Reviewing and Posting Journals *Originating from the Actuals Portal*

This training guide describes the process for reviewing and posting journals to the PeopleSoft General Ledger that originate from the Actuals Portal. This includes journals with a source code of ISJ (Internal Sales Journal), COR (Correction Journal), or TFR (Transfer Journal). These are the third and fourth steps in the journal lifecycle which consists of creating, editing, reviewing, and posting.

Journals that enter PeopleSoft through the Actuals Portal are excluded from the automatic evening batch posting process. These journals must be manually posted. Accounting Services will review these journals for propriety and compliance with the 90-day rule before posting. If an *error* is identified, the journal workflow should be reset and the journal initiator should be contacted.

**Before you begin . . .**

Upon completion of this guide you will be able to:
- Search for approved Actuals journals in PeopleSoft
- Find the approved journals in the Actuals Portal
- Review journals - including 90-day journals
- Reset workflow for journals
- Manually batch post reviewed journals

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
- Applicable NU policies including the details of the 90-day rules

How do I access 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.

How do I access the Actuals Portal?
1. Sign in to the NUPortal at nuportal.northwestern.edu
2. Click the **Staff** tab, **Finance and Budget** tab, and then locate the **Journal Create** or **Search Journal Entries** area.

**Additional Resources**
- Visit the Project Café website for additional training materials [www.cafe.northwestern.edu/training](http://www.cafe.northwestern.edu/training)
- Visit the Project Café website to access the *Chart of Accounts Quick Reference Guide* [www.cafe.northwestern.edu/coa](http://www.cafe.northwestern.edu/coa)
- Visit the NUPortal to access the Chart of Accounts Crosswalk [nuportal.northwestern.edu](http://nuportal.northwestern.edu)
- Review the 90-day policy for journal entries [http://www.northwestern.edu/finsys/polcydoc/faq90.htm](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.
Reviewing and Posting Process Overview
1. From PeopleSoft, find the journals that you need to review.
2. Look up the same journals in the Actuals Portal.
3. Review the Journals on the Actuals Portal.
4. Post the journals from the PeopleSoft Mark Journals for Posting page.

Step 1: From PeopleSoft, search for journals that are ready for review
Quick Navigation: Sign in to the NUPortal at nuportal.northwestern.edu. Click the Staff tab, Finance and Budget tab, and then click the Login to PeopleSoft link from the left navigation pane. From the Menu panel, click General Ledger → Journals → Process Journals → Mark Journals for Posting.

1. Change settings as appropriate to your search. These settings are system-generated.
2. Type a period number or click the magnifying glass to select it.
3. Enter a portal source code (ISJ, COR, or TFR). The journal date range automatically appears.
4. Click Search.

If you change your search values, click Refresh to update the search results.
Step 2: Note the date range

The search results appear. All journals entering PeopleSoft from the Actuals Portal are marked with ☑ which means the journal has passed edit and budget check and has received all workflow approvals. ☑ is equivalent to the workflow status of Approved to Post.

1. Journals that have been approved to post through workflow appear in the Workflow Status column. Click the Workflow Status link to sort journals so that checked journals appear at the top of the list.

2. Note the date range of the approved journals. In this example, the range is 5/12/08 - 5/16/08.

Do not close this window. Leave it open. You will come back to it in later steps.

- Click View All to display all the search results on one page.
- Click to export the results to a spreadsheet. This may be helpful for your tracking purposes.
- A maximum of 300 journals appear. If 300 approved journals appear, there is a possibility that there are more than 300 approved journals. If this occurs, narrow your search to a smaller date range and approve journals in increments.
Step 3: From the Actuals Portal, search for the journals you identified

Quick Navigation: Sign in to the NUPortal at nuportal.northwestern.edu or navigate back to the NUPortal window if you left it open. Click the Staff tab, Finance and Budget tab, and then locate the Search Journal Entries area of the page. The simplified search page defaults.

