



OVERVIEW

This job aid details the process of performing a IPO project cost adjustment from **General Ledger to Projects**. The steps detailed will provide a step-by-step guide to the essential measures necessary.

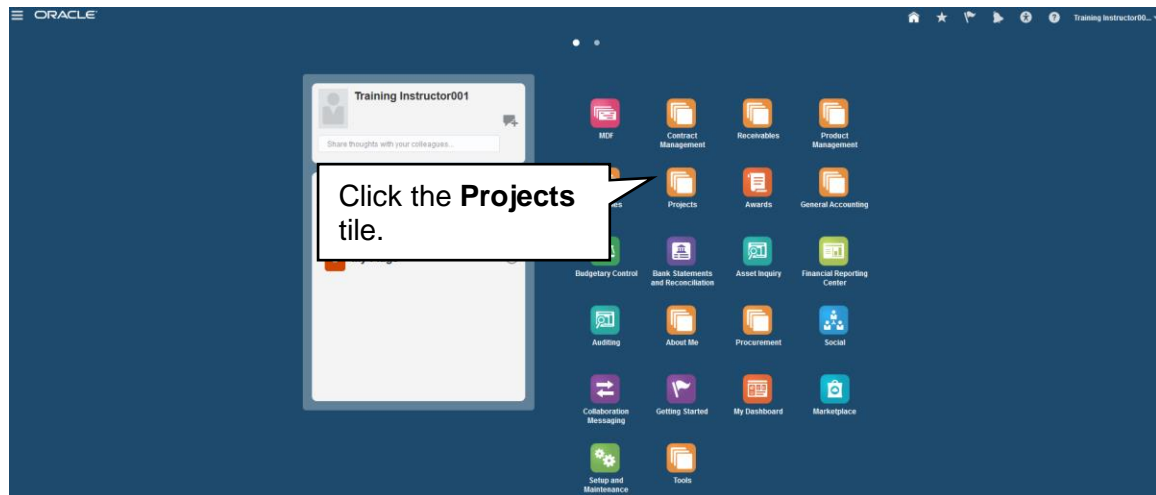
GL TO PROJECT TRANSACTION - IPO

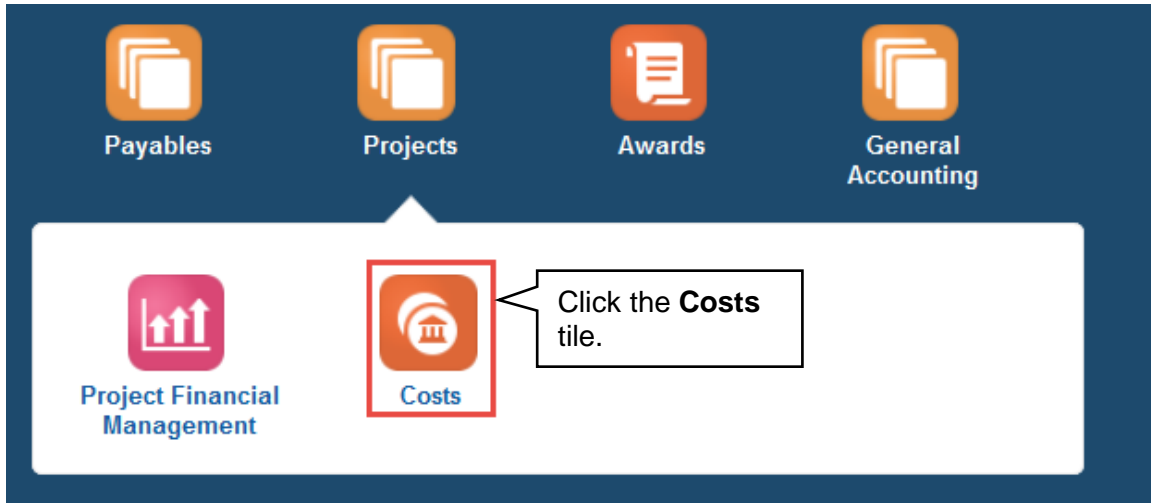
Cost Adjustment Type	Description
GL to Project	IPO distribution of cost recovery to Projects.

NAVIGATION

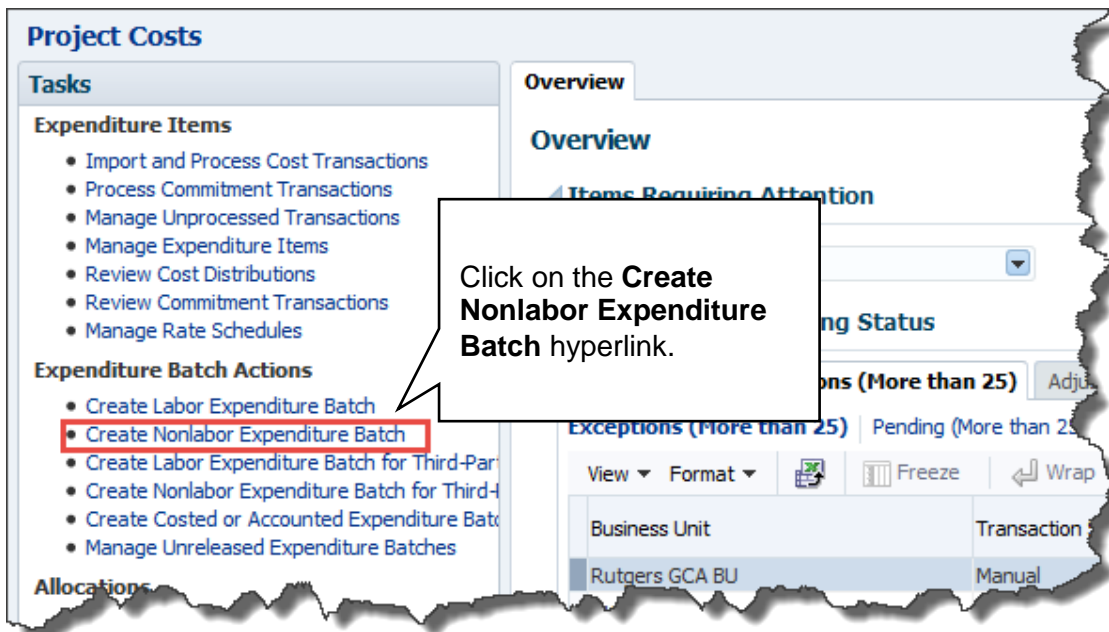
Login to the **Financial Management System** with your NetID and password.

