

- Any chartstring entered must have at least one Payroll Transaction Approver assigned.

- The entire funding chartstring (including the Account Code) must be valid and active:
  - The chartstring being used must be open on the day that the entry is being keyed.
  - If a Project is included in the chartstring, the Project must be open during the timeframe covered by the Journal Entry or Funding.
  - The chartstring Account Code must be open for the timeframe covered by the Journal Entry or Funding.

- The funding Account Code must be the default Account Code for the position, as listed at the top of the Position Funding page. Any variance to the default Account Code must be reviewed and approved by the Payroll Office.

- There should be no retroactive change between a wage Account Code (6xxxx) and a scholarship Account Code (78xxx). Any such change must be reviewed and approved by the Payroll Manager.

- For Journal Entries, the chartstring, Account Code, and Project must be open and valid for the entire retroactive period covered by the Journal Entry.

- Any new chartstring, and any change made to an existing chartstring, will not be available in FASIS until the following day.

Journal Entry Rules

- When making retroactive changes to monthly employees, journals **cannot cross fiscal quarters** (Sep-Nov, Dec-Feb, Mar-May, Jun-Aug). Separate “parts” must be added to the Journal Entry for each fiscal quarter.

- Consecutive pay periods within a fiscal quarter (for monthly employees) or anytime within the fiscal year (for biweekly employees) can be combined into one Journal “part.” *(Feinberg Note)* Biweekly employee journals must also be split based on fiscal quarters.

- Beginning and End Dates for Journal Entries must correspond to the earnings beginning and end date for that type of employee (monthly or biweekly). Often this will be same as the beginning and end of a pay period, but may differ based on a grant Start/Stop date or employee hire date.
RETROACTIVE CHANGES AND THE 90-DAY RULE

Overview

To be considered “retroactive,” a funding change must fall within a biweekly or monthly pay period for which the General Ledger has already run (i.e. for which a paycheck has already been written). Funding changes may involve shifting all or part of the funding to a new chartstring(s), or re-allocation of the percentage that was charged to specific accounts.

Retroactive funding changes must consist of at least two parts:

1. Submitting a funding change on the Position Funding page, to ensure that future paychecks are charged correctly.
2. Submitting an online Journal Entry to correct the charges(s) for paychecks that were already written in the last 90 days.
3. If the change is more than 90 days retroactive, a 90-day paper journal must also be completed to correct any charges that occurred more than 90 days in the past.

The 90-Day Rule

Once a transaction is identified as retroactive, it must be determined if the change is retroactive by more than 90 days. To do this, compare the Funding Start Date of the change in question to the Check Date of the last regular payroll that was processed.

Funding Changes Retroactive by 90 Days or Less:
- An online Journal is entered in FASIS to correct the funding.

Funding Changes Greater than 90 Days:
- A paper journal must be completed and sent to Payroll with appropriate documentation and a 90-Day Justification Memo.

If a funding change or journal entry is on both sides of the 90-day cutoff, data should be entered within FASIS to correct information within 90 days, an a supplemental paper form should be completed for changes past 90 days.

Examples

Example 1 – Changes must be made for March 1-31, 2014:
- If the Last Payroll Check Date Was: May 30, 2014
- 90-day Cutoff Date: February 28, 2014
- Result: Position Funding and Journal can be retroactively entered into FASIS.

Example 2 – Changes must be made for January 1-31, 2014:
- If the Last Payroll Check Date Was: May 30, 2014
- 90-day Cutoff Date: February 28, 2014
- Result: Since the entire date range is outside of the 90 days, a paper journal must be submitted for the entire change.

Example 3 – Changes must be made for January 1 – March 31, 2014:
- If the Last Payroll Check Date Was: May 30, 2014
- 90-day Cutoff Date: February 28, 2014
- Result: Position Funding and Journal can be retroactively entered into FASIS for March 1-31. Additionally, a paper journal must be submitted to correct the charges for January 1 – February 28.
Section 2: 
Getting Started
VALIDATING CHARTSTRINGS BEFORE USE

It is the responsibility of the Data Enterer (the person entering a transaction) to first determine if a chartstring is valid for the intended funding dates, that it has the correct payroll Account Code open, and that it is assigned at least one Payroll Transaction Approver.

Navigation

MAIN MENU > ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > REVIEW FUNDING INFO > VIEW VALID CHARTSTRINGS

Searching for a Chartstring

Upon navigating to the View Valid Chartstrings page, you will be presented with the Chartstring search screen. You may enter all fields or just one or two (e.g. just a Project).

Tip: Leaving the Budget Period field blank will return results for the current fiscal year.

Data Description

The Chart String box contains basic information about the validity of the chartstring:

<table>
<thead>
<tr>
<th>LAST UPDATE</th>
<th>The date this chartstring’s information was last updated.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA PRIMARY, PTA BACKUP</td>
<td>The Payroll Transaction Approvers assigned to this chartstring. If at least one PTA is listed, this chartstring is deployed and can be used when changing funding online. Note: If no PTAs are currently assigned and you have security access to the chartstring, you may add PTAs at any time.</td>
</tr>
<tr>
<td>START DATE, END DATE</td>
<td>The date range for which this chartstring is valid for use.</td>
</tr>
<tr>
<td>FED GRANT</td>
<td>Notes if this chartstring is supported by a federal grant.</td>
</tr>
</tbody>
</table>
Validating Chartstrings Before Use

When viewing an **Unrestricted Chartstring**, all Account Codes are valid and available for use:

```
Valid Accounts for Chartstring Above
Any account is valid with this Chartstring
```

For all other chartstrings, including **Grants, Endowments, and Gifts**, the Valid Accounts box will display all payroll Account Codes that are available for use. Note that only the first 10 Account Codes are displayed; use the scroll arrow or click the “View All” link to see additional valid Account Codes:

```
Valid Accounts for this Grant

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Code</th>
<th>Account Description</th>
<th>Budget Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>60011</td>
<td>Faculty Salaries, Regular</td>
<td>60010</td>
</tr>
<tr>
<td>2</td>
<td>60020</td>
<td>Faculty Summer Salary</td>
<td>60010</td>
</tr>
<tr>
<td>3</td>
<td>60030</td>
<td>Research Professional Salary</td>
<td>60010</td>
</tr>
<tr>
<td>4</td>
<td>60040</td>
<td>Academic Occasional Salaries</td>
<td>60010</td>
</tr>
<tr>
<td>5</td>
<td>60050</td>
<td>Academic Professionals</td>
<td>60010</td>
</tr>
<tr>
<td>6</td>
<td>60075</td>
<td>TGS Research Assistants</td>
<td>60010</td>
</tr>
<tr>
<td>7</td>
<td>78010</td>
<td>Grant In Aid</td>
<td>78001</td>
</tr>
<tr>
<td>8</td>
<td>78050</td>
<td>Stipend</td>
<td>78001</td>
</tr>
<tr>
<td>9</td>
<td>78060</td>
<td>Stipend - Service</td>
<td>78001</td>
</tr>
<tr>
<td>10</td>
<td>78073</td>
<td>Stipend - Supplement</td>
<td>78001</td>
</tr>
</tbody>
</table>
```

**Opening New Chartstrings or Account Codes**

If you would like to use a chartstring or Account Code that is not available or valid, it must first be opened by contacting Accounting Services (non-grant chartstrings) or ASRSP/OSR (grant chartstrings).

Any new chartstring, project, or Account Code that is opened will be visible and available for use in FASIS the following day.
USING THE POSITION FUNDING PAGE

The vast majority of deployment transactions are initiated using the Position Funding page. On this page, it is possible to:

- View all current and future funding set up for a position
- Extend or end chartstring(s) that are funding a position
- Add new funding chartstring(s) to pay a position
- Reallocate the percentage of funding charged to numerous chartstrings at once
- Submit retroactive funding changes for a position that has been paid incorrectly (also includes a Journal Entry)

This topic will explain how to view funding data on the Position Funding page; the following topics in this section will detail the changes that can be made using this page.

