Accounting Services

2015 Upload Journal Processing
Training for Registered Users

August 18 (Chicago) and August 19 (Evanston)
• **New Upload Journal Template**
• Getting Started
• Completing & Submitting
• Viewing Journals & Correcting Errors
• Workflow & Accounting Rules
• Resources & Questions?
• Quick Demo
• Accounting Services has been working with FFRA to develop a multi-file upload process and update the template (gray/purple):
  – Accounting Services will be able to upload multiple files for large batches of upload journals received.
  – Entered by NetID will show in the journal look-up pages which will get users with questions to the right contact more quickly.
  – Journal Purpose will include all journal types, including Agency (along with three letter source prefix).
  – Instructions are updated to refine steps and reflect best practice.

• Planned Go-Live of New Template will be August 2015
  – Upload process will essentially be the same for users, except, do not use the old template once we are live, upload journal will not function properly with enhanced process.
Note - Registered users will be notified once we finalize a go-live date for the new form. Please make sure to distribute to your staff and replace any old templates that you are using for processing journals. The new functionality will not except the old form. Thanks!
• Journal spreadsheets may be created by a limited number of registered users in the University community.

• Access to submit these flat file journals is granted by Accounting Services:
  – Journal Spreadsheet Registration Form
  – Contact Accounting Services to Add/Delete users from the submitters listing
  – Three Digit Mask provided by Accounting Services
• Start with a ‘clean’ template (ability to ‘save as’ so that you can re-use for recurring activity).
• Open/save template with macros enabled.
• Recommended - ‘Unprotect Sheet’ for ease of use
• 15 lines minimum (even Balance Sheet journals; exceptions are journals not allowed per NU Portal rules)
• Must adhere to 90 Day Policy.
Completing the Spreadsheet

- Fill out your NetID and assigned Journal Mask (must match our listing).
- Journal Date you enter determines the month of posting.
- Jrnl Header Reference available, but not required.
- Header Description should be unique.
- Journal Purpose can **NOT** be mixed. NOTE: Agency had been added

### Actuals Journal Entry Form

<table>
<thead>
<tr>
<th>Entered By (NetID)</th>
<th>aav485</th>
</tr>
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<tbody>
<tr>
<td>Journal Mask</td>
<td>DAA</td>
</tr>
<tr>
<td>Journal ID</td>
<td>NEXT</td>
</tr>
<tr>
<td>Journal Date (MM/DD/YYYY)</td>
<td>07/25/2015</td>
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<tr>
<td>Audit Entry &amp; Ledger (Accounting Services Use Only)</td>
<td>N</td>
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<td>Journal Source</td>
<td>ASC</td>
</tr>
<tr>
<td>Jrng Header Reference</td>
<td>JUL2015</td>
</tr>
<tr>
<td>Header Description</td>
<td>July tolls NU Travel</td>
</tr>
<tr>
<td>Journal Purpose</td>
<td>ISJ-Internal Sales</td>
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<tr>
<td>Journal Total</td>
<td>$0.00</td>
</tr>
<tr>
<td>Required Fields Check</td>
<td>OK</td>
</tr>
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</table>

**Instructions:**
1. Open the file as Excel Macro-Enabled Workbook and the click Enable Content in the file.
2. Click File > Save As. Rename the file with your mask, department name or unique identifier and date then Save file as Excel Macro Enabled Template (.XLT)
3. Enter the required Journal Header information: NetID, Mask, Journal Date (month of posting), Header Description, and Journal Purpose. Jrnl Header Reference is optional.
4. Select your Journal Purpose. Click on the drop-down arrow contained within the Journal Purpose entry box to select the purpose of the journal.
5. Enter journal line information. As you type each new line the line number will automatically populate. If applicable, any Journal ID related to the transaction lines should be listed in Line Reference. Any date of service or good related to your transaction line should be indicated in the Line Description.
6. Verify the line totals balance (Journal Total =$0.00).
7. Verify the Required Fields Check box = OK. If it does not = OK, required header information is missing.
8. When the spreadsheet is complete, save the file again (verify file extension is .XLT).

**Template Colors:**
- Gray = Informational
- White = Data entry cell
- Purple = Acct. Services only

**Output to Text File**
Completing the Spreadsheet (cont’d)

- Line Description should be unique and detailed.
- Line Reference is for additional reporting.
- No formulas are allowed – data only (avoid rounding errors).
- Enter only in the specified area without trouble.
- Do not delete rows/columns of spreadsheet.
- After journal lines entered, verify ‘Total’ = 0 and ‘Check’ = OK. (top section)

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<th>Project ID</th>
<th>Activity</th>
<th>Program</th>
<th>ChartField1</th>
<th>Account</th>
<th>Amount</th>
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</tbody>
</table>
• Click the combined macro tab & review output for errors.
• Use your Mask first thing in the subject line of email and first three digits of spreadsheet name.
• Email Subject line must contain fewer than 60 characters.
• Best Practice - **supporting information and documentation** should be attached to the Email submission, i.e. include description of what you are doing and attach support for calculations.
Please wait 24 hours for a response.

During close we receive more than 100 emails a day!

Three digit mask s/b first in subject line; best practice to add unique description.
Go to the NU Portal > Financial > Accounting > Actuals Journal Search

Search by mask, date and other filters; you can check for status of V/V, Posted or Errors

Tip - Attachments best viewed with browsers Firefox or Chrome.

Note – New form uploads your NETID as submitter, not ours.
If a budget or actuals error message is received during upload, we will send that error information to you for research.

- Assigned journal ID’s that contain errors will be deleted.

Correct the upload spreadsheet and resend the corrected spreadsheet in a new email.

**Recommended Materials for Users:**

- Chart of Accounts Quick Reference Guide
- Chart String Construction Rules
- GL067 - Valid Chartstrings (report in COGNOS)
Workflow & Accounting Rules

- Upload Journals that reach V/V status will be submitted into workflow – at this point, only Accounting Services staff will need to review and approve it.
- Once approved by Accounting Services staff, journals will post on the next hour (e.g. approval at 8:45am, posting just after 9am).
- Journals that are not approved will be sent back to the Upload Journal team; at this point you will be contacted to provide additional information or make a correction (or simply denied).
- It is your responsibility to ensure that your journals did post.
• Correction journal accounts are all revenue to revenue 4 series or expense to expense 7 series.

• Transfer journal accounts begin with 8 series.

• ISJ’s contain 7 series and 5 series accounts.
  – Only one 5 series account (+ chartstring) is allowed per journal.
  – ISJ journals must have 14 Expense lines for upload.

• Agency journals contain 700 Funds.
  – Only use 4 series revenue with 7 series account.

• Balance Sheet journal accounts begin with 1 or 2; can be used with other codes as appropriate.
• Accounting Services
  – Contacts for Upload Journal
    • Upload Journal upload-journal@northwestern.edu
    • David Ackermann - 847.491.3608
    • Jamal Davis - 847.467.5316
Quick Demo

• Online spreadsheet manipulation and QUIZ.