Creating Actuals Journals Using NUFinancials

Journals record the effects of financial transactions on Northwestern University’s ledger.

This training guide explains how to create, update, and approve Journal Entries in NUFinancials using the Direct Journal. Journal Entry access with the Direct Journal is limited mainly to Central Office staff: Accounting Services, Budget Office, Controller’s Office, and Accounting Services for Research and Sponsored Projects (ASRSP).

In the Direct Journal, as in accounting generally, the rules of double entry bookkeeping apply. Before you begin any journal, it is helpful to know the NU Chart of Accounts structure, budget and spending controls, and the purpose of chart strings and account codes that you intend to use on the journal.

Most school or unit end users create actuals journals through the NU Portal. Some approved end users create journals using the Journal Spreadsheet and/or the Balance Sheet Journal.

Contents

Upon completion of this guide you will be able to:

- Navigate to General Ledger Journals in NUFinancials
- Create a journal entry following this process:
  1) Create the Journal Entry
  2) Complete the Header
  3) Add Journal Lines
  4) Edit and Budget Check the Journal
  5) Check Status Codes
  6) Submit the Journal into Workflow
- Edit journal lines after validation and budget check
- Delete a journal entry
- Review journals in workflow (approve or deny)
- Create a journal entry reversal

Purpose

Direct Journals facilitate a full range of accounting methods and record the effects on the General Ledger of financial activity, including:

- Accruing and deferring revenue and expenses
- Accounting for financial activity using balance sheet accounts: asset, liability, and fund balance
- Correction journals to re-categorize revenue or expenses (expense to expense or revenue to revenue)
- Transfer journals to move amounts between accounts or other ChartFields
- Internal sales journals for the sale of goods or services between NU units
- Agency journals for transfer of actual expense and revenue to and from external entities

Additional Resources


Where do I get help?

For assistance, contact NUII Support Center at 847-491-HELP (4357) or e-mail consultant@northwestern.edu.
Navigate to General Ledger Journals

From the NUFinancials Home page, click Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. Note: On the job, only menus to which you have access appear. You may need to scroll to find General Ledger in the Main Menu.
Step 1: Create the Journal Entry

The Create/Update Journal Entries page appears with the Add a New Value tab on display.

Steps

1. In the Business Unit field, type NWUNV, if it does not appear by default.
2. Confirm the Journal Date, or if applicable, enter a date within a different open period within which the transaction belongs.
3. Click Add. Result: the Direct Journal appears with the Header tab on display (shown next page).

About Add a New Value

The Add a New Value tab appears by default.

- **Business Unit** is NWUNV.
- **Journal ID** defaults to NEXT. Do not change it. NUFinancials automatically assigns the next Journal ID to the journal when it is saved.
- **Journal Date** defaults to the current date. The date determines the period to which the journal will post. You may change the date but only if the date falls in a current or future open period and only if necessary to reflect the period in which the activity truly belongs.

About Find an Existing Value

After a journal is created and saved, use Find an Existing Value to search for the journal with your NetID, Journal ID, or other criteria.
Step 2: Complete the Header

For many journals, you may only need to describe the journal in the Long Description field of the Header tab and add attachments. Other required fields, marked with an asterisk, are populated with default values. Check defaulted values and complete other fields as applicable. General steps are below. Definitions of fields follow on the next page.