Navigation

MAIN MENU > ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > ADD/Maintain POSITIONS > POSITION FUNDING

Viewing Funding Information

<table>
<thead>
<tr>
<th>Procedure</th>
</tr>
</thead>
</table>
| 1. Enter an 8-digit Position Number to view the funding for that position.  
  Note: If you do not know the Position Number, it can be found on the Appointment Overview, Job Data or Northwestern Job Summary page for that particular employee. |
| 2. Click Search. |
| 3. All funding information for that position will be displayed (see next page for data descriptions). |
Data Description

**Data Description**

Each line of funding has the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EMPL ID</strong></td>
<td>The ID number and name of the employee currently in this position, if applicable.</td>
</tr>
<tr>
<td><strong>POSITION END DATE</strong></td>
<td>If the position has an end date, it will be displayed here; otherwise the Indefinite End box will be checked.</td>
</tr>
<tr>
<td><strong>JOB CODE</strong></td>
<td>The 6-digit Job Code and University Title assigned to this position.</td>
</tr>
<tr>
<td><strong>ACCOUNT</strong></td>
<td>The payroll Account Code that must be used on the chartstring(s) that pay this position.</td>
</tr>
<tr>
<td><strong>DEPARTMENT</strong></td>
<td>The 6-digit HR Dept ID and name of the department that owns this position.</td>
</tr>
<tr>
<td><strong>MAX HEAD COUNT, FILLED POS</strong></td>
<td>The maximum head count for the position, and the number of employees currently active in the position.</td>
</tr>
<tr>
<td><strong>JOURNAL ENTERED</strong></td>
<td>Displays “Y” if a Journal Entry has been submitted during the pay period for this employee.</td>
</tr>
</tbody>
</table>

Each line of funding has the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FUND, FN DEPT, PROJECT, ACTIVITY, PROGRAM, CHARTFIELD 1, ACCOUNT</strong></td>
<td>The chartstring components that will be used to pay this portion of funding.</td>
</tr>
<tr>
<td><strong>APPROVAL ACTION</strong></td>
<td>This box is used by approvers to approve or deny transactions; otherwise it will be grayed out.</td>
</tr>
<tr>
<td><strong>APPROVAL STATUS</strong></td>
<td>If the transaction was submitted this pay period, the status will display “P” (pending), “A” (approved), or “D” (denied).</td>
</tr>
<tr>
<td><strong>PERCENT</strong></td>
<td>The percent of the employee’s pay that will be charged to this chartstring.</td>
</tr>
<tr>
<td><strong>START DATE, STOP DATE</strong></td>
<td>The beginning and end dates for which this chartstring will be used; note that the Stop Date can be Indefinite End.</td>
</tr>
<tr>
<td><strong>PTA</strong></td>
<td>The ID and name of the primary Payroll Transaction Approver for this chartstring.</td>
</tr>
</tbody>
</table>
**USING THE “SELECT FUNDING” BUTTON**

In the procedures that follow, there are two methods that can be used to enter chartstring numbers: the number can be manually typed into each box, or the “Select Funding” button can be used to automatically select and insert a chartstring number.

Although either method is valid, there are many advantages to using the “Select Funding” button; namely:

- You do not need to know the entire chartstring (e.g. you can search by a Project or FN Department only)
- You will immediately see the validity of the chartstring, including End Dates and open Account Codes.
- You can confirm the Primary and Backup PTA for the chartstring.

**Using “Select Funding”**

On both the Position Funding or Journal Entry pages, a **Select Funding** button is visible next to each chartstring entry area, for example:

**Procedure**

1. Click **Select Funding** next to the chartstring entry you wish to select.

2. Enter any portion of a Fund, FN Dept, Project, or any combination of the information. In this example, we are only entering the first 7 digits of a Project number.

3. Click **Search**.
4. If your search matches only one result, you will immediately be taken to that chartstring’s information. If there are multiple matches, a list of results will be displayed:

```
<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Budget Period</th>
<th>Fund Code</th>
<th>FN Dept</th>
<th>Project/Grant</th>
<th>Activity ID</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>NWUNY (blank)</td>
<td></td>
<td>610</td>
<td>4180000</td>
<td>60027079</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>NWUNY (blank)</td>
<td></td>
<td>620</td>
<td>4015000</td>
<td>60027072</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>NWUNY (blank)</td>
<td></td>
<td>620</td>
<td>5326000</td>
<td>60027071</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>NWUNY (blank)</td>
<td></td>
<td>630</td>
<td>5418200</td>
<td>60027075</td>
<td></td>
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</tr>
<tr>
<td>NWUNY (blank)</td>
<td></td>
<td>640</td>
<td>5366000</td>
<td>60027076</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>NWUNY (blank)</td>
<td></td>
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<td>5240000</td>
<td>60027077</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>NWUNY (blank)</td>
<td></td>
<td>650</td>
<td>5248000</td>
<td>60027078</td>
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</tr>
<tr>
<td>NWUNY (blank)</td>
<td></td>
<td>650</td>
<td>5408000</td>
<td>60027079</td>
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<td>Active</td>
</tr>
<tr>
<td>NWUNY (blank)</td>
<td></td>
<td>650</td>
<td>5423000</td>
<td>60027073</td>
<td></td>
<td>Active</td>
</tr>
</tbody>
</table>
```

5. Click a chartstring to view its information. The chartstring’s details, including Start and End Dates, PTA approvers, and Valid Account Codes will be displayed:

```
Chart String

- Fund: 610  - FN Dept: 4180000  - Project: 60027079  - Activity: 01
- PTA Primary: 1014374  - PTA Backup: 1002239
- Fed Grant: Y
- Start Date: 07/01/2010  - End Date: 07/31/2011

Valid Accounts for this Grant

1. 60011  - Faculty Salaries, Regular  - Account: 60010
2. 60020  - Faculty Summer Salary  - Account: 60010
3. 60030  - Research Professional Salary  - Account: 60010
4. 60040  - Academic Occasional Salaries  - Account: 60010
5. 60050  - Academic Professionals  - Account: 60010
6. 60076  - TOS Research Assistants  - Account: 60010
7. 60104  - Technical-Paraprofessional  - Account: 60100
8. 60106  - Service-Maint-Skilled Crafts  - Account: 60100
9. 60060  - Administrative Salaries  - Account: 60200
10. 60062  - Internal Consulting (KGSIM)  - Account: 60200
```

6. To choose this chartstring, click **OK**. It will now be fully entered in the respective line on the Position Funding or Journal Entry page:

```
<table>
<thead>
<tr>
<th>*Fund</th>
<th>*FN Dept</th>
<th>Project</th>
<th>Activity</th>
<th>Program</th>
<th>Chart Field 1</th>
<th>*Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>610</td>
<td>4180000</td>
<td>60027079</td>
<td>01</td>
<td></td>
<td></td>
<td>80031</td>
</tr>
</tbody>
</table>
```

**Notes:** If you do not want to select this chartstring, click “Cancel” instead. When using this feature, the **Account** is automatically set to the Account Code required for the position.

7. Continue with your data entry or transaction is described in the following pages.
Section 3:
Funding Changes & Journal Entries
EXTENDING THE FUNDING STOP DATE

While chartstrings supported by appropriated University funds usually do not have a stop date, grant, gift, and endowment accounts do. As a result, the most common change made to funding is extending the stop date when a grant is renewed or extended. The following procedure applies when you are extending the stop date only, and no other changes are being made to the funding account.

**Note:** Funding is *not* automatically extended when your grant is extended in NU Financials; you must manually extend the funding for each position paid off the account.

### Rules

- Use the View Valid Chartstrings page to first determine if the chartstring, Project, and Account Code are active and valid through the new stop date. You will not be able to extend the funding until the chartstring information has been updated in FASIS.

- If you extend a funding Stop Date past the Position End Date, your entry will first be routed to the Payroll Office. Payroll will extend the Position End Date to match the Stop Date of the funding, and the request will be routed to the PTA to continue the approval process.

- **Extending a funding Stop Date and a Position End Date does not automatically extend an employee’s Appointment End Date.** Always ensure your employee’s Appointment End Date is correct by consulting the Job Data page in FASIS. If an Appointment End Date needs to be revised, a Position Data/Appointment Form must be printed and sent to Payroll noting the change in Appointment End Date. The form must follow the proper protocol for approval within your department and school prior to being sent to the Payroll Office.

