Change Accounting Date on Expense Reports
(for users assigned the Approver role)

This job aid describes how Approvers may change the accounting date in order to approve, send back, or hold Expense Reports after the accounting period has been closed.

Step 1: Access Approval Inbox on NUPortal
1. Log in to NUPortal* https://nuportal.northwestern.edu
2. Click appropriate tab Staff or Faculty
3. Click appropriate sub-tab Purchasing & Payments or Finance and Budgeting
4. In Approval Inbox, retrieve transactions by clicking number to left of appropriate transaction type (Expense Report or Travel Authorization)

* If you cannot access NUPortal or appropriate tabs, go to http://cafe.northwestern.edu/gateway and navigate to NUFinancials → NU Workflow → Approval Inbox → In Search Type drop down, select Expense Reports → Click Search then select the desired transaction

Step 2: Review transaction and take appropriate action
1. Review transaction for accuracy and validity
2. If you know the Accounting Date needs to be changed because the accounting period has been closed, change the Accounting Date and take appropriate action (approve, send back, or hold)
3. If you don’t know whether or not the Accounting Date needs to be changed, take appropriate action (approve, send back, or hold)
4. If the Accounting Date should have been changed, you’ll receive an error message and the Accounting Date will be highlighted as shown in the training sample below. Click OK to close error message.

![Error message sample](image-url)
Step 3: If necessary, change Accounting Date

1. Change **Accounting Date** to one in the open period as shown in the training sample below.
   - Click calendar icon
   - Select appropriate date from calendar
2. Take appropriate action (approve, send back, or hold)

**TIP**

The FY2009 NUFinancials Closing Schedule is located on the Financial Operations website: [http://www.northwestern.edu/finsys/ps/Calendar.pdf](http://www.northwestern.edu/finsys/ps/Calendar.pdf)

Contact Accounting Services with questions about the closing schedule at: 847-491-5337

**NEED HELP?**

Contact the Help Desk at 847-491-HELP (4357) or email consultant@northwestern.edu