

# Northwestern

INFORMATION TECHNOLOGY

## Cognos and NUFinancials Budget Reconciliation

### Manual

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# What is Budget Reconciliation?

Various University offices contribute to a complete picture of budget reconciliation.

## NUIT Administrative Systems

A budget is reconciled when...

For every chart string, we can say:	For every financial transaction, we can say:
<ul style="list-style-type: none"> <li>• Chart string has spending authority.</li> <li>• Spending fits the purpose of the chart string.</li> <li>• Available balance is ok.</li> <li>• Spending rate is ok.</li> </ul>	<ul style="list-style-type: none"> <li>• We recognize it.</li> <li>• It was the right thing to do.</li> <li>• It was done correctly.</li> <li>• It was completed.</li> <li>• It was categorized correctly.</li> <li>• It was timely.</li> </ul>

## Office of Budget and Planning

To learn more about departmental budget reconciliation, visit the Office of Budget and Planning website and download Budget Reconciliation Procedures.

### Snapshot

A budget is reconciled when all transactions are:

- Recognizable
- Right
- Reasonable
- Reviewed

## Office of Sponsored Research

To learn more about designing effective reconciliation processes in your department, visit the Office for Research – Planning, Finance and Communications website. A resource guide for post-award administration is available at the OSR website.

### Snapshot

Additional cost principles may apply to grant budgets. Purchases must be:

- Allowable
- Allocable
- Reasonable
- Consistent

## University Policies for Financial Management

Refer to the *University Policies* web page for guidance for both financial transactions and financial record retention.

Under the heading *Financial Management*, find the document *Record Retention Schedule*. Where the Official Repository is the “Appropriate Department” you find guidelines for your department for each type of record, and you find the duration for which records should be retrievably stored.

## Office for Audit and Advisory Services

Take advantage of training for establishing effective business operations.

## Helpful Contacts

Below are contacts listed beside the scope of inquiries to which they can respond.

Contact	Scope of Inquiry	Phone Numbers
NUIT Administrative Systems	Reporting, System Problems, Security, General	1-HELP (1-4357)
Accounts Payable	Direct Payment Requests, Wire Transfers, Vendor Invoices	1-7339
Procurement and Payment Services (PPS)	Change PO Requests, iBuyNU Errors, Bidding Policy, Tax Exempt Status	1-8120
Financial Status	Match Errors, CUFS Issues, Financial Operations Listserv	7-3777
Procurement and Payment Services (PPS)	Vendor Requests	1-5338
Procurement and Payment Services (PPS)	Procurement Card, My Wallet	1-5340
Accounting Services	Actuals Journals	1-5340
Accounting Services	COA Maintenance for non-sponsored projects, 1099 Forms, W-9 Forms, Stop Payments	1-5337
Accounting Services	Asset Management	1-2737
Accounting Services Transaction Support	Journal Processing, Vendor Setup, Payment Requirements, Petty Cash	1-4707 (4SOS)
ASRSP	Allowable Travel Expenses for Sponsored Projects	1-4697
ASRSP	Sponsored Project Journals	1-4237
ASRSP	COA for Sponsored Projects	1-0113
Budget Office	Budget Journal Entries	1-2812
University Services	Ask for the manager for the type of service transaction you want to inquire about	1-7569

## Helpful Reports

The [NUIT Administrative Systems website](#) has lists, descriptions, and exhibits of reports available to staff inside Cognos Connection, many of which are helpful during budget reconciliation activities.

### Monthly Reports

Report	Description
GL068-GL074 Financial Summary	A series of Financial Summary reports enable reconciliation at the school and unit level. The reports display all chart strings related to the department number that you request. Revenue and Expenses, both budgeted and actual, are shown with totals and subtotals by Fund and Department.
GL005 Summary Budget Status	The report displays a financial summary for one or more chart strings that you request. It answers two questions (1) what is the balance and (2) what is the net? <ul style="list-style-type: none"> <li>• First, given the budget and actuals to-date, the balance is displayed horizontally.</li> <li>• Second, given revenue and expenses, the net is displayed vertically.</li> </ul>
GL008 Revenue and Expense Activity	The report displays all transactions belonging to one or more chart strings that you request.  The GL008 is a companion of the GL005. It matches when run for the same chart string(s) and period. The GL008 can be run for one period or for the year-to-date.