### Quick Steps

<table>
<thead>
<tr>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1.</strong> Navigate to the Position Funding page for the position.</td>
</tr>
<tr>
<td><strong>2.</strong> Locate the chartstring for which you wish to extend the Stop Date. Delete the current <strong>Stop Date</strong> and type the new date over it.</td>
</tr>
<tr>
<td><strong>Notes:</strong> Since we are not changing the chartstring, there is no need to add a new row. If the “Indefinite End” box is checked, you must uncheck it before entering a Stop Date.</td>
</tr>
<tr>
<td><strong>3.</strong> Click <img src="Image" alt="Save" />. The appropriate workflow messages will be shown, and your transaction will be saved with a “P” (Pending) status and entered into workflow.</td>
</tr>
</tbody>
</table>
Example #1

A grant account funds Position #00052973 and was set to expire on 12/31/2010. We received notice that the grant has been extended through 6/30/2011, so we must now extend the Funding Stop Date for this position. The position in this scenario has an end date of 6/30/2011, so the position will not have to be extended.

Procedure

1. On the Position Funding page for Position #00052973, place the cursor in the Stop Date box for the second chartstring, delete the current Stop Date, and enter the new date (“6/30/2011”) over it.

   Notice the Position End Date at the top of the screen; since we are extending funding to 6/30/2011, we know this position will not need to be extended.

2. Click Save. You will receive a notice this the transaction is about to be routed for approval:

   Warning -- This transaction needs NW Payroll Transaction Approv approval. Enter it into workflow? (107.4)

   This transaction must be approved. If you click OK, the system will route it to someone who can approve it; if you click Cancel, you can change the transaction without forwarding it.

   OK Cancel

3. Click OK. Notice the Approval Status for this chartstring has been set to “P” and all funding details are grayed out; you are unable to make any more changes:

   [Diagram showing the position funding page with the Approval Status highlighted and set to “P”]
Example #2

A grant account funds Position #00011683 and was set to expire on 6/30/2011. We received notice that the grant has been extended through 7/31/2011, so we must now extend the corresponding Funding Stop Date for this position. The position in this scenario has an end date of 6/30/2011, so the position will have to be extended as well.

**Procedure**

1. On the Position Funding page for Position #00011683, place the cursor in the Stop Date box for the chartstring, delete the current Stop Date, and enter the new date (“7/31/2011”) over it.

   *Notice the Position End Date is 6/30/2011; we know the position will have to be extended to match the Funding Stop Date of 7/31/2011.*

   ![Position Funding Page](image)

2. Click . You will receive a notice that your transaction is first being routed to the Payroll Office to correct the Position End Date:

   ![Message](image)

3. Click . Notice the Approval Status for this chartstring has been set to “P” and all funding details are grayed out; you are unable to make any more changes:

   ![Approval Status](image)

The transaction will be routed first to Payroll, who will extend the Position End Date to match the funding Stop Date. It will then be routed to PTAs for approval.

*Important Note:* Since the position has an End Date, it is likely that the employee also has an Appointment End Date assigned. Check the Job Data page in FASIS and, if necessary, submit a Position/Appointment Form to Payroll to extend the employee’s Appointment End Date.
Changing a Funding Chartstring/Account Code

Overview

In addition to extending the Stop Date on current funding, new chartstrings can be added to complement or replace the existing position funding; alternately, the percentage charged to a set of chartstrings may be reallocated. Changing a funding chartstring consists of 2 steps:

- Stop the current funding by changing its Stop Date
- Enter the new chartstring and/or funding percentages

Rules

- Use the View Valid Chartstrings page to first determine if the chartstring, Project, and Account Code are active and valid through the new stop date.

Navigation

MAIN MENU > ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > ADD/MAINTAIN POSITIONS > POSITION FUNDING

Quick Steps

<table>
<thead>
<tr>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Navigate to the Position Funding page for the position.</td>
</tr>
<tr>
<td>2. Locate the chartstring you need to replace. Update the Stop Date for that chartstring by simply typing over the existing Stop Date (if necessary). &lt;br&gt; Note: If the “Indefinite End” box is checked, you must uncheck it before entering a Stop Date.</td>
</tr>
<tr>
<td>3. Click + and enter the details for the new funding chartstring; ensure that the Start Date is the day after the End Date of the one you are replacing.</td>
</tr>
<tr>
<td>4. Click [Save]. The appropriate workflow messages will be shown, and your transaction will be saved with a “P” (Pending) status and entered into workflow.</td>
</tr>
</tbody>
</table>
Example

A grant account funds Position #00041600 and was set to expire on 4/30/2011. We received notice that current grant funding must be stopped and replaced with a different grant account beginning 5/1/2011.

Procedure

1. On the Position Funding page, enter Position Number “41600” and click Search:

2. First we must end the current funding. Since the change will be made for 5/1/2011, the old funding will have to end the day before, on 4/30/2011.

   Place the cursor in the Stop Date box for the second chartstring, delete the current Stop Date, and enter the new date (“4/30/2011”) over it.

3. Click to open a new blank funding row:
4. Enter the new funding information in the blank row, with the **Start Date** of “5/1/2011”:

![Funding Chartstring/Account Code](image)

5. Click **Save**. You will receive a notice this the transaction is about to be routed for approval. You may receive the message multiple times:

![Message](image)

6. Click **OK** to all messages. The **Approval Status** for both lines of funding (the one that was ended early and the one that was just added) have been set to “P” and all funding details are grayed out; you are unable to make any more changes.
CHANGING FUNDING RETROACTIVELY (WITH JOURNAL ENTRY)

Overview

If funding is changed retroactively for a position, a journal entry must be created to correct previous charges. When working with retroactive changes, the following steps must be implemented:

1. Use the FASIS Paycheck page or Vista reports to determine the dollar amount that needs to be transferred. This must be done before beginning the transaction.
2. Enter the Funding change into the Position Funding page, using the retroactive Start Date (within the last 90 days).
3. Enter a Journal to correct past charges within 90 days.
4. If a change is retroactive by more than 90 days, a paper journal must be completed for those changes past the 90-day mark.

Rules

- Use the View Valid Chartstrings page to first determine if the new chartstring, Project, and Account Code are active and valid for the entire period covering the retroactive change.
- You can only enter retroactive funding within 90 days of the last paycheck for the position in question. If your change is retroactive by more than 90 days, you must enter the last 90 days in the system and submit a paper journal entry for the older corrections.
- Charges for the same fiscal quarter can be combined into one “part” of the journal.

Navigation

MAIN MENU > ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > ADD/MAINTAIN POSITIONS > POSITION FUNDING

Quick Steps

<table>
<thead>
<tr>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Use the FASIS Paycheck View page, or your VISTA reports, to determine the amount of pay that needs to be corrected. You will need the full amount available before beginning the transaction.</td>
</tr>
<tr>
<td>2. Navigate to the Position Funding page for the position.</td>
</tr>
</tbody>
</table>
| 3. Locate the chartstring you need to replace. Update the Stop Date for that chartstring by simply typing over the existing Stop Date (if necessary).  
  Note: If the “Indefinite End” box is checked, you must uncheck it before entering a Stop Date. |
| 4. Click and enter the details for the new funding chartstring; ensure that the Start Date is the day after the End Date of the one you are replacing.  
  Record the old and new chartstrings; you will need these available to create the journal entry. |
| 5. Click Save. You will be automatically prompted to complete the journal entry, which will open in a new window. |
| 6. Enter the journal details to correct all charges within the past 90 days. Be sure to follow the Journal Rules and 90-Day Rule. |
Changing Funding Retroactively (with Journal Entry)

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>Click Save. The appropriate workflow messages will be shown, and your transaction will be saved with a “P” (Pending) status and entered into workflow.</td>
</tr>
</tbody>
</table>

Example

A grant account funds part of Position #00046094 and was set to expire on 6/30/2011. In the middle of May, we received notice that the funding account should have been changed on April 1, 2011. We need to make this funding change and submit a journal entry to correct the April 2011 paycheck.