**Steps**

1. In the **Long Description** field, describe the purpose of the journal for reviewers, approvers, and peers.
2. In the **Source** field, confirm the 3-digit code that identifies you.
3. Conditional: other fields, such as **Reference Number** are available on the Header when required by circumstances. Fields are defined on the next page.
4. Use **Attachments** to add supporting documentation. Find steps in appendices.
5. Click the **Lines** tab to continue. Save any changes before moving forward.
<table>
<thead>
<tr>
<th>Field</th>
<th>Notes</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Long Description</td>
<td>Blank Required</td>
<td>Enter useful information here, such as the purpose of the journal entry. Only the first 30 characters from this field appear on associated reports. For example: “Correcting supply expense, mov”. Check with management in your area for guidelines that may apply to your description.</td>
</tr>
<tr>
<td>Ledger Group</td>
<td>Defaulted Required</td>
<td>The default value in this field is ACTUALS. All actuals journals post to the ACTUALS ledger. Do not change this value.</td>
</tr>
<tr>
<td>Source</td>
<td>Defaulted Required</td>
<td>The source identifies the person or system that created the journal, or the type of the journal. The default value in this field, based on NetID and user preferences, is your Journal Source code. The source code drives workflow, meaning that each source code has a set of associated approvers.</td>
</tr>
<tr>
<td>Reference Number</td>
<td>Optional</td>
<td>If applicable, enter an associated identification number. The number may refer the journal back to a document, person, invoice, date, or any other piece of information that helps you track the source of the transaction. The number appears on reports that pull information from the journal header. For example, you can drill from the Journal ID on the HTML version of the GL008 to see this value.</td>
</tr>
<tr>
<td>Transaction Code</td>
<td>Defaulted Required</td>
<td>The default value in this field is GENERAL. Do not change this value.</td>
</tr>
</tbody>
</table>
| Adjusting Entry       | Defaulted Required Restricted | There are two possible values: Non-Adjusting Entry and Adjusting Entry.  
- Non-Adjusting Entry is the default value. Do not change it. With this value selected, Fiscal Year and Period are based on the Journal Date.  
- Adjusting Entry is available for adjustment entries made during period 998, the year-end adjusting period. Only designated personnel with Accounting Services review and approval may change this value for end-of-year adjustment entries. |
| Fiscal Year Period    | Defaulted Required | These fields are defaulted based on the Adjusting Entry field and the Journal Date.  
- With Non-Adjusting Entry, Fiscal Year, Period, and ADB Date reflect the Journal Date.  
- With Adjusting Entry, Fiscal Year is the current, Period is 998, and ADB Date is the Journal Date. |
| Currency Default      | Defaulted Required | “USD / CRRNT / 1” identifies the official currency as the US dollar. Do not change this value.                                                                                                             |
| Attachments (0)       | Optional       | Click to add attachments to the journal entry, if applicable. It is a best practice to attach support documentation when available.                                                                           |
| Reversal: Do Not      | Restricted     | Designated personnel may use this feature with review and approval from Accounting Services to generate reversing entries. Refer to appendices for more information.                                              |
| Generate Reversal     |                |                                                                                                                                                                                                            |
| Commitment Control    | Restricted     | Designated personnel use this feature to adjust encumbrances and pre-encumbrances associated with the journal, if necessary. Users must coordinate their efforts with NUIT Administrative Systems. |
Step 3: Add Journal Lines

The scenario recreated below is a correction journal that re-categorizes a transaction. Previously, an expense used the wrong chart string: Fund 110, Department 4002340, and Office Supplies (73010). It should have used Fund 110, Department 4002320, and Purchased Software (73100). Any one or combination of ChartFields can be corrected with a correction journal.

Steps
1. Enter chart string values in Line 1, starting with Fund, Dept, Project, and Activity, as applicable.
   - **Class** and **An Type** (Analysis Type) are system-generated and do not require additional entry or changes.
2. Scroll right to see Program, ChartField1, Account, Amount, Reference, and Description fields, (shown next page).
Step 3: Add Journal Lines (continued)

Below you see the right side of the journal Lines tab. In Line 1, a $100 debit increases the amount associated with chart string 110-4002320-73100 Purchased Software. In Line 2, a $100 credit decreases the amount associated with 110-4002340-73010 Paper and Office Supplies. Both lines are expense accounts.

About the ChartField Value Lookup

If you do not know a ChartField value, such as Account, click the magnifying glass to access the Lookup Value dialog. Search for the code using all or part of the description. A maximum of 300 results appear.

Steps (continued)

3. Enter remaining chart string values in Line 1, such as Account.
4. Enter the Amount in Line 1. Debit or credit the account as appropriate.
5. Optional: Enter a Reference in Line 1.
7. Scroll left horizontally to add the additional line(s).

<table>
<thead>
<tr>
<th>Field</th>
<th>Notes</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference</td>
<td>Optional</td>
<td>This field allows a maximum of 10 characters. Add useful information associated with the line, such as a document, person, invoice, or date. The reference appears in reports that pull information from journal lines. For example, it appears in the Description column of the GL008.</td>
</tr>
<tr>
<td>Journal Line Description</td>
<td>System Generated / Optional</td>
<td>This field allows a maximum of 30 characters. NUFinancials auto-populates the account code description in this field. You may delete the description and type something more meaningful that describes the journal line for reviewers or colleagues. This appears in reports that pull information from journal lines. For example, it appears in the Description column of the GL008.</td>
</tr>
</tbody>
</table>
Step 3: Add Journal Lines (continued)

8. Click the plus icon to add another line. Repeat steps 1-7 for each additional line that you add. In this scenario, there are two lines total.
   - You may use the Lines to add field with the plus icon to add multiple lines.
   - Use the minus icon with the Select checkbox to delete selected lines.

