NU FINANCIAL JOURNALS: A QUICK GUIDE

ACTUALS JOURNALS

INTERNAL SALES JOURNAL:

- To be used for (1) the sale of goods or services from one NU unit to another NU unit, (2) a correction of an internal sales journal or (3) to transfer funds to a SOFO chart string (in this case use revenue account code 50699)
- Seller creates journal and buyer will approve via workflow
- Seller’s revenue code (5 series) will have a negative (-) sign
- Buyer’s expense code (7 series) will have a positive (+) sign

Example Internal Sales Journal

All ACTUALS JOURNALS: Self-balancing lines will appear to show double the total $ amount
For detailed training manuals please go to Project Café website, http://cafe.northwestern.edu/training/materials.html
CORRECTION JOURNAL:

- To be used for corrections of chart strings or accounts from previous journals (except for internal sales journal)
- When correcting an expense:
  - Chart string to be credited (wrongly charged) will have negative (-) sign
  - Chart string to be debited (correct charge) will have positive (+) sign
- When correcting revenue, positive/negative signs will be reversed
- To locate journal ID# refer to job aid: [http://cafe.northwestern.edu/resources/tips.html#journalids](http://cafe.northwestern.edu/resources/tips.html#journalids)
- When referencing an old CUFS transaction (JV, RAC, or IV) to be corrected, choose the generic journal number (below) for the month in which the original transaction occurred and enter it in the “Original Journal ID” field. (However, be sure to indicate the real, original CUFS transaction number and date of the transaction being corrected in the Reason/Description field.)
  - CNV0000022 Use when referencing journals prior to September 2008
  - CNV0000025 September
  - CNV0000028 October
  - CNV0000033 November

Example Correction Journal

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TRANSFER JOURNAL:

- To be used to move funds from one chart string to another
- Use account codes 88801 and 88802 for all actuals non-mandatory transfers (transfers between **different** fund type)
  - 88801 (chart string debited) will be a positive (+) amount to increase expense
  - 88802 (chart string credited) will be a negative (-) amount to increase revenue
- Use account codes 88299 and 88599 for intra-fund transfers (transfers within the **same** fund type)
  - 88299 (chart string debited) will be a positive (+) amount to increase expense
  - 88599 (chart string credited) will be a negative (-) amount to increase revenue

Example Transfer Journal

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