Reviewing and Posting Actuals Journals

This training guide describes the process for reviewing and posting journals to the PeopleSoft General Ledger. These are the third and fourth steps in the journal lifecycle which consists of creating, editing, reviewing, and posting. There are 2 sections to this guide which are: Posting a Single Journal Immediately and Reviewing and Posting Multiple Journals. This process should only be used for reviewing transactions that do not originate from the Actuals Portal.

Before you begin . . .

Upon completion of this guide you will be able to:

- Review journals by source code
- Post journals
- Stop journals from posting

Who has access?

- Access to review journals is given to ASRSP, Accounting Services, and the Controller’s office.
- Permission to Post is given to Accounting Services.

Things you need to know to complete this process:

- Basic knowledge of PeopleSoft ChartFields and chart strings
- Understanding of budget and spending controls associated with ChartFields
- Applicable NU policies

How do I sign in to PeopleSoft?

1. Sign in to the NUPortal at nuportal.northwestern.edu
2. Click the Staff tab, Finance and Budget tab, and then click the Login to PeopleSoft link from the left navigation pane.

Additional Resources

- Visit the Project Café website for additional training materials www.cafe.northwestern.edu/training
- Visit the NUPortal at nuportal.northwestern.edu to access the Chart of Accounts crosswalk and Chart of Accounts Quick Reference Guide.
- Review the 90-day policy for journal entries http://www.northwestern.edu/finsys/polcydoc/faq90.htm

Where do I get help?

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

Step 1: Find the Journal you want to post


- Click next to the Source drop-down menu to see all available sources codes and the source code descriptions.
- NWUNV is the only available Business Unit.
- Only journals with a Valid status (passed edit and budget check) can be posted.
Step 2: Post the Journal

1. Select Post Journal from the Process menu.
2. Click Process to post the journal.

The following message appears.

Are you sure that you want to post this journal? (5010,45)

3. Click OK.

- All changes to a journal create an audit trail.
- Permission to execute process menu functions vary according to the permission level assigned to you.
Step 3: Make sure the journal posted

- If the Journal Status is anything other than P, the journal did not post.
- If the journal did not post, confirm that the chart string values are not inactive. Contact the ChartField Maintenance group in the Controller's Office.
Reviewing and Posting Multiple Journals

All journals must be reviewed by an approved person who is not the journal creator. This is the process for reviewing journals that do not originate from the Actuals Portal. If an error is identified, the journal will be saved in an Incomplete status for further review and correction/processing before posting.

Step 1: Search for journals to review

Quick Navigation:
From the Menu panel, click General Ledger → Journals → Journal Entry → Create/Update Journal Entries

1. Enter search criteria. This search will only return Valid ONL journals.

2. Click Search

3. Click the Journal ID number of the journal you want to review.

If the Source box is left blank, the search returns journals of every source type that meet your criteria.
Step 2: Review the journal – header information

From the Search Results table, click the Journal ID of the first journal you want to review. Click the Header tab if the Header page does not appear.

1. Review the journal header information.

2. Click the Lines tab to review the journal lines.
Step 3: Review the journal – line information

What happens next?
- Review all the journals.
- Find an efficient way to track which journals you have reviewed (Examples: print or copy and paste to an Excel spreadsheet).
- Mark journals that should not post as Incomplete.
Step 4: Prevent journals from posting (as applicable)

If at any time during your review, you find a journal that should not post, save it as *Incomplete* and it will not be picked up in the batch process.

- Click ![Notify](image) to send an e-mail to the journal creator. You may want to let the recipient know the details of why the journal was not posted or any updates that they need to make.
- To take the journal out of *Incomplete* status, uncheck the **Save Journal Incomplete Status** box, and then click **Save**. Before the journal can be posted, you must run the edit and budget check process again.
Step 5: Post the journals

After the journals have been reviewed, post them in a batch process. Use a Run Control ID to set up a batch posting process.