### Supply Chain Reports

Report	Description
SC016 – Open Encumbrance Report	Run the report by Budget Period, Fund, and any one of three addition elements of the chart string – Department, Project, and Account.  The report lists all open encumbrances associated with the chart string requested. Information from the Purchase Order and associated Requisition also appears.  Three columns on the report (Receiver Status, Voucher ID, and Match Status) help users understand why an encumbrance remains open.
SC026 – Expenses by Submission & Workflow Status	Run the report by any part of the Department Tree, or by Department ID. If necessary, export to Excel where you can sort by Project ID.  The report provides a view of Expense Reports that have not been paid for a given department or tree node. Two sections divide transactions into Unsubmitted/Returned Expense Reports and Expense Reports still in Workflow. Employees are identified by name and EMPLID.
SC027 – Match Exception Report	Run the report by Department ID, and for further granularity, enter an Invoice Number, Vendor ID or Requester ID.  The report includes only Vouchers with match exceptions and displays each line on the Voucher that has an exception. (A Match Exception is a discrepancy in quantity, unit price, or amount when the Voucher is compared to the PO and Receipt. Thresholds of \$100 or 25% apply.) Two columns name and describe the Match Exception rule that applies to the line in question.

<p>SC028 – Online Voucher Report</p>	<p>Run the report by Department ID and date ranges. Specify Online Vouchers, Regular Vouchers, or All. The report displays all Vouchers matching your criteria with Workflow Status, payment information, and the transaction originator.</p>
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## Transaction Descriptions on the GL008

The Description column on the GL008 displays useful information about the transaction but requires some interpretation. The field has a 50-character maximum with parts that vary per the source transaction. Use the table below to interpret the field.

If the source transaction is...	Then the Transaction ID is...	And the Description column displays...
Requisitions	Requisition ID REQ#)	Vendor Name / Item Description
Purchase Order	Purchase Order (PUR#)	Vendor Name / Item Description
Expense Report	Expense Report ID	Employee Name / Description from the Detail tab
Voucher	Voucher ID	Vendor Name / Invoice # / Item Description
Online Voucher (DPR, VER, CSF)	Voucher ID	Vendor Name / Invoice # / Item Description
Journals	Journal ID	<p>Journal Source/ Reference/ Journal Line Description</p> <p><u>Common actuals journal source codes</u></p> <ul style="list-style-type: none"> <li>• AGY = Agency Journal</li> <li>• BAL = Balance Sheet Journal</li> <li>• COR = Correction Journal</li> <li>• CRT = Cash Receipt Ticket</li> <li>• TRF = Transfer Journal</li> <li>• ISJ = Internal Sales Journal</li> <li>• ITN = NUIT</li> <li>• ASC = Accounting Services</li> <li>• RCG = Recharge Journals</li> <li>• UVS = University Services</li> </ul>
Transactions from Journal Spreadsheet	Journal ID	ASC / Header description field of the journal spreadsheet/ Line description field from that line of the journal spreadsheet
University Services (mail)	Journal ID	UVS / Job # / Domestic US mail / Date of service
University Services (VWR)	Journal ID	UVS / Invoice # / Invoice date / Item ordered
University Services (travel)	Journal ID	UVS / Invoice # / Traveler name / Departure date / Airport codes