**Procedure**

1. **Before beginning, determine which amount needs to be corrected from past paychecks.**
   
   Using the Paycheck View page in FASIS, locate the April 2011 paycheck that we need to correct. Using the “Paycheck Distribution” tab, find the amount that was charged to the incorrect chartstring for Position #00046094. For more information on using the Paycheck View page, refer to the FASIS Lookup Training Manual.

2. **On the Position Funding page, enter Position Number “46094” and click Search:***

   ![Position Funding Page](image)

   - This position is funded by two chartstrings; the grant is the one we wish to end. Since the new funding needs to be effective April 1, we will change this line’s **Stop Date** to “3/31/11”. The remaining chartstring will remain untouched.
4. Click to open a new blank funding row:

![Image of funding screen]

5. Enter the new funding information in the blank row, with the Start Date of "4/1/2011". Since we are replacing the line above it, we must be sure that the Percent for this line is "26.5" as well.

![Image of funding screen]

6. Write down the chartstring that was stopped and the new chartstring, including the Account Code; you will need these numbers available for the journal entry.

7. Click . After clicking through the usual workflow notices, your Position Funding will be saved. Since the funding is retroactive, we receive the Journal Entry notice:

![Image of journal entry notice]
8. Click **Yes**. A new window will open up, presenting you with a blank Journal Entry page:

![Journal Entry Page]

9. Enter the **From Date** and the **Thru Date** for earning dates of the *incorrect* paycheck we need to fix, in this case, “04/01/2011” and “04/30/2011” since we need to correct April’s paycheck:

![Journal Entry Form]

10. In the **Journal Description** box, enter a brief description of what you are doing, followed by your initials and 5-digit extension, such as “Correct Charge – CMT 73080”:

![Journal Entry Form]

11. In the first line of funding boxes, enter the chartstring that was *incorrectly charged*, along with the amount that needs to be corrected. **This amount should be negative (-) since we need to credit this account back:**

![Funding Boxes]

12. Click the **+** button to the right of that funding line to add a new row.

13. In the new row, enter the chartstring and amount that *should have been charged*. **This amount should be positive.**

![Funding Boxes]

14. Click **Save**.

15. The appropriate workflow messages will be shown, and your transaction will be saved with a “P” (Pending) status and entered into workflow. Click **OK**. Both parts of your transaction, the journal and funding change, have now been routed separately for approval as two different transactions.
ENTERING A JOURNAL WITHOUT FUNDING CHANGES

Overview

There are very few instances where you will create a Journal Entry directly without a funding change; most of the time you will be automatically prompted for the journal entry during the funding change process as noted in the previous section. The only instances where you will enter a journal alone are:

1. You entered a journal previously but made an error while typing the chartstring or amount. In this case, a second journal entry would be needed to correct the mistake on the first one.
2. You previously entered a funding change and journal; the funding part was approved and processed, but the journal entry was denied. In this case, you will need to re-enter the journal portion only.

Navigation

MAIN MENU > ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > ENTER JOURNALS > ENTER JOURNALS

Quick Steps

<table>
<thead>
<tr>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Navigate to the Journal Entry page for the specific employee.</td>
</tr>
<tr>
<td>2. Enter the journal details to correct all charges within the past 90 days. Don’t forget to add a new “part” if the entry will cover multiple fiscal quarters.</td>
</tr>
<tr>
<td>3. Click ![Save]. The appropriate workflow messages will be shown, and your transaction will be saved with a “P” (Pending) status and entered into workflow.</td>
</tr>
</tbody>
</table>

Example

A grant account was set up to fund a position through 6/30/2011. Unknown to us, the grant expired early on 3/31/11; as a result, the employee’s April paycheck hit our suspense account. The grant was then extended again to 6/30/11, so the funding will not need to be changed. We do, however, need to create a journal for the April paycheck that hit our suspense account.

<table>
<thead>
<tr>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Before beginning, determine which amount needs to be corrected from past paychecks.</td>
</tr>
</tbody>
</table>

Using the Paycheck View page in FASIS, locate the April 2011 paycheck that we need to correct. Using the “Paycheck Distribution” tab, find the amount that was charged to the incorrect chartstring (in this case the suspense account) for this employee. For more information on using the Paycheck View page, refer to the FASIS Lookup Training Manual.
2. On the Journal Entry page, enter EmplID “1017824” and click Search.

3. On the blank Journal Entry page, enter the From Date and the Thru Date for pay dates of the incorrect paycheck we need to fix, in this case, “04/01/2011” and “04/30/2011” since we need to correct April’s paycheck.

4. In the Journal Description box, enter a brief description of what you are doing, followed by your initials and 5-digit extension, such as “Correct Charge – CMT 73080”:

5. In the first line of funding boxes, enter the chartstring that was incorrectly charged, along with the amount that needs to be corrected. This amount should be negative (-) since we need to credit this account back. Because in this scenario we are correcting a suspense account, we must enter SUSP in the Chartfield 1 box:

6. Click the + button to the right of that funding line to add a new row.

7. In the new row, enter the chartstring and amount that should have been charged. This amount should be positive.

7b. In our example, we are finished with the entry since it did not cross fiscal quarters. If fiscal quarters were crossed, you would enter a new “part” to the journal and repeat Steps 3-7 for the additional quarter. A new “part” can be added by clicking the upper-right + button:

8. Click Save.

9. The appropriate workflow messages will be shown, and your transaction will be saved with a “P” (Pending) status and entered into workflow.

Click OK. Your journal entry will be routed for approval.
UNDERSTANDING SUSPENSE / CLEARING SUSPENSE

What is Suspense?

Every department at the University has a “Suspense” account, a holding place where payroll charges are directed if there is some problem with the funding accounts that are set up. Some situations that may result in a payroll charge for an employee “hitting your suspense” account are:

- The funding Stop Date has passed, and no new funding has been entered.
- A funding entry included a lapse in dates (e.g. one funding chartstring ends on 7/31, but the new one isn’t set to start until 9/1). In this case, the dates not covered by funding will hit suspense.
- A grant, project, or non-grant chartstring previously set up has prematurely expired or otherwise become unavailable. Payroll charges that attempt to hit the project, grant, or other chartstring will hit suspense.
- Funding has been set up using multiple chartstrings, but the total percentage adds to less than 100%. In this case, the percentage not covered will hit suspense.
- Any other situation in which a missing or invalid chartstring is discovered when the payroll process runs.

Suspense is denoted by the letters SUSP appearing in the chartstring. You will see “SUSP” on an employee’s paycheck view and in your VISTA reports when a charge has been forwarded to suspense.

Fixing Invalid Funding Before the General Ledger Run

Every payroll process consists of two pieces, a Payroll Processing step, and the General Ledger run. In between steps, time is available to correct any invalid or missing funding to prevent your suspense account from taking the charge. Dates and deadlines are regularly published on the monthly Payroll calendar and sent to the FASISPROCEDURES listserv.

In general, the process is as follows:

1. FASIS runs the Payroll Process to identify which chartstrings will be used for the next payroll.
2. Deployment users are notified by the FASIS Help Desk that the process is run and that the General Ledger Suspense Report is available in VISTA.
3. Departments with VISTA access can check the General Ledger Suspense Report (NWPAY067) for any payroll charges that are about to hit their suspense account.
4. Any Deployment user can submit last-minute funding changes in FASIS to avert the suspense charges. The transactions must be entered and fully approved by the deadline noted in the email to FASISPROCEDURES, usually 5:00pm the day before a payday. FEINBERG NOTE Changes must be entered at least two business days before the paydate – which is usually the same day that the suspense report is emailed.)
5. The General Ledger runs, committing all payroll charges. After this point, any missing/invalid funding that has not been fixed will hit a department’s suspense account and must be cleared using a journal.

Using a Journal Entry to Clear Your Suspense

When a payroll charge does hit your suspense account, it should be cleared immediately and charged to the appropriate chartstring. If suspense charges are not cleared within 90 days, a paper journal must be completed.

To clear your suspense account, follow the previous procedure for CHANGING FUNDING RETROACTIVELY. When creating your journal entry, be sure to credit the suspense account, which will be listed on the employee’s paycheck on the View Paycheck page, as well as in your department’s VISTA reports.

