

Create Balance Sheet Journals

Balance Sheet Journals (BAL) are a type of Actuals Journal. They enable select Northwestern University staff to record financial activity using a wide range of accounts in the NU Chart of Accounts: Asset accounts (10000s), Liability accounts (20000s), External Revenue accounts (40000s), and Other Expense accounts (70000s). Balance Sheet Journals have the flexibility of spreadsheet journals but offer greater convenience for journal entries with fewer lines.

Contents

Upon completing this guide, you should be able to:

- Start a Balance Sheet Journal from the NUPortal
- Complete a Balance Sheet Journal as follows:
 - 1) Check the journal date
 - 2) Specify the purpose and reason
 - 3) Enter journal lines
 - 4) Attach supporting documentation
 - 5) Validate the journal
 - 6) Submit the journal to workflow

See Also

- *Searching for Actuals Journals*
- *Troubleshooting for Actuals Journals*

Navigation

- Access the NUPortal at nuportal.northwestern.edu. Click Financials > Accounting.
- Alternate navigation: From the [Financial Applications Gateway](#), click NUFinancials. Log in using your NetID and password. Click NU Actuals Journal and then click Create Journal Entry.

Who can create internal sales journals?

- Individuals with Balance Sheet Journal access and approval from Accounting Services via the Central Office Security Access Form.

What other resources are available to me?

- Find journal processing guidelines and the monthly closing calendar on the Financial Operations website.
- Receive updates from the Financial Operations listserv. Find instructions for joining listservs on the NUIT website.

Where do I get help?

For assistance, contact NUIT Support Center at 847-491-HELP (4357) or e-mail consultant@northwestern.edu.

Start the Balance Sheet Journal on the NUPortal

Scenario

Consider this scenario.

The Employee Fitness Program enables qualifying employees to purchase fitness memberships at discount prices with a payroll deduction from the employee's paycheck.

Accounting for this program requires monthly accrual of revenue. Revenue is recognized in a revenue account, and a receivable is posted in an Accounts Receivable (AR) account.

Steps

1. Select Balance Sheet Journal.
2. Click Create Journal via Wizard.

Result: the journal appears in a new window (next page).

Option

You may click *Create Journal* instead of *Create Journal Via Wizard* if you would like to limit data entry to one page.

Financial Accounting Budgeting Purchasing Payments

Actuals Journal Search

Actuals Journal Creation

Select one of the following:

- Internal Sales Journal**
New sale of goods or services from one NU Unit to another NU Unit.
Correct a sale of goods or services from one NU Unit to another NU Unit.
- Correction Journal**
Correct a chart string or Account on an existing posted journal.
Not to be used for balance sheet Account changes.
- Transfer Journal**
Move internal funds from one chart string to another.
Not to be used for budget changes or with Agency or Sponsored activity chart strings.
- Agency Journal**
Agency funds represent external entities; actual expense and revenue account codes should be used
- 1** **Balance Sheet Journal**
Balance Sheet journals previously sent through upload journal which include lines with account codes in the 10000 and 20000 series

[Create Journal](#) [Create Journal via Wizard](#)

2

Step 1: Check the journal date

The purpose of Step 1 is to select the Journal Date.

Balance Sheet Journal Wizard

1 2 3 4

- Please take care to choose the appropriate Journal Date to reflect the month of activity.
- The selected Journal Date will represent the accounting month in which the transaction is posted.
- The system default Journal Date will reflect the current date of entry - this is particularly important around month and fiscal year end when two accounting periods are open.
- The system will not allow entries using Journal Dates that reflect a closed accounting month.
- Please reference the Monthly Closing Calendar for cut-off dates.

Journal Header Information

Note: Two periods may be open within 4 days of calendar end

Submitter: MAC110 **1** *Journal Date: 11/13/2013 31

Journal ID: NEXT Period Name: November 2013 - FY14

Close
2 Next

About Journal Date

The Journal Date determines the accounting period in which the journal will post. The default is today's date and the current period.