# Common Inquiries - Procedures

## Purchase Inquiries

Task	Steps and Instructions
Run a report of all open encumbrances in Cognos	Find all open encumbrances associated with your chart string. <ol style="list-style-type: none"> <li>1. Cognos &gt; Public Folders &gt; FFRA Reports &gt; School &gt; Supply Chain.</li> <li>2. Click the report name SC016: Open Encumbrance Report.</li> <li>3. Select a Fiscal Year and click Next.</li> <li>4. Enter your chart string and click Finish.</li> </ol> Refer to “SC016: Open Encumbrances Report” reference (FMS723).
Lookup one purchase using Manage Requisitions	Find one purchase with the Requisition ID or the Purchase Order ID. (Find them in Transaction ID column of the GL008 report). <ol style="list-style-type: none"> <li>1. NUFinancials Main Menu &gt; eProcurement &gt; Manage Requisitions.</li> <li>2. Enter the Requisition ID (REQ#) or the PO ID (PUR#).</li> <li>3. Adjust Date From and Date To if necessary.</li> <li>4. Remove your NetID if the requisition was entered by someone else.</li> <li>5. Click Search.</li> <li>6. Click the triangle to display the lifespan.</li> <li>7. Click the illuminated icons for more information.</li> </ol> Refer to the “Manage Requisitions (Requesters)” training guide (FMS803).
Lookup any transaction related to a purchase using Lifecycle Viewer	Find one purchase or voucher with the Requisition ID, Purchase Order ID, or Voucher ID. (Find them in Transaction ID column of the GL008 report). <ol style="list-style-type: none"> <li>1. From the NUFinancials Main Menu:               <ul style="list-style-type: none"> <li>▪ Accounts Payable &gt; Accounts Payable Center &gt; Lifecycle Viewer or</li> <li>▪ Smart Solutions &gt; Smart Lifecycle Viewer &gt; Lifecycle Viewer.</li> </ul> </li> <li>2. Select PROCURE2PAY in the Business Process field.</li> <li>3. Select a Document Type.</li> <li>4. Enter a Document ID (Transaction ID).</li> </ol> Refer to “Lifecycle Viewer” training guide in Project Café course FMS815.
About purchase orders	Be aware that Purchasing Resource Services may combine several requisitions to the same vendor on a single purchase order.

## Purchase Edits and Corrections

Task	Steps and Instructions
Edit or cancel a requisition using Manage Requisitions	<p>You can correct a requisition before the Purchase Order is created, which occurs after the Requisition is fully approved.</p> <ol style="list-style-type: none"> <li>1. NUFinancials Main Menu &gt; eProcurement &gt; Manage Requisitions.</li> <li>2. Search by Requisition ID.</li> <li>3. Click Select Action &gt; Edit Requisition.</li> <li>4. Make corrections, budget check, save, and resubmit into workflow.</li> </ol> <p>Refer to the “Edit Requisitions” training guide (FMS803).</p>
Correct a purchase order using the PO Change Request	<p>After a requisition is approved in workflow, it is sourced to a purchase order and assigned a Purchase Order ID. It may be combined on the purchase order with lines from other requisitions to the same vendor. After sourcing, it is dispatched to the vendor.</p> <p>It is possible to discover the need to change a purchase order after it was sourced to the vendor.</p> <p>Before you change an existing purchase order, you must have the Purchase Order ID, which you can find on reports such as the GL008 and SC016 or in inquiries, such as Manage Requisitions and LifeCycle Viewer. With the Purchase Order ID, the PO Change Request is much easier.</p> <ol style="list-style-type: none"> <li>1. NUPortal &gt; Financials &gt; Purchasing &gt; Purchasing Related Links &gt; Make Changes to a PO.</li> <li>2. Click Create a PO Change Request to get started.</li> </ol> <p>Refer to the “Purchase Order Change Request” recorded webinar and training guide (FMS815)</p> <p>When you complete the request, Purchasing Resource Services (PRS) receives the change and communicates with the vendor.</p>
Find the updated purchase order after your PO Change Request was approved	<p>You cannot view PO changes in Manage Requisitions after making a PO Change Request. Instead, use NUFinancial’s Purchase Order Inquiry inside the Purchasing menu.</p> <ol style="list-style-type: none"> <li>1. NUFinancials &gt; Purchasing &gt; Purchase Orders &gt; Review PO Information &gt; Purchase Orders. The Purchase Order Inquiry appears.</li> <li>2. Enter the PO ID (PUR#) and Search.</li> </ol>
Is there a mistake on the invoice?	<p>What if you spot an error on the vendor’s invoice?</p> <p>Contact the vendor to make the correction, reissue the invoice, and send to Accounts Payable. Do not enter a receipt if the invoice is incorrect.</p>
Is there a mistake on the Voucher?	<p>What if you spot an error on the voucher created by Accounts Payable?</p> <p>Contact Accounts Payable to make the correction.</p>



