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**Entering financial dimensions on hour journals**

Hour journals missing fin dims

A ticket may come through asking us to enter in financial dimensions on a project hour journal due to it missing them. No one other than IT has access to do this so below are the steps to take.

Ticket:

Graphical user interface, text, application

Description automatically generated

1. Open Naxt
2. Go to the **Service** area
3. Click on **Hour**

Graphical user interface, application, email

Description automatically generated

1. Search for the journal number
2. Click **Lines** at the top
3. Click on **Financial Dimensions**

Graphical user interface, application

Description automatically generated

1. Here you will see that all the financial dimension fields are empty
2. Click **Cancel**

Table

Description automatically generated

1. Right click on the **Project ID** number > **View Details**

Graphical user interface, application, table

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1. Expand **Financial dimensions**

Table

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1. Keep the above window open and go back to the hour journal
2. Click **Financial dimensions**

Table

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1. Now fill in the financial dimensions to match the other window you had open before (in step 10)
2. Click **OK**

Graphical user interface, application

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1. Repeat the steps from step 9 for each line on the journal.
2. Once done, click on each line then click **Financial dimensions** to confirm everything is filled in for all journal lines.
3. Reply to the ticket and say that you have filled in the financial dimensions and the hour journal is ready to be posted 😊