You may backdate the journal only if the prior period is still open. This may be the case during the first few days of each month. For example, in early September, you may change the Journal Date to August 30th. Do so only if the journal truly belongs in the prior month's financial activity.

You may future-date the journal to fall within an accounting period that is not yet open and extend the time to gather approvals. If you do, the journal will not post until the period opens.

Option

Click Close to exit and close the journal without saving it in the system.

Steps

1. Enter the Journal Date.
2. Click Next.

Take note of the guidance provided for the use of the journal and the choice of Journal Date.

Step 2: Confirm the purpose and enter a description

The purpose of Step 2 is to enter a description. Note that the only Journal Purpose is “Balance sheet journal.”

Balance Sheet Journal Wizard

1 2 3 4

Journal Purpose

Balance sheet journal

Reason/ Description --- (69 / 200 Characters)

1 Record the July payroll deduction for the Employee Fitness Program and its affects on AR and Revenue.

2

Previous Next

Journal Reason/Description

The Balance Sheet journal is flexible.

It can accomplish many common accounting tasks.

It can be used to:

- Transfer from holding accounts
- Correct cash balances
- Defer expenses and revenue
- Accrue expenses and revenue
- Manage inventory and assets

Moreover, one journal can

Steps

1. Explain the reason for the journal in the Reason/Description field.
2. Click Next.

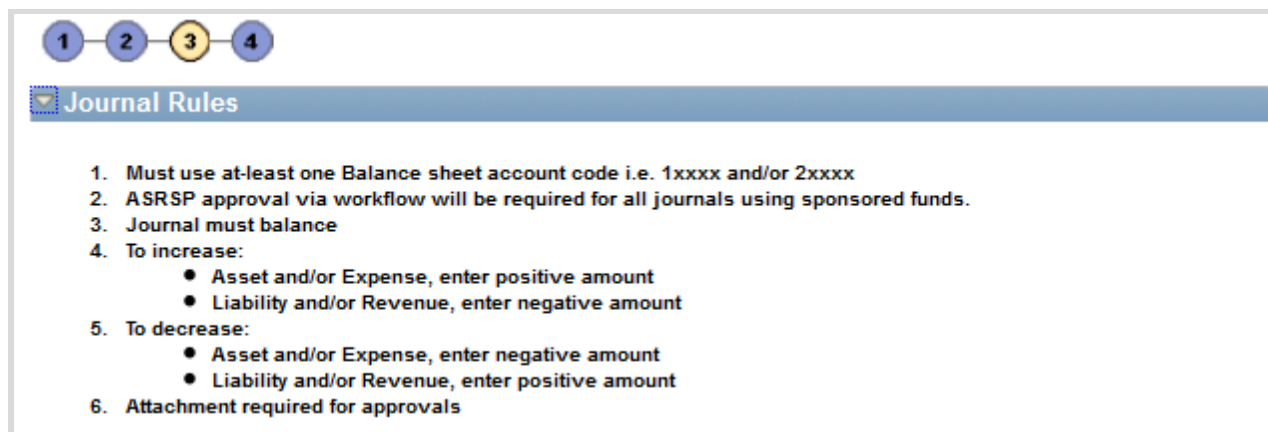
Options

- Click Previous to navigate to the prior page.

About Journal Rules

At the top of Step 3 are Journal Rules that provide guidance for completing the journal.

1. At least one line of the journal must have a “Balance sheet account code,” that is, an Asset (1xxxx) or Liability (2xxxx) account.
2. Workflows include approval levels for projects and departments, as applicable, and a final level for Accounting Services. Balance sheet journals containing grant chart strings are also routed to Accounting Services for Research and Sponsored Projects (ASRSP).
3. Debits and credits on the journal must balance.
 - Rules 4 and 5 make it possible for non-accountants to use the journal successfully.
4. Use Rule 4 to increase accounts.
5. Use Rule 5 to decrease accounts.
6. Appropriate attachments are required for approval.