## Match Exceptions and PO Changes

Task	Steps and Instructions
Run a report of all Match Exceptions in Cognos	<p>Follow the steps below to research all match exceptions associated with your chart string. A “match exception” is a significant difference between the payment voucher (vendor’s invoice) and the purchase order.</p> <ol style="list-style-type: none"> <li>1. Cognos &gt; Public Folders &gt; FFRA Reports &gt; Schools &gt; Supply Chain.</li> <li>2. Click the Report Title SC027: Match Exceptions.</li> <li>3. On the prompt page, enter your chart string and click Finish.</li> </ol> <p>Refer to “SC027: Match Exception Report Explanation” job aid (FMS723).</p>
Lookup Match Exceptions	<p>Follow the steps below to lookup one match exception, or to generate a list to investigate one at a time. This inquiry is an alternate view of the report above.</p> <ol style="list-style-type: none"> <li>1. NUFinancials Main Menu &gt; Accounts Payable &gt; Review Accounts Payable Info &gt; Vouchers &gt; Voucher.</li> <li>2. Enter a date range in the Invoice Date fields.</li> <li>3. In the Match Status field, select Match Exceptions Exist.</li> <li>4. Enter one or more other criteria: <ul style="list-style-type: none"> <li>▪ Enter the Department ID in the Department field to generate a list of match exceptions in your department.</li> <li>▪ Enter a PUR # in the Purchase Order field to investigate one at a time.</li> <li>▪ Enter a Voucher ID to investigate one at a time.</li> </ul> </li> <li>5. Click Search. If any match exceptions exist, they appear in a list.</li> <li>6. For any given match exception, click the Match Workbench icon to view the match exception reason.</li> </ol> <p>Refer to the “Match Exception Query” job aid (FMS723).</p>
Correct a purchase order using the PO Change Request	<p>Some match exceptions may be due to a mistake on the purchase order. Did you quote the wrong price? If so, you may request a purchase order change to resolve the match exception.</p> <ol style="list-style-type: none"> <li>1. NUPortal &gt; Financials &gt; Purchasing &gt; Purchasing Related Links &gt; Make Changes to PO.</li> <li>2. Click Create a PO Change Request to get started and submit to Purchasing Resource Services (PRS).</li> </ol> <p>Refer to the “Submit a Request to Change a Purchase Order” (FMS815)</p>
Find the updated purchase order after your PO Change Request was approved	<p>Use the Purchasing menu to view change requests.</p> <ol style="list-style-type: none"> <li>1. NUFinancials &gt; Purchasing &gt; Purchase Orders &gt; Review PO Information &gt; Purchase Order.</li> <li>2. Enter the PO ID (PUR#).</li> </ol>
Is there a mistake on the invoice?	<p>What if you spot an error on the vendor’s invoice? Contact the vendor to make the correction, reissue the invoice, and send to Accounts Payable.</p>
Is there a mistake on the Voucher?	<p>What if you spot an error on the voucher created by Accounts Payable? Contact Accounts Payable to make the correction.</p>

After corrections are introduced into NUFinancials, match exceptions are resolved overnight.

## Payment Vouchers

Purchase orders, direct payment requests, visitor's expense reports, and contracted services forms all utilize vouchers to generate payments. The voucher duplicates information on the vendor's invoice.

