Office for Research Training and Resources

A QUICK GUIDE TO HELP YOU ALONG THE WAY

Hello and Welcome!

Click and view

Introduction to University Business Processes

to gain a better understanding of the following topics:

- Financials
- Approvals
- Journals
- Cognos
- Tools and Resources

NUPortal

Your point of entry to Northwestern's Administrative Systems.

Financials

Procurement and Payment Services, part of Financial Operations, is the single point of contact for all centralized procurement and payment activities.

Payments

- Create Expense Report

  NUFinancials > Employee Self Service Homepage > Expenses Tile > Create Expense Report

- Manage Requisitions

  NUFinancials > NavBar > Navigator > Employee Self Service > Procurement > Manage Requisitions

- Payment Request Center

  NUFinancials > NavBar > Navigator > Accounts Payable > Payments > Payment Request > Payment Request Center

  Training: How to Add a Tile to an NUFinancials Homepage

Purchasing and Payment Forms and Related Links

Payment Request

- ASRSP Payment Request Policy
- Contracted Services Form
- Visitor's Expense Report Form
- Direct Payment Request Form

Employee Expense Report

- Entertainment and Courtesy Guidelines
- Expense Policy Exception Request Form
- Travel Policy Process and Procedures

Financials cont.

Other Related Account Payable Policy and Forms

- Direct Payment Policy
- Payment, Reimbursement and Refund Forms
- 90 Day Justification Form

For more information visit Accounts Payable

Vendor File Management

- Learn how to view existing suppliers
- Add a New Supplier
- Modify an Existing Supplier

Supplier Forms and Related Documents

- W-9 (IRS) Form
- W-8 (IRS) Form
- Conflict of Interest Form
- Individual Worker Classification Form
- Statement of Services

Purchasing Policy

Orders of $25,000 or more require you complete a Purchasing Decision Documentation form and attach it to your requisition.

- Bid Process
- Sole Source Purchases
- Ship to Code Request Form
- List of Active Ship to Codes
- Preferred Suppliers
- Changes to a Requisition or Purchase Order

For more information, visit Procurement and Payment Services

❖ Cash Receipt Ticket (CRT) / Department Deposits

NUFinancials > NavBar > Navigator > NU Interfaces and Processes > Cash Receipt Ticketing

Training: Creating a Cash Receipt Ticket Training Guide

❖ Deposit and Bank Related Policy and Procedures

- Depository Services
- e-Commerce Services
- Treasury Electronic Payment Request

Contact Information: Treasury Operations

❖ Corporate Card

Getting a new card, using a card, and managing your card: Northwestern Corporate Card

❖ Security Requests

- Access, Security Requests, and Roles

Approvals

Approvals

- NUFinancials > Approvals Tile
- Training: Approvals and Workflow
- Training: How to Add a Tile to an NUFinancials Homepage

WorkCenter

- NUFinancials > NUFinancials WorkCenter Tile (visible to Requester role)
- Training: NUFinancials WorkCenter Approvals

Journals

- **Actuals Journal Search**
  - NUFinancials > NavBar > Navigator > NU Actuals Journal > Add/Update Actuals Journal > Find an Existing Value
  - Training: Searching for Actuals Journals Training Guide

- **Actuals Journal Creation**
  - NUFinancials > NavBar > Navigator > NU Actuals Journal > Add/Update Actuals Journal > Add a New Value/Find an Existing Value
  - Training: Determining Which Journal to Use
  - Training: Actuals Journals

❖ ChartField Request Form

- NUFinancials > NavBar > Navigator > Set Up Financials/Supply Chain > Common Definitions > Design ChartFields > Define Values > ChartField Request
- Training: Entering a Financial Structure Request

❖ Tree Viewer

- NUFinancials > NavBar > Navigator > Tree Manager > Tree Viewer
- Training: Use the NUFinancials Tree Viewer Reference