Journal Rules

1. Must use at-least one Balance sheet account code i.e. 1xxxx and/or 2xxxx
2. ASRSP approval via workflow will be required for all journals using sponsored funds.
3. Journal must balance
4. To increase:
 - Asset and/or Expense, enter positive amount
 - Liability and/or Revenue, enter negative amount
5. To decrease:
 - Asset and/or Expense, enter negative amount
 - Liability and/or Revenue, enter positive amount
6. Attachment required for approvals

Step 3: Enter the journal lines

In this particular example, the journal is used for accrual accounting. With a payroll deduction *pending*, this journal recognizes revenue and notes the amount of the pending payroll deduction in Accounts Receivable.

- Line 1 records the effect on Accounts Receivable (11356).
- Line 2 records the effect on Revenue (40698) of a designated self-supporting project that runs the program.

(Note: the receivable will be matched at a later date with an incoming payment, the payroll deduction from FASIS.)

Select	Line	Fund	Dept	Project	Activity	Program	ChartField 1	Account	Amount
<input type="checkbox"/>	1	131						11356	10,509.50
<input type="checkbox"/>	2	172	1505000	10008195	01			40698	-10,509.50

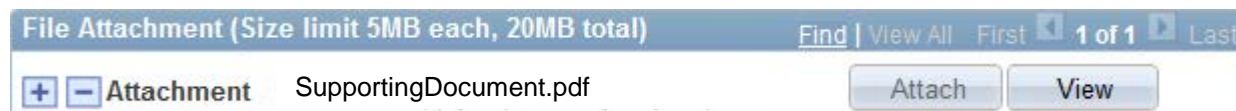
1 [Insert](#) [Delete Selected Journal Lines](#) [Select All](#) [Deselect All](#)

Steps

1. Click Insert to add a blank line. (Repeat to add as many blank lines as you need.)
2. To work with balance sheet accounts, enter the Fund, Account, and amount.
 - In this example, you are following Rule 4 “To increase Assets, enter a positive amount (debit).”
 - NUFinancials allows only valid values in each ChartField.
 - There is no additional chart string combination validation performed on balance sheet journal lines.
3. To work with financial entities (Departments and Projects), enter the full chart string and amount.
 - In this example, you are following Rule 4 “To increase Revenue, enter a negative amount (credit).”
 - NUFinancials allows only valid values in each ChartField.
 - Journal lines with Department or Department and Project ChartFields are subject to chart string combination rules during validation.

Step 4: Attach supporting documents

Attach scanned electronic supporting documents, as required by Approvers, for the transaction. NUFinancials does not enforce the attachment. You may save, validate, and submit the journal to workflow without an attachment.



Steps

1. Click Attach. Result: The File Attachment dialog appears.
2. Click Browse. Result: A browser appears that enables you to locate the scanned file on your computer.
3. Browse to and select the scanned file.
4. Click Open > Upload. Result: The document is attached and the file name appears (as shown above).
5. You may click View to see the document in a new window and verify.

Step 5: Validate the journal

After entering the date and Journal Lines and attaching documents, initiate the validation.

Totals			1 of 1
Total Lines	Total Debits	Total Credits	
2	10,509.50	10,509.50	

Save Incomplete & Exit

Previous

Next

Steps

1. Click Next. Result: NUFinancials performs two validations and displays the results (next page).
 - A 10-digit Journal ID is assigned to the transaction after the journal is saved.
 - NUFinancials confirms that any Department or Project chart strings on the journal have a budget. If so, Budget Status is valid. If not, Budget Status is Error.
 - NUFinancials evaluates the journal and chart strings. If the journal is valid and chart strings properly combined, Journals Status is Valid. If not, Journal Status is Error.
 - Refer to *Troubleshooting for Actuals Journals* for help with Error statuses.

Step 6: Submit the journal to workflow

The purpose of Step 6 is to submit the journal to workflow for approvers to see and act upon.



Review Journal

Journal ID: 0000244384 Submitter: [MAC110](#)
 Journal Date: 11/13/2013 Source: BAL - Balance Sheet Journal
 Period: November 2013 - FY14
 Purpose:
 Long Description:

Record the July payroll deduction for the Employee Fitness Program and its affects on AR and Revenue.