9. Click Save at any time during or after steps 1-8. Results: The journal and all data are saved. Total Debits and Total Credits are calculated. The Journal ID changes from NEXT to a number. You may exit the journal and find it later with your NetID.

About the Inline Calculator
The inline calculator can be helpful on large journals with many journal lines.

Click the Calculator icon at any time to total debits and credits in the Amount fields of the Journal Lines. Results appear in the Total Debits and Total Credits fields.
Step 4: Edit and Budget Check the Journal

After saving the journal successfully and verifying that Total Debits equal Total Credits, you may validate and budget check the journal with the Edit Journal process. To pass the budget check, expense chart strings must have a budget of at least $0. To pass the validation, the ChartField values must be properly combined, debits and credits must balance, and the journal must have all required data.

Steps

1. Select **Edit Journal** from the Process menu.
2. Click **Process**. A spinning icon (shown above right) appears during validation and budget check.
   - Results of the process appear in the Journal Status and Budget Status fields.
   - One of two status codes appear, V or E, explained on the next page.

How to edit Journal Lines after you run the Edit Journal Process

During the Edit Journal process, NUFinancials looks up the Class based on the Project or Department ID and populates the Class field for you.

If you subsequently edit the journal line – and change the Project or Department ID value – you must delete the original value in the Class field so that NUFinancials can retrieve another value and re-populate the field. It is also possible to overwrite the Class value and enter the appropriate Class, if a correction is needed.
### Step 5: Check Status Codes

<table>
<thead>
<tr>
<th>Code</th>
<th>Journal Status</th>
<th>Code</th>
<th>Budget Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>Not checked – Journal is not yet validated</td>
<td>N</td>
<td>Not checked – Budget is not yet checked</td>
</tr>
<tr>
<td>V</td>
<td>Valid – Journal validation is complete</td>
<td>V</td>
<td>Valid – Journal passed budget checking with or without warnings. Budget check warnings may appear, and if so, you may click the “V” to see an informational message. Exceeding a non-controlled budget at NU does not invalidate the journal nor prevent approval and posting.</td>
</tr>
<tr>
<td>E</td>
<td>Error – Journal has errors or budget does not exist</td>
<td>E</td>
<td>E = Error – Journal failed budget checking</td>
</tr>
</tbody>
</table>

### What happens next?

If the Journal and Budget Status are both valid (V), continue to Step 6 and submit the journal into workflow.

If the edit process returns an error (E), click the E itself to open the appropriate error page with explanatory detail. For example, if you click the E under Journal Status, you arrive at the Errors tab (shown below) where Message Text explains the error. Refer to training materials for a complete list of potential error messages and resolutions.

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**About Errors and Troubleshooting**

For information about correcting journal and budget errors, see the training guide: Correcting Common Actuals Journal Errors.
Step 6: Submit the Journal into Workflow

You can submit a Journal into workflow after it is edited and only if the Journal Status and Budget Status are valid (V).

Steps
1. Select **Submit Journal** from the Process menu.
2. Click **Process**. Results of the process appear on the Approval tab.
   - If the submit process is successful (1) the Approval Status changes from Not Submitted to Pending Approval and (2) you can see a diagram of the workflow at the bottom of the page under the heading Direct Journal Approval.
   - If no approver is associated with the Journal Source code, a message appears to explain. Contact the Help Desk to open a ticket to complete the Journal Source Code setup.
3. Click the **Approval** tab to see approval status, workflow, and approver name(s).

How to Delete a Journal

Journal creators or approvers can delete a journal prior to posting. Posted journals cannot be deleted.

With the journal Lines tab on display:
1. Select **Delete Journal** from the Process menu.
2. Click **Process**.
3. Click **OK** at the confirmation prompt. Result:
   - The journal is physically deleted. It cannot be found in the journal search (Find an Existing Value).
Step 6: Submit the Journal into Workflow (continued)

The Approval tab is visible to all users with Direct Journal access but editable only to approvers associated with the Journal Source code.

What happens next?