Quick navigation: From the Menu panel, click General Ledger → Journals → Process Journals → Post Journals

Post Journals

Enter any information you have about this journal, and then search for a list of all values.

1. Click the Add a New Value tab.

Find an Existing Value | Add a New Value

Run Control ID: begins with: post_journals

[Check box] Case Sensitive

Search | Clear

Basic Search

2. Type a name for the Run Control ID.

Run Controls:

- Your can reuse a Run Control ID by changing the parameters whenever necessary. From the screen above, click the Find an Existing Value, and then click Search. Click the name of the Run Control ID you want to reuse, and then follow the process covered in this guide.

- The recommended naming convention for a Run Control ID is process_description or just the process name. Spaces are not allowed in the ID name.

- Run controls are user specific. You may only use the run controls that you create.
Step 5b: Configure the Run Control parameters

Field Definitions:

a. Business Unit – Please select NWUNV if it does not default.
b. Source – Select the source code for the journals you want to post
c. Journal ID From / Journal ID To – Enter a range here to pull journals with a specific number range.
d. Journal date type searches
   • Journal Date From / Journal Date To – Enter a calendar date range here to pull journals with a specific calendar date range.
   • From Year / To Year – Enter the fiscal year range to pull journals from specific fiscal years (Sept – Aug).
   • From Period / To Period – Enter the accounting period range to pull journals from specific periods.
e. Description – Required; enter a description for the process you are running.
f. Ledger Group – Select ACTUALS.
Step 5c: Run the batch process

1. Click Save.

2. Click Run.
Step 5d: Check the status of the batch post
Navigate to the message log for your instance number.
Step 5d: Check the status of the batch post (continued)

1. Click **Refresh** at any time to see the updated Run Status and Distribution Status.

2. Click the **Details** link next to the instance number you noted.

## Run Status

<table>
<thead>
<tr>
<th>Message</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Queued</td>
<td>The process is waiting to run.</td>
</tr>
<tr>
<td>Success</td>
<td>The process ran successfully. Check the message log to make sure everything processed as you expected.</td>
</tr>
<tr>
<td>Warning</td>
<td>The process ran, but there was a problem.</td>
</tr>
<tr>
<td>No Success</td>
<td>The process did not run. Any attempts to run were undone and no transactions were processed.</td>
</tr>
</tbody>
</table>

## Distribution Status

<table>
<thead>
<tr>
<th>Message</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posted</td>
<td>The message log has posted. <em>This does not mean all the journals have posted.</em> Check the message log to check journal posting status.</td>
</tr>
<tr>
<td>No Success</td>
<td>The message log or report did not post.</td>
</tr>
<tr>
<td>N/A</td>
<td>A message log was not required for the process, or there was a technical problem posting the message log (not necessarily a problem with the process).</td>
</tr>
</tbody>
</table>
Step 5d: Check the status of the batch post (continued)

1. Click **Message Log** to view the status of the batch process.
Step 5d: Check the status of the batch post (continued)

The Message Log lets you know how many journals posted successfully.

Click Return to return to the previous screen.

What happens next?
See the Running a Report in PeopleSoft training guide and the General Ledger Report Matrix and Templates to learn about helpful reports that are available to you.
In a Nutshell . . .
Reviewing and Posting Journal Entries

Posting a Single Journal Immediately
Step 1: Find the Journal you want to post
   General Ledger → Journals → Journal Entry → Create/Update Journal Entries → Find an Existing Value tab
Step 2: Post the Journal
Step 3: Make sure the journal posted

Reviewing and Posting Multiple Journals
Step 1: Search for journals to review
   General Ledger → Journals → Journal Entry → Create/Update Journal Entries → Find an Existing Value tab
Step 2: Review the journal – header information
Step 3: Review the journal – line information
Step 4: Prevent journals from posting (as applicable)
Step 5: Post the journals
Step 5b: Configure the Run Control parameters
Step 5c: Run the batch process
Step 5d: Check the status of the batch post

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