The suspense chartstring always has “SUSP” listed in Chartfield1 – you must enter the SUSP in Chartfield1 when creating your journal entry.
SUBMITTING A PAPER JOURNAL FOR RETROACTIVE CHANGES OVER 90 DAYS

Overview

When changes are made to funding that is retroactive over 90 days, the following steps must be completed:

1. Submit the change to funding with the actual retroactive Start Date.
2. Submit the online journal entry for the pay corrections within the past 90 days only. If you attempt to enter journal dates that exceed the 90-day limit, you will receive an error.
3. Prepare a paper journal for any pay corrections over 90 days in the past and send the paper journal to the Payroll Office for entry and processing.

FEINBERG NOTE When submitting a paper journal involving a grant, all related departments, the Dean’s Office, the grant’s PI, and Med Finance must all sign off on the paper form (even though the form does not list a line specifically for them).

Navigation

MAIN MENU > ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > ENTER JOURNALS > ENTER JOURNALS

Procedure

This procedure assumes you have already completed Steps 1 and 2 above; this process explains how to gather and submit information for the paper journal portion of your correction in Step 3.

<table>
<thead>
<tr>
<th>Procedure</th>
</tr>
</thead>
</table>
| 1. If the employee is all or partially grant-funded, and has already certified effort for the period you are journaling, print out and attach a copy of the Certified Effort Report for that quarter.  
  FEINBERG NOTE You must also print a copy of the Position/Appointment Form for the correct appointment, showing the updated funding (MAIN MENU > ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > POSITION REPORTS > POSN/APPT FORM BY POSITION). More details about printing these forms are provided in the HRS401 class and manual. |
| 2. Print a copy of all paychecks that need to be corrected manually (those that are over the 90-day limit). You should print a screenshot of the “Pay Check Distribution” tab of each relevant paycheck, showing the incorrect chartstrings that were charged (MAIN MENU > PAYROLL FOR NORTH AMERICA > PAYROLL PROCESSING USA > VIEW PAYCHECK INFORMATION > PAYCHECK > “PAY CHECK DISTRIBUTION” TAB). |
  Note: This form should be completed similar to the online entry. Only enter changes for those paychecks that are past the 90-day limit, as those within the limit should have already been entered in FASIS. |
| 5. Obtain necessary signatures and route all information and printouts to the Payroll Office, 720 University Place. All paper forms must arrive at Payroll by the deadline noted on the Payroll Calendar to assure processing on the next payroll run. |
Sample 90-Day Paper Journal Form

**HRIS Journal Entry Form**

Name ___________________________________ University ID __________________________________

Journal Entry FROM __________________________ TO __________________________

Reason __________________________________

<table>
<thead>
<tr>
<th>Period From September Through November</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Period From December Through February</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
</tr>
<tr>
<td>------</td>
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<tr>
<td></td>
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<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Period From March Through May</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
</tr>
<tr>
<td>------</td>
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<tr>
<td></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Period From June Through August</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Signature ___________________________________ Department ______________________________

Date __________________________ Phone # ______________ Email __________________________

ASRSP Approval __________________________ Accounting Services Approval __________________________
Sample 90-Day Paper Journal Justification Letter

90 Day Rule Justification

Memo Form

- If applicable, list the tracking numbers of all associated SDAs:

(1) Why was this expense originally charged to the chart string from which it is now being transferred? Or, why was this expense incurred (if not yet posted)?

(2) Why should this charge be transferred/posted to the proposed receiving chart string? (For transfers, a correlation must be drawn between the initial charge and the chart string to which it is being transferred)

(3) Why is this cost transfer/posting being requested more than 90 calendar days after the date of transaction on a budget statement/original occurrence or, if salary, from the beginning of the earnings period?

(4) What action is needed to eliminate the future need for cost transfers/postings of this type? Is this action being taken?

(5) Salary transferred to sponsored projects must be supported by timely certified effort reports. For the salary charged to sponsored projects, have you certified effort for the quarter in which the transfer/charge occurs? If yes, attach the certified effort report.

☐ Yes ☐ No ☐ N/A

(6) Signature and Approval

Signature of Preparer:

_________________________________________ Date: __________

Signature of Supervisor/Principal Investigator:

_________________________________________ Date: __________

Signature of Dean’s Office/ Vice President or Designee (As needed):

_________________________________________ Date: __________

Northwestern University Faculty and Staff Information Systems
Section 4:
Additional Functions
MODIFYING OR ADDING PTAS

Overview

All Deployment users have the ability to add or update Payroll Transaction Approvers for each chartstring FN Dept/Project combination within their administrative unit.

PTAs may not be added to a chartstring if:

- The person you’re trying to assign as a PTA has not taken the Deployment training course
- The chartstring you’re attempting to modify currently has a funding or journal transaction in “Pending” or “Denied” status. Once the status is “Approved” or the General Ledger runs, PTA updates will be allowed for that chartstring again.

Note: If you add or change a PTA while in the middle of entering a transaction (i.e. by opening a new window), you must begin the entire transaction again for the PTA change to be recognized. For this reason, it is recommended that you confirm PTAs before beginning any data entry.

Navigation

MAIN MENU > ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > REVIEW FUNDING INFO > PAYROLL TRANSACTION APPROVERS

Procedure

1. Navigate to:
   ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > REVIEW FUNDING INFO > PAYROLL TRANSACTION APPROVERS
   and search for a chartstring by FN Dept and/or Project.

2. If the chartstring you selected already has PTAs assigned, you will see the Payroll Transaction Approver page:
   If you receive a message that “No matching values were found”, that means there is no PTA assigned to this chartstring yet. You must first click the “Add a New Value” tab at the top and re-enter your full FN Dept and Project number.

3. In the Payroll Transaction Approver and the Backup Payroll Transaction App boxes, enter the EmplID of the employee you wish to assign as PTAs.

4. Click ![Save](Save.png).
   Note: The Last Update Time will be updated, and the Last Operator ID will change to your FASIS ID.

5. After saving, an email notice will be sent to the FASIS Security Administrator and your School Approver(s) for your administrative area. The email will include details about the PTA update, including your name, the chartstring, who the original PTA was, and who the new PTA is.
Using the “Track Deployment” Page

Overview
The “Track Deployment” page allows you to see where your Position Funding transaction is in the approval process and who has already approved or denied your entry.

Navigation
MAIN MENU > ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > REVIEW FUNDING INFO > TRACK DEPLOYMENT BY POS#/DEPT

Searching
On the “Track Deployment” page, you can view current funding transactions for any position number to which you have FASIS access. Clicking “Search” without entering a position number will display a list of all positions with current transactions.

Note: If your search produces no result, there is no funding transaction active for that position in the current period.

“Who Has It?” Tab
The “Who Has It?” tab will display all approvers who currently have this transaction on their worklist:

Who has it? Who worked it?

Deployment Funding Tracking--Who has it?

Position #: 00001315  Empl ID: 1075793 Andrea Salmon

Funding

Work List Name: Check for JE for Funding  Date/Time: 04/15/11 1:48:42PM
Tran ID: 178  Selected: Worked:
Assigned To: Sexton, Barry  Last User: Deployment (PTA) Student 9  Originator: Tondini, Christopher M

Work List Name: Check for JE for Funding  Date/Time: 04/15/11 1:48:42PM
Tran ID: 178  Selected: Worked:
Assigned To: Sexton, Barry  Last User: Deployment (PTA) Student 9  Originator: Deployment (Enterer) Student 0

Work List Name: Check for JE for Funding  Date/Time: 04/15/11 1:48:42PM
Tran ID: 178  Selected: Worked:
Assigned To: Sandalow, Eileen  Last User: Deployment (PTA) Student 9  Originator: Tondini, Christopher M

Northwestern University Faculty and Staff Information Systems
“Who Worked It?” Tab

The “Who Worked It?” tab will display all approvers who have already approved or denied your transaction. This tab will be blank if no approver has worked the transaction yet.

Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE/TIME</td>
<td>The day and time that action was last taken on this transaction.</td>
</tr>
<tr>
<td>ASSIGNED TO</td>
<td>The approver to whom this transaction is currently assigned.</td>
</tr>
<tr>
<td>Note: If more than one person is currently listed on this page, only one of them needs to approve the transaction before it continues to the next step in the approval process.</td>
<td></td>
</tr>
<tr>
<td>LAST USER</td>
<td>The last person that worked the transaction.</td>
</tr>
<tr>
<td>ORIGINATOR</td>
<td>The Data Enterer, or person who originally keyed the entry into FASIS.</td>
</tr>
</tbody>
</table>

“Who Worked It?” Tab

Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPR STAT</td>
<td>The action this approver took on the transaction – either “Approved” or “Denied”.</td>
</tr>
<tr>
<td>WORKED</td>
<td>The day and time that the approver worked on the transaction.</td>
</tr>
<tr>
<td>WORKED BY</td>
<td>The name of the approver who worked it.</td>
</tr>
<tr>
<td>ORIGINATOR</td>
<td>The Data Enterer, or person who originally keyed the entry into FASIS.</td>
</tr>
</tbody>
</table>
USING THE “TRACK JOURNALS” PAGE

Overview

Like “Track Deployment,” the “Track Journals” page allows you to see where your Journal Entries lie in the approval process, including the approvers who have already approved or denied your entry.

Navigation

MAIN MENU > ORGANIZATIONAL DEVELOPMENT > POSITION MANAGEMENT > REVIEW FUNDING INFO > TRACK JOURNALS BY EMPLID/DEPT

Searching

On the “Track Journals” page, you can view current journal entries for any employee to which you have FASIS access. Since journals are based on employee pay, you will need to search for journals using an employee’s 7-digit Empl ID number. Clicking “Search” without entering an EmplID will display a list of all employees with current journal entries.

Note: If your search produces no result, there is no journal entry in the system for that employee in the current period.

“Who Has It?” Tab

The “Who Has It?” tab will display all approvers who currently have this journal entry on their worklist:

![Journal Tracking Who has it?](image)
### Using the “Track Journals” Page

#### Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATE/TIME</strong></td>
<td>The day and time that action was last taken on this transaction.</td>
</tr>
<tr>
<td><strong>EMPL RCD NBR</strong></td>
<td>The Employment (Job) Record Number for the employee for which this journal entry is being submitted.</td>
</tr>
<tr>
<td><strong>ASSIGNED TO</strong></td>
<td>The approver to whom this transaction is currently assigned.</td>
</tr>
<tr>
<td></td>
<td><em>Note:</em> If more than one person is currently listed on this page, only one of them needs to approve the transaction before it continues to the next step in the approval process.</td>
</tr>
<tr>
<td><strong>LAST USER</strong></td>
<td>The last person that worked the transaction.</td>
</tr>
<tr>
<td><strong>ORIGINATOR</strong></td>
<td>The Data Enterer, or person who originally keyed the entry into FASIS.</td>
</tr>
</tbody>
</table>

#### “Who Worked It?” Tab

The “Who Worked It?” tab will display all approvers who have already approved or denied your transaction. This tab will be blank if no approver has worked the transaction yet.

```
Who Has It? Who Worked It?
Journal Tracking--Who worked it?
Empl ID: 1010164 Katrina Razzmatazz

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>APPR STATUS</strong></td>
<td>The action this approver took on the transaction – either “Approved” or “Denied”.</td>
</tr>
<tr>
<td><strong>WORKED</strong></td>
<td>The day and time that the approver worked on the transaction.</td>
</tr>
<tr>
<td><strong>WORKED BY</strong></td>
<td>The name of the approver who worked it.</td>
</tr>
<tr>
<td><strong>ORIGINATOR</strong></td>
<td>The Data Enterer, or person who originally keyed the entry into FASIS.</td>
</tr>
</tbody>
</table>
```
The “GL Journal View” Page

Overview

The “Track Deployment” and “Track Journals” pages include information only for the journals that have been entered since the last General Ledger run; each time the Ledger runs, the Track pages are cleared out for the next cycle. After that time, any journal entry that has been entered, approved, and successfully processed can be viewed using the “GL Journal View” page. Note that it will not show any denied or unapproved transactions that have been deleted – only those that were successfully processed.

The “GL Journal View” page will contain all journal entries for an employee’s appointment from fiscal year 2010 (Sept 2009) and onward. Older CUFS-era journals can be viewed using the “Journal View-CUFS” page.

Navigation

**FY09 and Later:** MAIN MENU > PAYROLL FOR NORTH AMERICA > EMPLOYEE PAY DATA USA > VIEW MISCF PAYROLL DATA > GL JOURNAL VIEW

**Before FY09:** MAIN MENU > PAYROLL FOR NORTH AMERICA > EMPLOYEE PAY DATA USA > VIEW MISCF PAYROLL DATA > JOURNAL VIEW-CUFS

Searching

On the “GL Journal View” page, you can view all processed journal entries for any employee to which you have FASIS access. You will be asked to search by employee name or ID number on this page; if the employee has multiple appointments, you will be asked to select the employment record to view.

*Note:* If your search produces no result, there have been no successfully processed journal entries for this employee that you have access to see.

GL Journal View

After searching, you will see a record of all journals processed, including the From and Thru dates, chartstring details, and the amount credited/debited. The **Processed Date** indicates which General Ledger this journal was processed on.

![GL Journal View Example](image-url)
FASIS DEPLOYED FUNDING

APPROVING/DENYING TRANSACTIONS

Overview

Those who have taken the FASIS Deployed Funding course and have received authorization to act as a Payroll Transaction Approver or School Approver will be able to approve or deny transactions before the published Deployment Deadline.

Navigation

To view active transactions that require your approval, click the WORKLIST link in the top right corner of FASIS Administration:

The Worklist

Upon clicking the WORKLIST link, a screen will appear showing all of the items currently awaiting approval by you.

Fields

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM</td>
<td>The person who last worked the transaction, either as a Data Enterer or Approver.</td>
</tr>
<tr>
<td>DATE FROM</td>
<td>The date this transaction was sent to you for approval.</td>
</tr>
<tr>
<td>WORK ITEM</td>
<td>The type of transaction that needs approving.</td>
</tr>
<tr>
<td>WORKED BY ACTIVITY</td>
<td>The page or function in FASIS that was used to submit the transaction.</td>
</tr>
<tr>
<td>PRIORITY</td>
<td>This field is not used.</td>
</tr>
</tbody>
</table>
Approving/Denying Transactions

Click this link to review and approve or deny the transaction. Note that the first part of the link will be either a Position Number (for funding changes) or an Employee ID (for journal entries). This makes it easy to identify or search for a specific transaction using your browser’s search function.

These buttons are not in use and will be disabled.

The **Refresh** button at the bottom of the worklist will refresh your entire worklist to its most recent state.

Sorting the Worklist: Your Worklist can be sorted by From, Date From, or Priority by clicking on the appropriate column heading.

Disappearing Worklist Items: Many items on your worklist may appear on others’ worklists as well -- for example, a funding transaction will be sent to both the Primary and Backup PTA’s worklist. If one of the other approvers acts on the transaction before you do, the item will disappear from your worklist as it no longer requires your action.

**Acting on a Worklist Item – Position Funding**

All funding transactions on your worklist will have a **Work Item** type of “Approve Funding FN.”

**Procedure**

1. Click on the **WORKLIST** link in the top right corner of FASIS.

2. On your Worklist, click the link next to the Position Funding entry you wish to review.

3. You will see the funding as entered by the Data Enterer:
4. In the **Approval Action** drop-down box next to each pending funding line, choose “Approve” or “Deny.”

   **Important Notes:**
   1) For a transaction with multiple pending funding lines, you must approve or deny **all pending lines**, even if the funding does not belong to you.
   2) The funding lines that need to be approved or denied will have an active **Approval Action** drop-down box and will have an **Approval Status** of “P”. Lines that do not have an approval status and have an inactive drop-down box do not need to be approved. (In the above example, action only needs to be taken on the first and third lines.)
   3) You must assign the **same action** to each active line of funding – you must either approve all or deny all.
   4) Leaving a blank **Approval Action** for an active line of funding, or mixing up approvals and denials for the same transaction, will result in the entire transaction getting “lost.”
   5) You cannot modify the transaction; you can only approve or deny. If something needs to be changed, this entry should be denied; a new one can then be re-entered the next day by you or the original Data Enterer.