1. Click Search to move forward to the expanded search page.
Step 3b: Search by date range and source code

The goal of this search is to find the same journals that you identified on the Mark Journals for Posting page. You will review these journals from the Actuals Portal.

1. Change the operator to between, and then enter the date range you noted in Step 2. This is the date range of the journals that are marked to post.

2. Change the Workflow Status operator to equal to, and then select Approved to Post from the parameter menu. Change the Source operator to equal to and then enter the ISJ source code in the parameter box.

3. Click Search.

4. The search returns only journals with a status of Approved to Post that were created between the dates of 5/12/08 and 5/16/08. Click 0000001991 to review the journal.

⚠️ Do not close this window. Leave it open. You will come back to it in later steps.
Step 4: Review the journals

The journal appears for your review; but remember that only the journal initiator can modify the journal. If you have an issue with the journal, you may hold it for further information before posting it, or return it to the journal initiator.

1. Review the journal details including the journal: Information, Purpose, Description, and Lines.

2. Click Close to close the window.
**Variation: Review the journal (over 90 days example)**

Follow your departmental process for reviewing journals. Review the 90-day justification form and any attached documentation.

1. **Click the Complete link to view the 90-day form.**

2. The form appears in a new window. After you review it, use your browser’s back button to return to the journal lines.
Step 5: Review remaining journals

Quick navigation: Go back to the portal Journal Search window (shown below).

Journal Search

Use Saved Search:  

<table>
<thead>
<tr>
<th>Journal ID</th>
<th>begins with</th>
<th>From: 05/12/2008</th>
<th>To: 05/18/2008</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal Date</td>
<td>between</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>equal to</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting Period</td>
<td>equal to</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submitter</td>
<td>equal to</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journal Header Status</td>
<td>equal to</td>
<td>Approved to Post</td>
<td></td>
</tr>
<tr>
<td>Budget Header Status</td>
<td>equal to</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workflow Status</td>
<td>equal to</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Source</td>
<td>equal to</td>
<td>ISJ</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>equal to</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project</td>
<td>equal to</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Click the Journal ID link of the next journal and review it. Repeat this process until you are finished reviewing all the journals.

Do not click Search after you begin your journal review. If additional journals have been Approved to Post in the date range you selected, they will appear. This may make it more difficult to determine which journals you have reviewed.
Step 6: Prevent journals from posting (as applicable)

Mark Journals for Posting

<table>
<thead>
<tr>
<th>*Unit</th>
<th>*Ledger Group</th>
<th>Year</th>
<th>*Period</th>
<th>Source</th>
<th>Journal ID</th>
<th>Journal Date From</th>
<th>Journal Date To</th>
</tr>
</thead>
<tbody>
<tr>
<td>NWUNV</td>
<td>ACTUALS</td>
<td>2008</td>
<td>9</td>
<td>ISJ</td>
<td></td>
<td>05/01/2008</td>
<td>05/31/2008</td>
</tr>
</tbody>
</table>

Search  Select All  Deselect All  Post Selected Journals

Select Journals to Post

<table>
<thead>
<tr>
<th>Workflow Status</th>
<th>Unit</th>
<th>Line Unit</th>
<th>Journal ID</th>
<th>Date</th>
<th>Lines</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>NWUNV</td>
<td>NWUNV</td>
<td>0000001991</td>
<td>05/12/2008</td>
<td>2</td>
<td>New Sale; 05/12/2008; sale of</td>
</tr>
<tr>
<td>✔</td>
<td>NWUNV</td>
<td>NWUNV</td>
<td>0000002066</td>
<td>05/15/2008</td>
<td>2</td>
<td>New Sale; 05/15/2008; sale of</td>
</tr>
<tr>
<td></td>
<td>NWUNV</td>
<td>NWUNV</td>
<td>0000002099</td>
<td>05/16/2008</td>
<td>2</td>
<td>New Sale; 05/16/2008; sale of</td>
</tr>
</tbody>
</table>

1. If a journal should not post, uncheck the Workflow Status box next to the journal. The journal workflow status is reset to Not Submitted. The Journal Header and Budget Statuses remain Valid.

