

When payroll is processed against a chart string that is inactive or for which payroll budget does not exist, the transaction is temporarily suspended. The charge reverts to fund 110 for the department ID used in the chart string. SUSP is added to ChartField1.

Step 1: Access NUFinancials

1. Log in to the NUPortal at <https://nuportal.northwestern.edu>.
2. Click the **Faculty** or **Staff** tab.
3. Click the **Finance & Budgeting** tab, and then **NUFinancials > General Ledger > Review Financial Information > Ledger**.
4. *Alternate navigation:* If you cannot access the NUPortal or the appropriate tab, go to <http://cafe.northwestern.edu/gateway> and then click NUFinancials and log in using your NetID and NetID password. Click **General Ledger > Review Financial Information > Ledger**.

Step 2: Create a new inquiry name (first time only)

If you have already created an inquiry for this purpose, click **Find an Existing Value > Search**. Click the inquiry name you want to use.

1. Click the **Add a New Value** tab.
2. Type an inquiry name and then click **Add**.
The search will be saved with this name. Use _ instead of spaces. Do not use any symbols.



Ledger

[Find an Existing Value](#) **Add a New Value**

Inquiry Name:

Add

[Find an Existing Value](#) | [Add a New Value](#)

Step 3: Enter the search criteria

1. Type **ACTUALS** in the *Ledger* box.
2. Enter the Fiscal year **2xxx**.
3. Enter the range of accounting periods that you want to check. In the *From Period* box, enter the starting month. In the *To Period* box, enter the ending month. This is the stop date for the data results. The example below will pull data for starting in September through January fiscal year 2009.
4. Click the *Show Transaction Details* box.
This consolidates the transactional detail to one page. Deselect this box if you only want to see summary totals.
5. Enter chart string search criteria:
 - Type the department ID in the *Department* box.
 - Type **SUSP** in the *ChartField1* box.
6. Save the search criteria.
7. Click **Search**.

Ledger Inquiry

Enter ledger, period, ChartField and rest of the criteria. Click on Search button to execute the query.

| Ledger Criteria | | | | | | | |
|--|-------|--|--------------|------------------|------------|----------|-----------|
| Inquiry Name | *Unit | *Ledger | *Fiscal Year | *From Period | *To Period | Currency | Stat Code |
| SUSP | NWUNV | ACTUALS | 2009 | 1 | 5 | | |
| <input type="checkbox"/> Show YTD | | <input type="checkbox"/> Include Closing Adjustments | | | | | |
| <input checked="" type="checkbox"/> Show Transaction Details | | <input type="checkbox"/> Only in Base Currency | | Max Ledger Rows: | | 100 | |
| <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Delete"/> | | | | | | | |

| Chartfield Criteria | | | | | | Include Adjustment Periods | |
|---------------------|---------|------------|-------------------------------------|-------------------------------------|----------|----------------------------|--------|
| ChartField | Value | Update/New | Sum By | Value Required | Order-By | Sel | Period |
| Account | | Update/New | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | <input type="checkbox"/> | 998 |
| Department | 4011400 | Update/New | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | |
| Fund Code | | Update/New | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | |
| Class Field | | Update/New | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | |
| Program Code | | Update/New | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | |
| ChartField 1 | SUSP | Update/New | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | |
| Project | | Update/New | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | |
| Adjustment Type | | Update/New | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | |

Step 4: View the results

Payroll Expense transactions with positive values are in suspense. When transactions are taken out of suspense a negative reversing line appears.

Ledger Inquiry

Transaction Details

| Ledger Criteria | | | | | | | |
|--|-------|--|-------------|----------------------|-----------|----------|------|
| Inquiry Name | Unit | Ledger | Fiscal Year | From Period | To Period | Currency | Stat |
| SUSP | NWUNV | ACTUALS | 2009 | 1 | 5 | | |
| <input type="checkbox"/> Show YTD Balance | | <input type="checkbox"/> Include Closing Adjustments | | | | | |
| <input checked="" type="checkbox"/> Show Transaction Details | | <input type="checkbox"/> Only in Base Currency | | Max Ledger Rows: 100 | | | |

Go To [Inquiry Criteria](#) [Transaction Criteria](#)

| Transaction Details | | | | Find View All | First | 1 of 8 | Last |
|----------------------------------|---------|------------------------------|------|------------------|--------|--------|------|
| Ledger by Period and Chartfields | | | | Customize Find | 1 of 1 | | |
| Period | Account | Account Description | Stat | | | | |
| 4 | 60030 | Research Professional Salary | | | | | |

Amount (in Transaction Currency): 5,383.56 USD

| Journals | | | First | 1-4 of 4 | Last |
|----------------------------|--------------------------|------------|---------------------------|---------------|------|
| Journal ID | Line Descr | Date | Amount (in Base Currency) | Base Currency | |
| ENC0000248 | ENC-Encumbrance | 12/05/2008 | 234,788.56 | USD | |
| ENC0000852 | ENC-Encumbrance Reversal | 12/10/2008 | -234,788.56 | USD | |
| HR00000211 | Payroll Expense | 12/05/2008 | 0.00 | 2,050.22 | USD |
| HR00001360 | Payroll Expense | 12/19/2008 | 0.00 | 3,333.34 | USD |

These transactions are in suspense. After you correct them in HRIS a reversal transaction appears (-). This reduces the suspense total for the chart string.

Save Return to Search Notify Add Update/Display

What happens next?

Login into HRIS and make the necessary corrections.

? NEED HELP?

Contact the Help Desk at 847-491-HELP (4357), e-mail consultant@northwestern.edu.