5. After approving or denying all pending lines, click ![Save](image)

6. **If you are working as a PTA and have APPROVED the funding**, you will receive a message that the transaction will be routed for School Approval; click ![OK](image).

   **If you are working as a PTA and have DENIED the funding**, your transaction will be saved, the “Approval Status” of the pending lines will be updated to “D”, and the Data Enterer will receive an email that the transaction has been denied. *It will not be sent for any additional PTA or School Approval.* The transaction can be re-entered the following day.

   **If you are working as a School Approver and have APPROVED the funding**, your transaction will be saved and the “Approval Status” of the pending lines will be updated to “A”. This transaction is complete and will now be processed on the next General Ledger run.

   **If you are working as a School Approver and have DENIED the funding**, your transaction will be saved and the “Approval Status” of the pending lines will be updated to “D”. The Data Enterer will receive an email that the transaction has been denied; it will be open for re-entry the next day.

---

**Acting on a Worklist Item – Journal Entries**

All journal entries will first be sent to the Payroll Office for approval. After Payroll approves the journal, it will be sent to the PTAs according to the standard workflow process. Journal entries will appear on your worklist as “Approve Journal FN.”

<table>
<thead>
<tr>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click on the <strong>WORKLIST</strong> link in the top right corner of FASIS.</td>
</tr>
<tr>
<td>2. On your Worklist, click the link next to the Journal Entry you wish to review.</td>
</tr>
</tbody>
</table>
3. You will see the journal as entered by the Data Enterer:

4. In the **Appr Act** drop-down box, choose “Approve” or “Deny.”
   If you are denying, enter a short explanation in the **Reason Denied** box.

5. Confirm the number of parts in this journal by checking the top blue “Journal Entry” scroll bar:
   - If you are working on an entry that is more than “1 of 1”, click the arrow to scroll to additional parts and approve or deny as necessary.
   - **Note:** If there are multiple parts to the journal, you must approve or deny all of them before saving. Failure to do so will result in the untouched parts getting lost.

5. After approving or denying all parts of the journal, click **Save**.

6. If you are working as a **PTA** and have **APPROVED** the journal, you will receive a message that the transaction will be routed for School Approval; click **OK**.
   - **If you are working as a PTA and have **DENIED** the journal**, your transaction will be saved, the “Approval Status” of the journal will be updated to “D”, and the Data Enterer will receive an email that the transaction has been denied. If you entered a **Reason Denied**, that reason will be included in the email to the Data Enterer. *It will not be sent for any additional PTA or School Approval.* The journal can be re-entered the following day.
   - **If you are working as a School Approver and have **APPROVED** the journal**, your transaction will be saved and its “Approval Status” will be updated to “A”. This transaction is complete and will now be processed on the next General Ledger run.
   - **If you are working as a School Approver and have **DENIED** the journal**, your transaction will be saved and its “Approval Status” will be updated to “D”. The Data Enterer will receive an email that the transaction has been denied. If you entered a **Reason Denied**, that reason will be included in the email to the Data Enterer; it will be open for re-entry the next day.
Section 5: Resources
VISTA PLUS FUNDING AND WORKFLOW REPORTS

Overview

The following reports contain important funding and payroll information for deployment users. Reports are available through the Vista Plus report repository; access to Vista and to the individual reports must be requested and approved as part of a separate process.

Access Vista Plus at: http://vistaplus.itcs.northwestern.edu/vp_web/login.jsp

Download the Vista security form and find additional details on the FASIS website at: http://www.northwestern.edu/hr/fasis

For technical assistance or access questions, contact HR IT at: hrmis@northwestern.edu

Adding New Chartstrings to Vista Plus

Your Vista Plus security is based on the chartstrings/projects that you submitted to FASIS on the Vista security form. If you find that you need access to additional chartstrings (e.g. a new grant is added, or a new project is opened), you must request access before it will appear.

Access requests for additional chartstrings can be emailed to HR IT at: hrmis@northwestern.edu

Payroll Processing Reports

These reports are available for each pay cycle:

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Frequency</th>
<th>This Report Contains…</th>
</tr>
</thead>
<tbody>
<tr>
<td>NWPAY067: Report of Payroll Suspense</td>
<td>A few days before the General Ledger runs</td>
<td>All funding charges that will hit your department’s suspense account if not corrected in time for the General Ledger run.</td>
</tr>
<tr>
<td>NWDEP002: Report of Unapproved Deleted Journal Entries</td>
<td>Immediately prior to General Ledger runs</td>
<td>All Journal Entries that were left Denied or Pending and were thus deleted; these have not been included in the General Ledger process.</td>
</tr>
<tr>
<td>NWDEP006: Report of Reversal of Unapproved Position Funding</td>
<td>Immediately prior to General Ledger runs</td>
<td>All positions whose funding changes were not approved on time; these positions have rolled back to the funding that existed as of the last GL run.</td>
</tr>
<tr>
<td>NWPAY168: Report of Payroll charges by chartstring/grant</td>
<td>Immediately after the General Ledger runs</td>
<td>A list of all committed payroll charges (including earnings and journals) sorted by chartstring/grant. → Also available in Cognos as the “Payroll Expense Distribution by Chart of Accounts” report.</td>
</tr>
<tr>
<td>NWPAY13: Report of Payroll charges by department</td>
<td>Immediately after the General Ledger runs</td>
<td>A list of all committed payroll charges (including earnings and journals) sorted by HR department number. → Also available in Cognos as the “Payroll Expense Distribution by Employee” report.</td>
</tr>
</tbody>
</table>
### Daily Deployment Reports

These reports are updated on a nightly basis:

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Frequency</th>
<th>This Report Contains...</th>
</tr>
</thead>
<tbody>
<tr>
<td>NWDEP001: Report of Denied and Deleted Journal Entries</td>
<td>Daily</td>
<td>All journal entries that have been denied since the previous GL run.</td>
</tr>
<tr>
<td>NWDEP003: Report of all Pending Journal Entries</td>
<td>Daily</td>
<td>All journal entries that are currently still pending. This report can be used to track journal entries that still need approval before the deployment deadline.</td>
</tr>
<tr>
<td>NWDEP004: Report of Pending Position Funding</td>
<td>Daily</td>
<td>All funding transactions still pending. This report can be used to track funding that still needs approval before the deployment deadline.</td>
</tr>
<tr>
<td>NWDEP005: Report of Reversal of Denied Funding</td>
<td>Daily</td>
<td>All funding transactions that have been denied since the previous GL run. These positions have all reverted back to the original funding, as set up before the last GL run.</td>
</tr>
</tbody>
</table>
| NWDEP007: Report of Audit File for Position Funding | Daily | All position funding data entry activity, including changes made directly by payroll that have bypassed the approval process.  
**Audit Action:** A=Added, C=Changed  
**Audit Operid:** Last person to touch the record  
**Order:** Multiple entries for a position are listed in reverse chronological order. |
| NWDEP008: Report of Audit File for Journal Entries | Daily | All journal entry activity, including changes made directly by payroll that have bypassed the approval process.  
**Audit Action:** A=Added, C=Changed  
**Audit Operid:** Last person to touch the record  
**Order:** Multiple entries for a position are listed in reverse chronological order. |
**DEPLOYED FUNDING WARNING MESSAGES**

The following warning messages or notices may be encountered while processing actions on Position Funding and Journals:

---

**ACCOUNT on funding (WWW XXXXXXX YYYYYYYY) does not match the ACCOUNT for the Jobcode of the position. Payroll Manager will have to approve this funding before forwarding the funding for dept/school approval.**

**Reason:** You are attempting to use a payroll Account Code on the chartstring that does not equal the default Account Code tied to the position (visible at the top of the Position Funding entry page).

**Action:** This transaction will be saved and cannot be changed. Contact the Payroll office if the entry was made in error.

---

**Cannot have same start and stop dates for identical funding source.**

**Reason:** The funding page contains two lines where the chartstring, start and stop dates, and percent are all equal.

**Action:** Modify your entry or delete the duplicate line by using the [-] button.

---

**Distribution of position funding in more than 100 percent for the period.**

**Reason:** There is some time period in the position funding where the total percentage adds to more than 100.

**Action:** Review your added and existing entries, paying particular attention to the start and stop dates; you may have miskeyed a date. Update the dates or percentages to avoid funding over 100%.

