

Sponsored Journaling Best Practices

The following best practices outline how to provide journal attributes and supporting documentation to justify transfers between sponsored accounts. Using these practices will streamline audits and expense monitoring for sponsored awards. Use this document alongside the [Sponsored Journaling Guidance](#). The [Sponsored Journaling Checklist](#) is an additional resource.

Please note: For Wasabi, this information is populated and not manually entered.

Journal Attributes to Describe Transfer

- Include the contextual information in the batch name field of the journal template (e.g., tub, org, preparer initials, purpose, fund numbers, effective date, or date range).
- Use a consistent file name and batch description for journals that adheres to school guidance and adds descriptive information to describe the transfer.
- Include contextual details in the line description to quickly explain the transfer (e.g., fund, subactivity, employee name, payroll month, date of an invoice, or date range of transactions).

Supporting Documentation to Justify the Transfer

- Consolidate the documentation into one PDF (if possible) to avoid misplacing.
- Clearly identify charges being moved within the Transaction Listing.
- Include concise email communications with external organizations to support the transfer.
- Retain all documentation of journals by saving the supporting documentation in GMAS, Wasabi, or in a cloud based shared site (e.g., SharePoint).
- Save journal documentation in designated folders using a folder naming and filing convention.
- Ensure the debiting and crediting org/PI/Administrator review and approve. See Cross-Org or Cross-School section of the Sponsored Journaling Guidance.
- Double-check all backup before submitting for approval.

After the journal is posted, check to ensure the journal posted correctly.