Task	Steps and Instructions
Run a report of all voucher activity	<p>Find a list of all vouchers in within your department in the Cognos report, Voucher Activity by Dept ID. The list shows voucher details, workflow status, and if applicable, payment ID and payment date.</p> <ol style="list-style-type: none"> <li>1. Cognos &gt; Public Folders &gt; FFRA Reports &gt; Schools &gt; Supply Chain.</li> <li>2. Click the Report Title SC028: Voucher Activity by DeptID.</li> <li>3. Enter required prompts and click Finish.</li> </ol>
Lookup one or more vouchers using the AP Voucher Inquiry in NUFinancials ALSO Scan a list of vouchers for payment status	<p>Find all vouchers related to your department, limited by invoice date range. The list that you create also shows payment status.</p> <ol style="list-style-type: none"> <li>1. NUFinancials &gt; Accounts Payable &gt; Review Accounts Payable Info &gt; Vouchers &gt; Voucher.</li> <li>2. Confirm that Business Unit "NWUNV" is entered and enter Vendor SetID "SHARE."</li> <li>3. Enter an Invoice Date range and Department ID, and Search.</li> </ol> <p>Refer to "Viewing Online Voucher Payments" (FMS832).</p>
Lookup an original voucher in NUFinancials	<p>Find the original voucher in NUFinancials using the Voucher ID from the GL008 report. You can find status, payment, and all detail.</p> <ol style="list-style-type: none"> <li>1. NUFinancials Main Menu &gt; Accounts Payable &gt; Vouchers &gt; Add/Update &gt; Regular Entry &gt; Find Existing Value.</li> <li>2. Enter Voucher # in the Voucher ID field and click Search.</li> <li>3. Click Payments &gt; More Details &gt; Select Detail Lines icon &gt; View PO.</li> </ol> <p>Refer to "View Payments to Vendors &amp; Non-Employees" (FMS832).</p>
Lookup the original Online Voucher from the NUPortal	<p>Find an online voucher in NUFinancials from the NUPortal using the Voucher ID from the GL008 report. You can find status, payment, and all detail.</p> <ol style="list-style-type: none"> <li>1. NUPortal &gt; Financial &gt; Payments &gt; Online Voucher Entry Page &gt; Find an Existing Value.</li> <li>2. Enter the Voucher ID (from the GL008).</li> </ol> <p>Refer to "Tracking and Troubleshooting Online Vouchers" (FMS832).</p>

## Expense Reports

Because of the large number of people involved in expense entry and approval, expense reports are a common issue during budget reconciliation.

Task	Steps and Instructions
Run a report of all expense report activity	<p>Find a list of all expense reports and workflow statuses in your department or school in the Cognos expense reimbursement report.</p> <ol style="list-style-type: none"> <li>1. Cognos &gt; Public Folders &gt; FFRA Reports &gt; Schools &gt; Supply Chain.</li> <li>2. Click the Report Title SC026: Expenses by Submission &amp; Workflow Status.</li> <li>3. Enter required prompts and click Finish.</li> </ol> <p>Refer to “SC026 - Expenses by Submission &amp; Workflow Status” (FMS723)</p>
Find an expense report using the Expense Report ID	<p>You can find an expense report using the Expense Report ID found on the GL008 or SC026.</p> <ol style="list-style-type: none"> <li>1. NUFinancials Main Menu &gt; Travel &amp; Expenses &gt; Travel &amp; Expense Center &gt; Expense Report &gt; View</li> <li>2. In the Report ID field, enter Expense Report ID and click Search.</li> </ol>
Find an expense report using someone’s name or Employee ID	<p>You can find all expense reports for a given employee with the employee’s name or Employee ID.</p> <ol style="list-style-type: none"> <li>1. NUFinancials Main Menu &gt; Travel &amp; Expenses &gt; Travel &amp; Expense Center &gt; Expense Report &gt; View</li> <li>2. Click Advanced Search.</li> <li>3. Search by Employee Name or Employee ID.</li> <li>4. Scroll to bottom of page to view current workflow status.</li> </ol>
Create or modify expense reports for yourself or for others <i>for whom you are a proxy</i>	<p>To find or create expense reports in NUFinancials for yourself or for someone else for whom you are proxy, you may navigate through Employee Self Service to the Travel &amp; Expense Center.</p> <ol style="list-style-type: none"> <li>1. NUFinancials Main Menu &gt; Employee Self Service &gt; Travel &amp; Expense Center &gt; Expense Report &gt; Create or Modify</li> </ol> <ul style="list-style-type: none"> <li>• You can modify expense reports in Pending, Saved, or Sent Back status.</li> </ul> <p>Refer to “Expense/Advance Payment Status” (FMS807).</p>
Correct an expense report prior to approval	<p>If the expense report has not been approved, there may be issues with the report itself or missing documentation.</p> <ol style="list-style-type: none"> <li>1. NUFinancials Main Menu &gt; Employee Self Service &gt; Travel &amp; Expense Center &gt; Expense Report &gt; Modify</li> </ol> <ul style="list-style-type: none"> <li>• If there are errors on the report, the approver must “Send Back” the expense report. Then you can make changes and re-submit the expense report for approval.</li> <li>• If there are missing documents, scan the originals and store them in a directory on your computer. Then, just as above, edit the sent back expense report and attach the scanned electronic documents. You may keep paper originals but do not send paper to Accounts Payable.</li> </ul>