- Workflow routing is based on the Journal Source code and approval levels may apply. The first level of approval is normally management within your own department.
- You may need to alert the approver that his/her action is required. NUFinancials does not send an email notification.
- Approvers can find all journals in need of approval in the Approval Inbox. Access the Approval Inbox within the NUPortal, or navigate in NUFinancials: Main Menu > NU Workflow > Approval Inbox.

How to Find Approver’s Names

Journal creators can find the names of departmental and Accounting Services approvers. Journal creators cannot approve their own journals.

1. Click Multiple Approvers in the Department pod.
   Result: a list of eligible approvers associated with the journal source code appears. NUFinancials requires only one of the persons listed to approve.

Note: a Department approver, if applicable, must approve the journal before it is routed to Accounting Services.
For Approvers: Review Journals in Workflow (Approve or Deny)

Direct Journals are accessible to approvers from the NUPortal and within NUFinancials.

1. From the NUPortal home page, click Financial > Accounting > Approval Inbox. Click the hyperlinked number next to the word Direct Journals. Result: the Approval Inbox opens in a new tab or window.

2. From NUFinancials, click Main Menu > NU Workflow > Approval Inbox. Result: the Approval Inbox appears.

**Step 1: Find and access Direct Journals to review.**

![Approval Inbox](image)

**Steps**

1. In the **Search Type** field, select Direct Journal. Result: a custom set of criteria appear.
2. Enter other criteria, as applicable.
3. Click **Search**. Result: all Journal Entries matching your criteria appear in a list.
4. Click the **Journal ID** to open the journal for review.

Continued…
Step 2: Review and approve or deny Direct Journals.

1. Use the tabs (Header, Lines, etc.) to review the journal.
2. Select an Approval Action (Approve or Deny).
3. Enter Comments as appropriate. Note: if you deny the journal, Comments are required. The journal creator may rely on comments you provide about whether to delete or edit the journal and why.
4. Click Submit. Results:
   - If you denied, the Approval Status changes to Sent Back. Your name and decision are displayed in the workflow diagram. Subsequent routing is canceled.
   - If you approved, the journal is routed to the next step in workflow. After the last approval, the status is Approved to Post.
5. Click Return to Inbox, if you have other journals to review.

End
Summary

- Navigate to Direct Journals: Main Menu > General Ledger > Journals > Journal Entries > Create/Update Journal Entries
- Create/Update Journal Entries (Direct Journals)
  - Step 1: Click Add to Create the Journal Entry
  - Step 2: Complete the Header
  - Step 3: Add Journal Lines
  - Step 4: Validate and Budget Check the Journal
  - Step 5: Check Status Codes
  - Step 6: Submit the Journal into Workflow
- Edit journal lines after running the Edit Journal process
  If, when you edit a journal line, you change the Project or Department ID:
  1. On each applicable Journal Line, delete the value in the Class field.
  2. After completing all other edits, validate and budget check the journal.
  3. Submit the journal into workflow.
- For Approvers: Review Direct Journals in Workflow (Approve or Deny)
  Navigate to the Approval Inbox from the NUPortal: Financials > Accounting > Approval Inbox > Direct Journals OR
  Navigate to the Approval Inbox from NUFinancials: Main Menu > NU Workflow > Approval Inbox
  - Step 1: Find and access Direct Journals to review from the Approval Inbox.
  - Step 2: Review and approve or deny Direct Journals, one journal at a time, and return to the Approval Inbox.
- Search for Direct Journals
     - Search with your NetID and the Workflow Status “Sent Back.”
     - Results of this search are view only. Identify Direct Journals by Source code and note the Journal IDs of journals sent back.
  2. Modify Direct Journals that were denied (sent back) within the General Ledger menu: Main Menu > General Ledger > Journals > Journal Entries > Create/Update Journal Entries > Find Existing Values. Search using your NetID and/or the Journal ID. After completing all edits, repeat Steps 4,5,6 of “Create/Update Journal Entries” to resubmit the journal into workflow.
- Delete a Journal Entry (prior to posting)
  1. On the Lines tab, select Delete Journal from the Process menu.
  2. Click the Process button.
  3. Click OK at the confirmation prompt.

For More Information

To edit and budget check multiple journal entries see the training guide: Manually Batch Editing and Budget Checking Actuals Journals.

To learn how to check the status of your journals, see the training guide: Searching for Actuals Journals.
Appendix A – Attach Supporting Documents

It is a best practice to attach supporting documentation for your Direct Journal whenever available. From the Header tab of the Direct Journal, click the Attachments (0) link. Result: The Attachments dialog appears (shown below).