❖ Accounting-Related Policy and Procedures

- Asset Disposal or Transfer Request
- ChartField Maintenance
- Chart of Accounts (COA)
- Financial Policies and Procedures
- Journal Processing
- Monthly Close Calendar

Contact Information: Accounting Services

❖ Budget Overview

- NUFinancials > NavBar > Navigator > Commitment Control > Review Budget Activities > Budgets Overview
- Training: Budget Overview (elearning)

❖ Budget Journal Creation

- NUFinancials > NavBar > Navigator > NU Budget Journal > Add/Update Budget Journal > Add a New Value
- Training: Initiating Budget Adjustments Training Guide

❖ Budget Journal Search

- NUFinancials > NavBar > Navigator > NU Budget Journal > Add/Update Budget Journal > Find an Existing Value
- Training: Searching for Budget Journals Training Guide

❖ Budgeting Resources

Office of Budget and Planning

Log into NUPlans Contributor

Log into NUPlans Web

Contact Information: Office of Budget & Planning

Cognos

The Business Intelligence (BI) System (also known as Cognos), provides Northwestern with accessible and comprehensive reporting and analytics solutions for University schools and business units.

- **Northwestern Reporting**

Accessing Reports and Other Cognos Content

Data Management and Analytics Catalog

NU Job Aids

- Understanding navigation in Cognos Analytics
- Using the Run As Menu in Cognos Analytics
- Subscribing to reports in Cognos Analytics
- Searching for content in Cognos Analytics
- Saving a Cognos report containing data
- Launching Query Studio in Cognos Analytics
- Creating Report Schedules in Cognos Analytics
- Converting a report to different format in Cognos Analytics

NUFinancials Job Aids

Report Name	Report Description
GL005 Summary Budget Status Report	The GL005 Summary Budget Status Report displays the budget amounts and remaining balances for non-sponsored (non-grant) chart strings. This report pairs well with the related GL008 Revenue and Expense Activity Report which shows you the details summarized in the GL005.
GL008 Revenue and Expense Activity Report	The GL008 Revenue and Expense Activity Report displays all transactions affecting the budget balance for both sponsored and non-sponsored funds for a given accounting period.
GL062 - Gift/Endowment Project Detail	The GL062 report gives detail of a particular Project ID, including budgeted and actual Revenue, budgeted expenses, pre-encumbrances, encumbrances, and expenses, as well as amounts available to spend for the particular Gift and Endowment Projects. For Endowments, it gives specific detail for both the Principal and the Spending portions.
GL068 - Financial Summary (Excluding Agency and Multi-Year Funds)	This report displays summarized financial information, one row per chart string within the school/unit or department that you specify. There are expenses, revenues, budgets, and actuals. The report excludes chart strings that use grant, agency, or plant funds (funds that start with 6, 7, or 8). The report timeframe is the fiscal year beginning through the accounting period that you specify. If the selected accounting period is closed when the report is run, (Closed) appears in the report header.
GL069 Financial Summary (Including Multi-Year Funds And Excluding Agency Funds)	This report can be used to get a snapshot of all your grant and non-grant chart strings (except agency funds). Multi-year funds include funds that are not bound to the fiscal year calendar. This report displays summarized expense and revenue (actuals and budget) financial information by chart string. The report includes all chart strings except agency-related funds (start with 7).
GL070 Financial Summary with Project Purpose Report	Use the GL070 Financial Summary report to see chart strings filtered by project purpose.
GL071 Financial Summary Historical Comparison Report	The GL071 report answers the question: how were we doing this time last year? The report shows a historical comparison of revenues and expenses over two years. The time period may span the current and prior year or the selected and prior year through the current, previous, or selected period. For example, if you select accounting period 4 (December) and fiscal year as 2010, the report summarizes the data from Sept. 1 through Dec. 31 for fiscal years 2009 and 2010 in a side-by-side comparison. Financial information is at the summary level, not the transactional detail level.