## Deposits / Cash Receipt Tickets (CRTs)

Deposit transactions are accessible to view and correct from Finance & Budgeting tab of the NUFinancials portal.

Task	Steps and Instructions
Monitor revenue from the CRT on reports	<p>Find a summary of revenue by chart string and account on the GL005. Find revenue transactions by chart string on the GL008.</p> <ul style="list-style-type: none"> <li>• Cash Receipt Tickets appear under the account named on the CRT.</li> <li>• The CRT number is in the Description column of the GL008. Use this number to lookup the CRT in NUFinancials.</li> <li>• The Journal ID associated with the CRT is in the Transaction ID column. Note! The Journal ID starts with the three letters C-R-T for easy recognition. Use this number to correct the chart string, if necessary, in a Correction Journal.</li> <li>• Adjustments to revenue made by Depository Services, the bank, or credit card companies also appear on the GL008.</li> </ul>
Lookup one or more CRTs using the employee NetID	<p>You can view any Cash Receipt Ticket in NUFinancials using the CRT number or an employee NetID.</p> <ol style="list-style-type: none"> <li>1. NUPortal &gt; Financial &gt; Financial Related Links &gt; Dept Deposits / CRT.</li> <li>2. Select the Find an Existing Value tab.</li> <li>3. Use the NetID of the person who entered or committed the CRT in the User ID field, if you do not have the CRT number.</li> <li>4. Click Search.</li> </ol> <p>Refer to FMS740 "Receiving and Depositing Revenue."</p>

## Sponsor Invoices and Payments

Some grants and research projects collect funds by billing the sponsor upon completion of milestones.

Task	Steps and Instructions
Find a Sponsor Invoice	<ol style="list-style-type: none"> <li>1. NUFinancials Main Menu &gt; Billing &gt; Review Billing Information &gt; Details.</li> <li>2. Search for the invoice using any of the available fields.</li> <li>3. Click on Lines tab to view the invoice lines. Click the Next button to see each expense.</li> </ol>
Find a Sponsor Payment	<p>For Sponsored Projects it is necessary to locate sponsor payments.</p> <ol style="list-style-type: none"> <li>1. NUFinancials Main Menu &gt; AR &gt; Customer Accounts &gt; Item Information &gt; Item List</li> <li>2. Search by Contract ID (Award ID).</li> <li>2. Select an invoice (check box) &gt; select View Items &amp; Item Activity from Item Action list.</li> <li>3. Click View All &gt; View Payment ID = Check #.</li> </ol> <p>Refer to FMS505 "Managing Sponsored Projects."</p>

## Correct Posted Transactions

If a transaction is approved and posted to the General Ledger with a mistake in the chart string, the next step in reconciliation is to correct the chart string using a Correction Journal.