• If you have questions about a journal, leave the journal as marked to post so that the workflow status is not changed. Note the Journal ID number for communication purposes and so that you know which journal to remove from the posting process in Step 7b.

• If you reset the workflow for a journal, contact the journal initiator. Only the journal initiator will be able to modify the journal and resubmit it to workflow. Communicate the Journal ID and explain what needs to be corrected on the journal.
Step 7: Post the journals
After the journals have been reviewed, post them in a batch process.

Mark Journals for Posting

Select Journals to Post

1. Click Post Selected Journals to post the journals marked with a green check.

2. Click OK.

Are you sure that you want to post this journal? (5010,45)
Step 7b: Initiate the post process
The system automatically generates the run-control information.

Post Journals Request

Run Control ID: PS_AUTO3

1. Click Run.
2. Click Process Monitor.

Each journal that is marked to post is given a separate request number. This request number appears on the message log. It is used to track the success of the post.

- Click  to remove a journal from the posting process without changing any of the journal statuses. You may do this if you have questions about the journal that are unresolved.
- Click the View link to view all the journals that will post, or click it again to view only one journal.
Step 7c: Select the NU Journal Posting process

The server defaults: A Unix Server Name appears.

1. Click the box to select the NU Journal Posting process. Do not select any other processes.
2. Click OK.

The other process options available from this page will not work for our purposes. Do not select them.
Step 7d: Note the instance number

Post Journals Request

Run Control ID: PS_AUT03

Process Request Parameters

1. Note that the Process Instance number is 13965.

2. Click Process Monitor.

Business Unit: NWUNV
Source: ISJ
Process Partition ID: 
Journal ID From: 0000001991
Journal Date From: 05/12/2008
From Year: 
From Period: 

Ledger Group: ACTUALS
System Source: 
Journal ID To: 0000001991
Journal Date To: 05/12/2008
To Year: 
To Period: 
Step 8: Check the status of the batch post

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 to completion. Any attempts to run were cancelled 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 8b: Access the message log

<table>
<thead>
<tr>
<th>Process</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instance: 13065 Type: COBOL SQL</td>
<td>Description: PS/GL Journal Post</td>
<td></td>
</tr>
<tr>
<td>Run Status: Success Distribution Status: Posted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Run Control ID: PS_AUTO3 Location: Server Server: PSLNXA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you are posting a large number of journals, it may be easier for you to track the status of the post from the View Log/Trace link. The file does not display well in an Internet Explorer browser. If you are using an Internet Explorer web browser copy and paste the View Log/Trace file contents into a Word document and then view the results.
Step 8c: Review the message log

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

- Click **Return** if you want to return to the previous screen.
- Use the following navigation to go back at a later date or time and review the batch post results.

**Quick Navigation:** From the Menu panel, click **PeopleTools → Process Scheduler → Process Monitor.** Type the instance number 13965, in the **Instance** box, and then click **Refresh.**
In a Nutshell . . .

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Step 2: Note the date range

Step 3: From the Actuals Portal, search for the journals you identified
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Step 3b: Search by date range and source code

Step 4: Review the journals
  - Variation: Review the journal (over 90 days example)

Step 5: Review remaining journals
  - Go back to the portal Journal Search window

Step 6: Prevent journals from posting (as applicable)

Step 7: Post the journals
  - Step 7b: Initiate the post process
  - Step 7c: Select the Cobol post process
  - Step 7d: Note the instance number

Step 8: Check the status of the batch post
  - Step 8b: Access the message log
  - Step 8c: Review the message log

What happens next?

If applicable, communicate with the journal initiator for any journals that you remove from workflow.