![Attachments dialog]

**Steps**

1. Click **Add Attachment**.
2. Browse to the document on your personal computer or network and select the document.
   - File types with these extensions are allowed: CSV, DOC, DOCX, JPEG, JPG, MSG, PDF, TIFF, TIF, XLS, XLSX, XLSM, and ZIP.
   - File size restrictions are 5MB each and 20MB per journal.
3. Click **Upload > OK**.
4. In the **Description** field, identify the document and its contents for approvers and colleagues.
5. Click **OK**.

Repeat steps 1-5 as needed. You may add an unlimited number of files, provided they remain below file size restrictions.
Appendix B – Customize the Page

NUFinancials makes it possible to optimize the tab order of fields on each page. The capability is especially helpful on the Lines tab of the Direct Journal, where by optimizing the tab order within each journal line, you can avoid scrolling horizontally while entering lines. From the Lines tab of the Direct Journal, click the Customize Page link. Result: The Page Customization utility appears (shown below) with the default tab order on display.

How to Get Started with Page Customization

1. Click the Clear Tabbing Order button.
2. Click the blue X on the left side of each field or button that you want to include in your personalized tab order, in the sequence that you want them ordered.
3. Click OK when you finish.

You may restore defaults and reorder multiple times.

To use the include, remove, move up, and move down features, first click the radio button, then click the blue hyperlinked number next to the field or button to execute.

As shown in the utility, there are over 200 tab stops on the page, none of which are necessary. You may clear them all and select the ones that you think are most helpful to you. For example, you may select a tab order with the following fields and buttons: Fund, Department, Project, Account, Reference, Journal Line Description, Save, Lines to add, and the Plus sign. When you exit the last tab stop in sequence, the cursor returns to the first tab stop in sequence, thus making it possible to move without scrolling.
Appendix C – Journal Header Definitions

Below are definitions of fields that are not used, or seldom-used, on the Journal Header.

<table>
<thead>
<tr>
<th>Field</th>
<th>Notes</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger</td>
<td>Blank</td>
<td>This field is not used.</td>
</tr>
<tr>
<td>Journal Class</td>
<td>Blank</td>
<td>This field is not used.</td>
</tr>
<tr>
<td>SJE Type</td>
<td>Blank</td>
<td>The default value is blank and should not be changed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Standard Journal Entries (SJE) enable NU to define and schedule repetitive similar journal entries. The capability is reviewed by Accounting Services and NUIT Administrative Systems and applied on a case-by-case basis.</td>
</tr>
<tr>
<td>Auto Generate Lines</td>
<td>Off</td>
<td>This field is not used.</td>
</tr>
<tr>
<td>Save Journal Incomplete Status</td>
<td>Off</td>
<td>This checkbox is off by default.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>You may select this checkbox when you are unable to enter all journal transactions and anticipate finishing the entries at a later time. When this checkbox is on, your journal is saved with a status T – “Journal Entry Incomplete” (also displayed as Incomplete).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Batch edit, posting, or budget checking processes, bypass journals in this status until you complete your entries and deselect the check box.</td>
</tr>
<tr>
<td>Autobalance on 0 Amount Line</td>
<td>Off</td>
<td>This field is not used.</td>
</tr>
</tbody>
</table>
## Appendix D – Journal Line Definitions

Below are definitions of fields and functionality that are not used, or seldom-used, on the Journal Line.

<table>
<thead>
<tr>
<th>Field</th>
<th>Notes</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Template List</td>
<td>Defaulted Restricted</td>
<td>The Standard Journal Entry template is applied by default. Do not change this value. Templates control the display of fields on the journal line. The Standard Journal Entry template was designed for NUFinancials.</td>
</tr>
<tr>
<td>Search Criteria</td>
<td>Optional</td>
<td>The search feature can be useful on large journals with many journal lines. Click Search Criteria to access a search page that enables you to find and display journal lines that match the ChartField criteria you specify.</td>
</tr>
<tr>
<td>Change Values</td>
<td>Optional</td>
<td>The change values feature can be useful on large journals with multiple instances of a ChartField value that must be changed to a different value. Click Change Values to access the Chart ChartField Values page. For a given ChartField, specify the current value and the “change to” value in their respective columns. Click Selected and OK. As an alternative, you can scan the journal lines visually and change values individually.</td>
</tr>
<tr>
<td>Errors Only</td>
<td>Default is Off Optional</td>
<td>This checkbox can be useful after running the Edit Journal process, if the Journal Status is E (Error). Click the checkbox to display only the line(s) in error status. As an alternative, you can scan the lines visually. Lines in error are marked with an X in the Error column.</td>
</tr>
<tr>
<td>Inter/IntraUnit</td>
<td>Defaulted Restricted</td>
<td>This functionality is applied automatically by NUFinancials. No intervention is needed. Do not change the settings and values.</td>
</tr>
<tr>
<td>PC Business Unit</td>
<td>Required when Project is used</td>
<td>Not required for Funds under 170, NWUNV for funds greater than or equal to 170. The value is copied forward from previous line when user clicks + after it’s entered on a previous line.</td>
</tr>
</tbody>
</table>
## Appendix E – Process Definitions