Task	Steps and Instructions
Find the Original Journal ID of a Voucher	<p>There are three ways to find the Journal ID associated with a voucher.</p> <ol style="list-style-type: none"> <li>Use the HTML version of the GL008. <ul style="list-style-type: none"> <li>Locate the voucher and click the Transaction ID of the voucher. A new window opens with voucher details. If there are multiple journals, look for one with Journal ID starting with PV. Write down the Journal ID.</li> </ul> </li> <li>Use Lifecycle Viewer. <ul style="list-style-type: none"> <li>Accounts Payable &gt; Accounts Payable Center &gt; Lifecycle Viewer or</li> <li>Smart Solutions &gt; Smart Lifecycle Viewer &gt; Lifecycle Viewer.</li> <li>If there are multiple journals, look for one with Journal ID starting with PV. Write down the Journal ID.</li> </ul> </li> <li>Use the Accounting Entries inquiry in NUFinancials. <ul style="list-style-type: none"> <li>NUFinancials Main Menu &gt; Accounts Payable &gt; Review Accounts Payable Info &gt; Vouchers &gt; Accounting Entries.</li> <li>Enter the Voucher ID and Search.</li> <li>Select the Journal Information tab and write down the Journal ID.</li> </ul> </li> </ol> <p>Refer to “Finding Original Journal IDs...” job aid (FMS711).</p>
Find the Original Journal ID of an expense report or cash advance	<p>There is one way to find the Journal ID associated with an expense report or cash advance.</p> <ol style="list-style-type: none"> <li>NUFinancials Main Menu &gt; Travel &amp; Expenses &gt; Manage Accounting &gt; View/Adjust Accounting Entries &gt; Expense Reporting Acctg Entries.</li> <li>Enter the Expense Report ID or Travel Advance ID.</li> <li>Select the Journal Information tab and write down the Journal ID.</li> </ol> <p>Enter that Journal ID in the Original Journal ID field as you are creating the Correction Journal.</p> <p>Refer to “Finding the Original Journal ID...” job aid (FMS711).</p>
Find the Original Journal ID of a Cash Receipt Ticket (CRT)	<p>The Original Journal ID of a CRT is in the Transaction ID column of the GL008 report. The Journal ID starts with the three letters CRT. Write down the Journal ID.</p>
<p>Correct a posted actuals transaction using a Correction Journal (COR)</p> <p>Note: the COR is not used with agency chart strings (beginning with a fund in the 700 series).</p>	<p>If a transaction was posted to the General Ledger with a wrong chart string, you can use the Correction Journal to categorize the transaction within the correct chart string and account.</p> <ol style="list-style-type: none"> <li>NUPortal &gt; Financial &gt; Accounting.</li> <li>Select Correction Journal and click Create Journal.</li> <li>Enter the Original Journal ID associated with the transaction.</li> <li>Enter the wrong chart string and amount on Journal Line 1.</li> <li>Insert a second journal line and enter the correct chart string and amount.</li> </ol> <p>Follow Journal Rules to enter debits and credits correctly.</p>

	Refer to “Creating Correction Journals” (FMS711)
<p>Correct a posted actuals transaction involving an Agency chart string</p> <p>Note: Agency chart strings have a Fund in the 700 series and a Project ID starting with the digit 7.</p>	<p>If an agency transaction was posted to the General Ledger with a wrong chart string, you can use the Agency Journal to categorize the transaction within the correct chart string and account.</p> <ol style="list-style-type: none"> <li>1. NUPortal &gt; Financial &gt; Accounting.</li> <li>2. Select Agency Journal and click Create Journal.</li> <li>3. Enter the Original Journal ID associated with the transaction.</li> <li>4. Enter the wrong chart string and amount on Journal Line 1.</li> <li>5. Insert a second journal line and enter the correct chart string and amount.</li> </ol> <p>Follow Journal Rules to enter debits and credits correctly.</p> <p>Refer to “Creating Agency Journals” (FMS711)</p>

## Correct Posted Actuals Journals

Did you or a colleague make a mistake in an Actuals Journal? Like all transactions, Actuals Journals are visible on the GL008 report. Use the report to monitor activity and amounts, and to ensure activity is properly categorized within the correct chart string and account.