Select	Line	Fund	Dept	Project	Activity	Program	ChartField 1	Account	Amount
<input type="checkbox"/>	1	131						11356	10,509.50
<input type="checkbox"/>	2	172	1505000	10008195	01			40698	-10,509.50
<input type="checkbox"/>	3	131						10101	-10,509.50
<input type="checkbox"/>	4	172		10008195	01			10101	10,509.50

NUFinancials adds Due-To and Due-From accounting lines to the journal, prior to posting the journal, if it transfers amounts from between different fund types.

The offset lines have no effect on revenue or expenses.

Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
4	21,019.00	21,019.00	Valid	Valid

Save Incomplete & Exit

Submit to Workflow

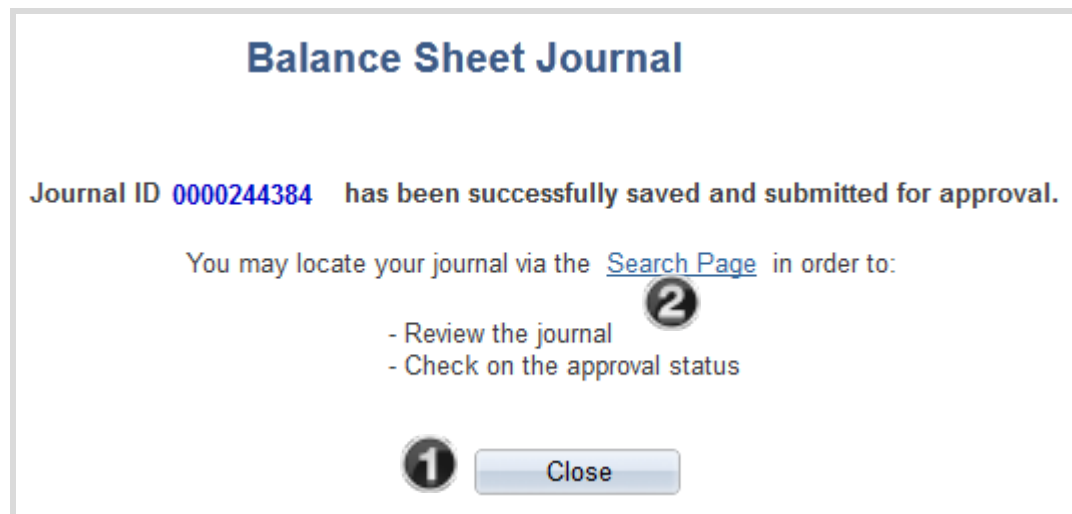


Steps

1. Click Submit to Workflow. Result: A confirmation message appears (next page).

Confirmation

After you successfully submit the journal into workflow, NUFinancials shows you this confirmation.



Steps

1. Click Close to dismiss the new window that opened when you started the journal. OR
2. Click Search Page to lookup the journal with your NetID.

Summary

Start on the NUPortal by selecting the journal type – Balance Sheet Journal.

Step 1: Confirm or change the Journal Date.

Step 2: Confirm the purpose and enter a description.

Step 3: Enter the journal lines.

- At least one line must contain a balance sheet account
- Enter as many lines as you need to accomplish the accounting task

Step 4: Attach supporting documentation.

Step 5: Validate the journal.

Step 6: Submit the journal to workflow.

What happens next?

- Approvers must make a decision about the journal.
 - Department and Project approvers see the journal and can make a decision about journal lines that contain chart strings for which they are responsible.
- You may find and view your journal using the Actuals Journal Search.
 - Monitor the workflow for progress or feedback.
- Journals must be approved and posted before the accounting period closes, otherwise Accounting Services deletes them.
 - If you find yourself without approvals and facing deletion at the end of a period, you may Copy the journal to avoid recreating the journal from scratch. Give the new journal a date in the next period.

NEED HELP? Contact IT Support Center • 847-497-4357 (1-HELP) • consultant@northwestern.edu