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NUFinancials Budget Adjustments

Course Level: Advanced
Audience: Financial and business administrators, or anyone who oversees a budget and financial activity

Course Format
This course is online only, but access to learning is continuous and on demand. You may start learning at any time and review the learning materials at any time.

Course Registration and Enrollment
Register for FMS720 NUFinancials Budget Adjustments in FASIS Self-Service (also called eDev). Doing so signals an instructor that you are using the online learning. It also enables you to receive support from an instructor and peers while you learn.

Course Sessions
Course sessions exist to provide a timeframe for your learning and for instructor/student interaction. Sessions start the first day of each month and end on the last day of each month. Registration for each coming month is open until the last day of the current month. For example, January 31st is the cut-off date for enrollment in the session starting February 1st.
New registrations after the cut-off date fall into the subsequent month. For example, registrations on or after February 1st fall into March, but you can start anytime.

Course Communications
On the first business day of each month, the instructor contacts all registrants via e-mail to kickoff communication. You may pose questions to the instructor via the Café Training e-mail address (cafetraining@northwestern.edu) and to the group.

Course Completion
The instructor marks all current registrants complete at the end of each month.
The month timeframe is intended to give you time to:
• complete the learning experiences at your own pace and convenience
• ask questions when they arise
• bridge the time between first learning experiences and first job experiences.

System Requirements
Project Café’s online learning works best with Internet Explorer.
# Learning Sequence

Below is the recommended learning sequence with notes and special instructions, if any.

<table>
<thead>
<tr>
<th>#</th>
<th>Title</th>
<th>Type</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Budgeting Overview</td>
<td>Online</td>
<td>Watch this overview if you want to know how Budget Journals fit into NU budgeting processes.</td>
</tr>
<tr>
<td></td>
<td>Part 1: Creating Budget Journals</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 NUFinancials Budget Adjustments</td>
<td>Demonstration</td>
<td>Before you watch the demonstration, print the Chart of Accounts Quick Reference. In the demonstration, you see a budget journal that adjusts both revenue and expense budgets. In the exercises below, you focus first on expense then on revenue.</td>
</tr>
<tr>
<td></td>
<td>2 Adjust an Expense Budget</td>
<td>Exercise</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 Adjust a Revenue Budget</td>
<td>Exercise</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Part 2: Searching and Troubleshooting Budget Journals</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 Search and Troubleshoot Budget Journals</td>
<td>Demonstration</td>
<td>Before you watch the demonstration print Budget Journal Troubleshooting (below).</td>
</tr>
<tr>
<td></td>
<td>2 Search and Troubleshoot Budget Journals</td>
<td>Exercise</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 Budget Journal Troubleshooting</td>
<td>Reference</td>
<td>This job aid contains in alphabetical order all error messages that you may see on the budget journal, with the potential resolution of the error.</td>
</tr>
</tbody>
</table>

## Library

| NA | Initiating Budget Adjustments                  | Training Guide | This guide complements part one above.                                                                                           |
| NA | Searching for Budget Journals                 | Training Guide | This guide complements part two above.                                                                                           |
| NA | Chart of Accounts Quick Reference              | Reference      | Print this reference and keep it handy during training.                                                                          |
Related Resources

These are links to related business processes and policy.

Helpful Policy Links

The policy organization governing Budget Journals is the Office of Budget and Planning.
http://www.northwestern.edu/budget/
For questions about NU account codes, refer to Accounting Services “Guide to Accounts.”
http://www.northwestern.edu/financial-operations/policies-procedures/reporting/guide-to-accounts.html

Helpful Reports

All budget journals and their affects are visible in Cognos reports. Approved journals appear on the budget section of the GL008 Revenue and Expense Activity Report.

Helpful Inquiries

The affects of budget adjustments are visible in NUFinancials budget searches Budget Details and Budget Overview. The journal transactions themselves are visible from the budget searches by drilling to the Activity Log.