Task	Steps and Instructions
Correct a Correction Journal	Did you or a colleague make a mistake in a Correction Journal? If so, you must reverse the mistake in a subsequent Correction Journal.
Correct a Transfer Journal	Did you or a colleague make a mistake in a Transfer Journal? If so, you must reverse the mistake in a subsequent Transfer Journal.
Dispute an internal sales charge	<p>Recharge centers and other departments use a Spreadsheet Journal to charge your chart string for the goods and services they provide. See all charges on the GL008, along with the Journal ID. The first three letters of the Journal ID are a “mask” that identifies the journal creator. Use those three letters, the mask, to find the journal creator’s name.</p> <p>Look for the name on the Financial Operations website at: <a href="http://www.northwestern.edu/financial-operations/policies-procedures/finance/financejournalupload.html">http://www.northwestern.edu/financial-operations/policies-procedures/finance/financejournalupload.html</a>. Once at the website, read the Overview and click the hyperlink at the end of the sentence, “Current registrants and assigned masks can be found here.”</p> <p>Once there, look for the list of journal “registrants” and masks.</p>
Correct an internal sale	Did you or a colleague make a mistake in an Internal Sales Journal? If so, use the Internal Sales Journal to correct the mistake. Once inside the journal, click Correction Sales Journal.
Correct an agency journal	Did you or a colleague make a mistake in an Agency Journal? If so, use the Agency Journal to correct the mistake. Once inside the journal, click Correction Agency Journal.

## Payroll Suspense

Payroll suspense occurs when payroll funding sources do not cover employee earnings due to a chart string inactivation, chart string closure, project end date, or a non-existing chart string.

Suspense means that employee earnings are charged to a default chart string associated with the parent HR Department, normally department operations, *110 – Financial Department ID – SUSP – Account Nbr.* You can view suspense in Vista reports, Cognos reports, and NUFinancials inquiries.

- Vista reports enable you to spot potential suspense issues before they occur. They give you time to correct errors before the payroll run – before they become suspense issues.
- The Cognos GL008 and the NUFinancials Ledger Inquiry enable you to find suspense charges after the payroll run – after expenses posted to the General Ledger.
- FASIS enables you to find all information necessary to correct suspense issues with payroll journals and funding source changes, as appropriate.

### Process Overview

1. Detect payroll suspense issues in Vista reports, Cognos reports, or NUFinancials inquiries.
2. Gather the information you need to correct the issues in FASIS.
3. Complete payroll journals in FASIS, one per each employee.
4. Complete a funding source change, if appropriate.

Task	Steps and Instructions
Step 1	<p>In Vista, run the NWPAY067 report. In Cognos, run the GL008 report.</p> <ol style="list-style-type: none"> <li>1. Public Folders &gt; School &gt; Monthly Financial &gt; GL008 Revenue and Expense Activity Report.</li> <li>2. Enter a timeframe (fiscal year and period range).</li> <li>3. Enter the parent fund and department in search criteria: Fund, Department, and “SUSP” in ChartField 1.</li> <li>4. Click Finish.</li> </ol> <p>In NUFinancials, use the Ledger inquiry.</p> <ol style="list-style-type: none"> <li>1. General Ledger &gt; Review Financial Information &gt; Ledger.</li> <li>2. Add an inquiry name or use a saved search.</li> <li>3. Enter a timeframe (fiscal year and period range).</li> <li>4. Enter the parent fund and department in search criteria: Fund, Department, and “SUSP” in ChartField 1.</li> <li>5. Click Save &gt; Search.</li> </ol>
Step 2	In FASIS, use the employee paycheck inquiry to get all information required to complete payroll journals.
Step 3	In FASIS, complete payroll journals, one per employee. After the payroll journal is posted to the General Ledger, a negative reversing line appears in NUFinancials. The next business day, it appears in Cognos reports.
Step 4	In FASIS, complete a funding source change, if necessary, to prevent further suspense issues.

Find more information about VISTA and FASIS training from the Northwestern main page > Administration > Human Resources > Workplace Learning > FASIS Systems.

- <http://www.northwestern.edu/hr/workplace-learning/fasis-systems/>