NUFinancials Job Aids continued

Report Name	Report Description
GL074 Financial Summary with Management Level and Project Purpose Report	Use the GL074 Financial Summary to see chart strings filtered by Management Level, Project Purpose, and/or Manager/Reviewer. This report resembles the GL070, with the addition of management levels and the ability to group summary-level financial data by Management Level. Although this report was designed for administrators at the major unit level, anyone with access to Cognos BI and the appropriate row-level security can run this report. Data will only be returned for chart strings to which you have access.
GL077 - Income Statement Report	The GL077 Income Statement Report depicts revenues and expenses in an income statement format for purposes of financial management and reporting.
GL081 Operating Results Report	The GL081 Operating Results Report depicts revenues and expenses in an income statement format for purposes of financial management and reporting. This report improves upon the GL077 Income Statement Report by placing greater emphasis on revenues and expenses that contribute to the University's GAAP bottom line and deemphasizing internal transfer activity. The largest difference in the GL081 versus the GL077 is the inclusion of a "Net Operating Results" line. This new line subtotals revenue and expense activity that directly connects to the University's GAAP bottom line, with all transfer-based activity moved to the transfer section below it.
GM044 Sponsored Project Portfolio Report	The GM044 Sponsored Project Portfolio displays budget balances by Project. This report can be filtered by Department, PI, Project, or Award to get a snapshot of award information. An optional prompt allows you to run the report for negative balances only, to monitor deficit spending. This report is used by PI's, Department Administrators, and ASRSP to view budget balances by project and by project/budget category. The first level report displays balances for active projects including direct and indirect expenditures as well as encumbrances by department and/or principal investigator. The second level report drills through into the Budget Overview for a particular project which breaks out the available balance by sponsor and cost share commitments. Each balance is then broken out by budget category (includes expenses and encumbrances).
GM045 Sponsored Project Budget statement	The GM045 displays the budget amounts and remaining balances for sponsored (grant) chart strings. This report pairs well with the related GL008 Revenue and Expense Activity report, which shows the details that are just summarized in the GM045. This report is used by PI's, Department Administrators, and ASRSP to review the status of direct and indirect expenditures against the total budget amount, along with project demographic data. Transaction amounts are summarized by account and broken out by Current Accounting Period, Fiscal Year to Date, and Inception to Date.
SC028 Voucher Activity by DeptID Report	The SC028 Cognos report is used to track Online Vouchers, Regular Vouchers (Accounts Payable entered), or All Voucher Types by Department (ID or tree) by a selected range of dates.
SC032 Workflow Metrics Report	The SC032 Workflow Metrics Report is used to review the total number of submitted and approved transactions along with the average approval time for Expense Reports, Requisitions, and Online Vouchers.
SC034 Corporate Card Activity Report	The SC034 Corporate Card Activity Report is used to review which procurement card charges in My Wallet have been reconciled via an expense report. The SC034 can be used to review Unreconciled, Reconciled, or Both unreconciled and reconciled transactions. This is a real-time report; data is no from the previous business day.

Tools & Resources

- Office for Research Website
- Research Financial Administration Webpage
- OR Organization Chart
- General Ledger Closing Calendar
- Northwestern Travel & Entertainment Policy
- Account Codes for Conferences & Professional Development
- Office for Budget and Planning Calendar FY24
- Transfer Codes
- Office for Research Non-Payroll Form Approvals to submit requests for obtaining the signatures for Non-Payroll Forms.
- Travel and Entertainment Policy Exception Requests for exceptions on behalf of deans, vice presidents, and associate provosts that require the Provost Hagerty’s signature.
- Account Code Guide
- Your Space for information on requesting help for facilities issues, phone, data, and building access.

The trainings below are recommended, to gain insight on the Office for Research processes.

Introduction to Research Administration at Northwestern *(Part 1 & 2)*

Tools & Resources cont.
Information Technology

- Outlook for iOS
- Outlook for Android
- Cisco Jabber iPhone Quick Start Guide
- Cisco Jabber Android Quick Start Guide
- Managing your Voicemail
- eduroam - Northwestern's Wireless Network