---

**Distribution percent cannot be more than 100% for any one account.**

**Reason:** You inadvertently entered a percentage higher than 100 for a funding line.

**Action:** Correct the percentage accordingly.

---

**Distribution stop date: YYYY-MM-DD is after the funding source stop date: YYYY-MM-DD for Fund: WWW FN Dept: XXXXXXX Project: YYYYYYYY Activity: ZZ.**

**Reason:** You are trying to use a chartstring that doesn’t exist, that is not valid for the time range you are entering, or that does not have the appropriate Account Code available.

**Action:** Use the View Valid Chartstrings page to check the end date and validity of the chartstring. Modify your dates accordingly, use a different chartstring, or contact ASRSP or Accounting Services.

---

**Either enter a stop date or indicate indefinite end.**

**Reason:** You did not note a stop date or indefinite end for a line of funding.

**Action:** Review your entries and either enter a specific Stop Date or check the Indefinite End box.

---
FC10 – The Funding source combination you chose is not open for the journal from and thru dates. The Journal Entry WILL NOT be saved with this funding.

**Reason:** You have entered a journal that is attempted to charge a chartstring that was invalid during the dates entered.

**Action:** Re-key a journal using the Journal Entry page and a different chartstring that was valid during the time you are correcting.

---

Funding is retroactive. A journal entry must be completed. Do you want to enter one now?

**Reason:** You have entered at least one funding line with a retroactive start date.

**Action:** Click “Yes” and complete the journal entry as part of this transaction. If you entered a date in error, click “No” and correct the retroactive date.

---

Invalid value – press the prompt button or hyperlink for a list of valid values.

**Reason:** One or more of the chartstring fields you entered are invalid – the Fund, FN Dept, Project, Activity, Program, Chartfield1, Account Code.

**Action:** Double-check the entry of all chartstring fields.

---

JE has been saved.

**Reason:** Your journal entry was accepted and saved.

**Action:** Click OK.

---

Make sure your JE is entered for this funding.

**Reason:** You made a retroactive funding change, but chose not to enter the required journal at the same time.

**Action:** You must be sure the corresponding journal is entered directly through the Journal Entry page. Your funding will not be released for approval by payroll until you have entered the journal entry.

---

PTA (Backup) Approver selected is Not eligible to be an approver.

**Reason:** You have entered an employee as a primary or backup PTA that is not eligible to be an approver.

**Action:** All approvers must take the FASIS Deployed Funding class (HRS102), complete required security forms, and have their access granted in the system before they can be set up as PTAs. If the person just attended class, it may take up to 3 business days for their access to be granted. Otherwise, contact the FASIS Help Desk to confirm the employee’s status as an eligible PTA.

---

Stop date must not precede start date.

**Reason:** You have entered or modified a line of funding that has a Stop Date earlier than its Start Date.
**Deployed Funding Warning Messages**

---

**Action:** Review your entries and correct the date error.

---

**The From And To Dates Must Be In The Same Qtr.**

**Reason:** You have attempted to enter a journal for an exempt (monthly) employee that crosses fiscal quarters.

**Action:** Update this part of the entry to reflect one quarter. Before you save the journal, enter additional parts to reflect any additional fiscal quarters (Sept-Nov, Dec-Feb, Mar-May, Jun-Aug).

---

**The Percent Is Less Than 100 For The Period.**

**Reason:** During some date range in the funding for this position, the funding does not total 100%.

**Action:** The transaction will be saved, but you should review your entry for an error in dates if you were not expecting this message. If you made an error, contact a PTA and have them deny the change so you can re-enter it. If the unfunded time is in the future, be sure to enter additional funding before that time arrives. If a General Ledger runs and a position is not funded at 100%, the remaining percentage will hit the suspense account for the position’s department.

**Note:** This message always occurs with “There is a Break In Funding For This Position” – both messages mean the same thing.

---

**The stop date on your funding entry is after the end date on the position. Payroll will extend the position end date before forwarding the funding for dept/school approval.**

**Reason:** You have entered or extended funding that goes past the current end date of the position itself.

**Action:** Payroll will extend the position for you, but you must review the employee’s Appointment End Date and update it if necessary (using a Position Data/Appointment Form).

---

**The Total Journal Entry Amount Must Equal 0. This Journal Entry WILL NOT be saved.**

**Reason:** The lines of your journal do not balance to 0.

**Action:** Review your entries and amounts to ensure the total balances to 0.

---

**There are currently workflow items pending approval using this funding source. The PTA cannot be modified at this time.**

**Reason:** You cannot add, remove, or change PTAs for a chartstring that currently has an open funding or journal entry.

**Action:** Try again after the next General Ledger run, when all funding and journal entries for the chartstring should be clear.

---

**There Is a Break In Funding For This Position.**

**Reason:** During some date range in the funding for this position, the funding does not total 100%.
Action: The transaction will be saved, but you should review your entry for an error in dates if you were not expecting this message. If you made an error, contact a PTA and have them deny the change so you can re-enter it. If the unfunded time is in the future, be sure to enter additional funding before that time arrives. If a General Ledger runs and a position is not funded at 100%, the remaining percentage will hit the suspense account for the position’s department.

Note: This message always occurs with “The Percent Is Less Than 100 For The Period” – both messages mean the same thing.

This FN Dept – Project combination is not part of a valid Chartstring and cannot be saved.

Reason: You are adding a PTA to a chartstring that is not currently active in FASIS.

Action: If the chartstring, grant, or project was just opened or extended today, you must wait overnight for FASIS to update before adding PTAs. If the chartstring, project, and grant should exist, double-check your entry or contact Accounting Services or ASRSP.

This Journal Entry is over 90 days retroactive. Submit all appropriate paperwork to Accounting Services (non-grant acct) or ASRSP (grant acct). This Journal Entry will not be saved.

Reason: You are attempting a journal entry that violates the 90-day rule.

Action: Re-key your journal entry to include only the last 90 days and save it. After completing this transaction, complete and submit a paper journal to cover the charges that are more than 90 days old.

Warning – All ACCOUNTS are not the same for the journal entry.

Reason: You have entered different Account Codes for the chartstrings in the journal entry.

Action: Although allowed in the system, any variance in Account Codes will be reviewed by payroll and are rarely accepted. It is recommended that you correct the Account Codes to match that required for the Job Code, or contact the Payroll Office for guidance.

Warning -- Account on funding does not match the Account for the jobcode of the position.

Reason: You are attempting to use a payroll Account Code on the chartstring that does not equal the Account Code tied to the position (visible at the top of the Position Funding entry page).

Action: This transaction will be saved and cannot be changed, but Payroll will review and must approve the discrepancy. Contact the Payroll office if the entry was made in error.

Warning – The funding has now changed on a Position with multiple incumbents, all incumbents will be updated with this new funding.

Reason: You changed funding on a 1-to-Many position that currently has more than one active employee. This funding change will affect all employees currently in that position.

Action: If the change is acceptable for all employees, click “OK.” Otherwise, click “Cancel.” If you need to change funding for only a single employee, you will have to transfer that employee into a different position (using a Position Data/Appointment Form).
Warning – This transaction needs NW Payroll Transaction Appr approval. Enter it onto Workflow?

Reason: Your entry will be saved and passed to one or more PTAs for approval.
Action: Click “OK” to save the transaction and pass it through the approval process.

Warning – This transaction needs NW School Appr approval. Enter it onto Workflow?

Reason: The transaction will be passed to one or more School Approvers for approval.
Action: Click “OK” to save the transaction and pass it through the approval process.

Warning – This transaction needs Payroll Clerk Approval.

Reason: Your entry has been saved but requires approval by payroll before being passed to any PTAs or School Approvers.
Action: No action is necessary.

You have chosen an account: AAAAA that cannot be used with this Grant chartstring. For Fund: WWW FN Dept: XXXXXXX Project: YYYYYYY Activity: ZZ.

Reason: The grant chartstring you have entered is not approved to pay the payroll charge (Account Code) associated with this job.
Action: Use a different chartstring that has the Account Code open, or contact ASRSP to see if the appropriate Account Code can be open on this chartstring.