<table>
<thead>
<tr>
<th>Process</th>
<th>Notes</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Check</td>
<td>Optional</td>
<td>Checks the journal lines for the existence of a control budget, if applicable. The Journal Status must be V before the journal can be budget checked. After the Edit Journal process validates the journal, NUFinancials automatically budget checks the journal as well.</td>
</tr>
<tr>
<td>Copy Journal</td>
<td>Optional</td>
<td>Select Copy Journal and click the Process button to access the Journal Entry Copy page. Enter changes in journal information for the newly copied journal.</td>
</tr>
<tr>
<td>Delete Journal</td>
<td>Optional</td>
<td>Deletes the current journal. Only journals that have not been posted can be deleted. If deleted, there is no remaining trace of the journal in NUFinancials. It cannot be found with Find an Existing Value.</td>
</tr>
<tr>
<td>Edit Chartfield</td>
<td>Optional</td>
<td>Initiates the journal ChartField Edit process to verify whether the journal has any ChartField-related errors, including ChartField edit, combo ChartField edit, and alternate account edit.</td>
</tr>
<tr>
<td>Edit Journal</td>
<td>Required</td>
<td>Initiates the Journal Edit process which checks the journal for errors. If the journal is valid, NUFinancials automatically budget checks the journal as well.</td>
</tr>
<tr>
<td>Post Journal</td>
<td>Not Used</td>
<td>This process is not used at NU. Approved journals are posted in batch mode.</td>
</tr>
<tr>
<td>Print Journal</td>
<td>Optional</td>
<td>When you choose this option and click the Process button, the system creates the Journal Entry Detail report (GLX7501, or GLX7502 for separate debit and credit), which is a printed copy of the journal in BI Publisher format. Note: When you select Print Journal in the Process field and click the Process button, Report Manager and Process Monitor links become available on the Journal Entry - Lines page.</td>
</tr>
<tr>
<td>Refresh Journal</td>
<td>Optional</td>
<td>Retrieves this journal from the database and displays it in the page again. This may be useful if you think others may have changed the journal since you last retrieved it in the current session.</td>
</tr>
<tr>
<td>Submit Journal</td>
<td>Required</td>
<td>The process introduces the journal into workflow. Only journals with Journal Status and Budget Status V are eligible for workflow. Workflow approvers are derived from the Journal Source code.</td>
</tr>
</tbody>
</table>
Appendix F – Reversing Entries

NUFinancials makes it possible to set-up automatic reversals for journal entries. Designated personnel may use this feature with review and approval from Accounting Services to generate reversing entries. The following outlines the steps to initiate the reversal in NU Financials within the Direct Journal. For the example below, we are assuming the need to generate a reversal entry for an accrual at fiscal year-end.

Steps

The Header tab of the Direct Journal includes a hyperlink that has default label of “Reversal: Do Not Generate Reversal”.

1. Click this hyperlink. Result: the system takes you to a new page with a header of “Journal Entry Reversal” shown on the next page.
Reversing Entries, Continued

Steps are continued on the Journal Entry Reversal page (shown at right).

2. Select the radio button associated with the appropriate option and
3. Enter the date, if applicable.
   - In this example, we are asking the system to generate a reversal on September 1, 2014 (FY2015) related to an accrual for FY2014.

4. Click OK when complete.

Result: the Header tab reappears (shown on the next page).

The Reversal field will show that the entry is set to be reversed.
**Next Steps**

Follow the remaining steps for completing a standard Direct Journal entry; see Steps 3 through 6 on pages 8 through 12 of this guide. Note: the reversal may instead be added after the final step of the standard journal entry.