1. The Costs icon is located within the Projects section, and can be accessed from the home page. Select the **Projects>Costs**.



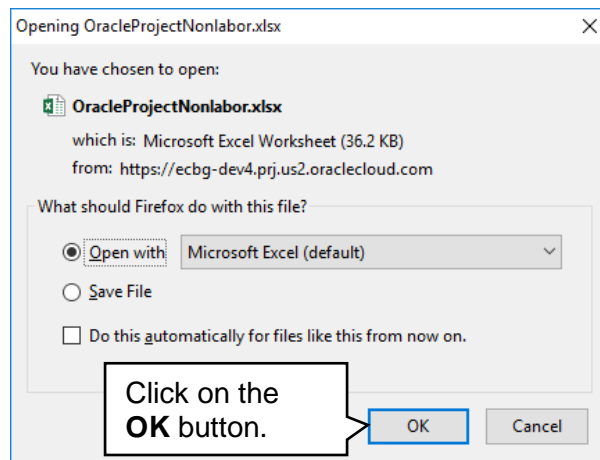


2. The **Project Costs** overview page will then display. Within this page, hover over to the Expenditure Batch Actions area and select the **Create Nonlabor Expenditure Batch** hyperlink.

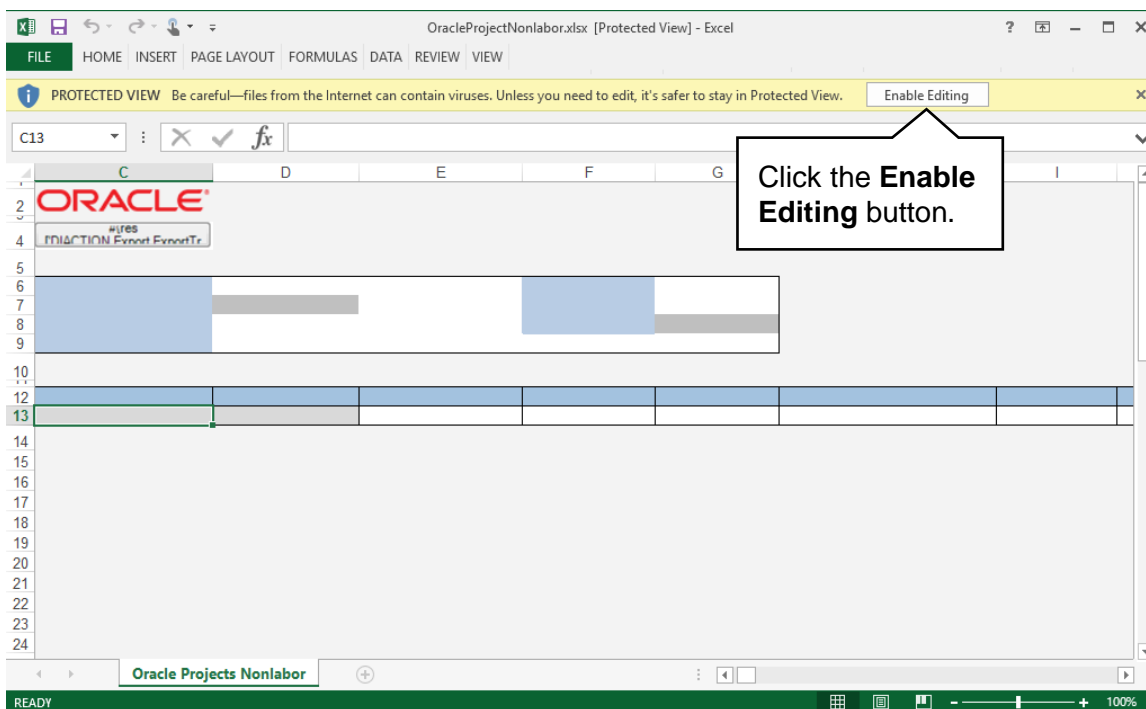




3. A window will appear asking to open the Microsoft Excel spreadsheet that is utilized in order to upload the batch to the system. This must be accepted in order for the spreadsheet to open.

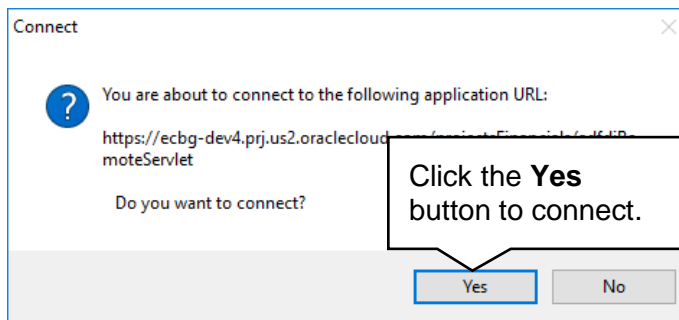


4. The next step is to allow editing of the spreadsheet. A popup should appear toward the top of the Microsoft Excel window, click the **Enable Editing** button.

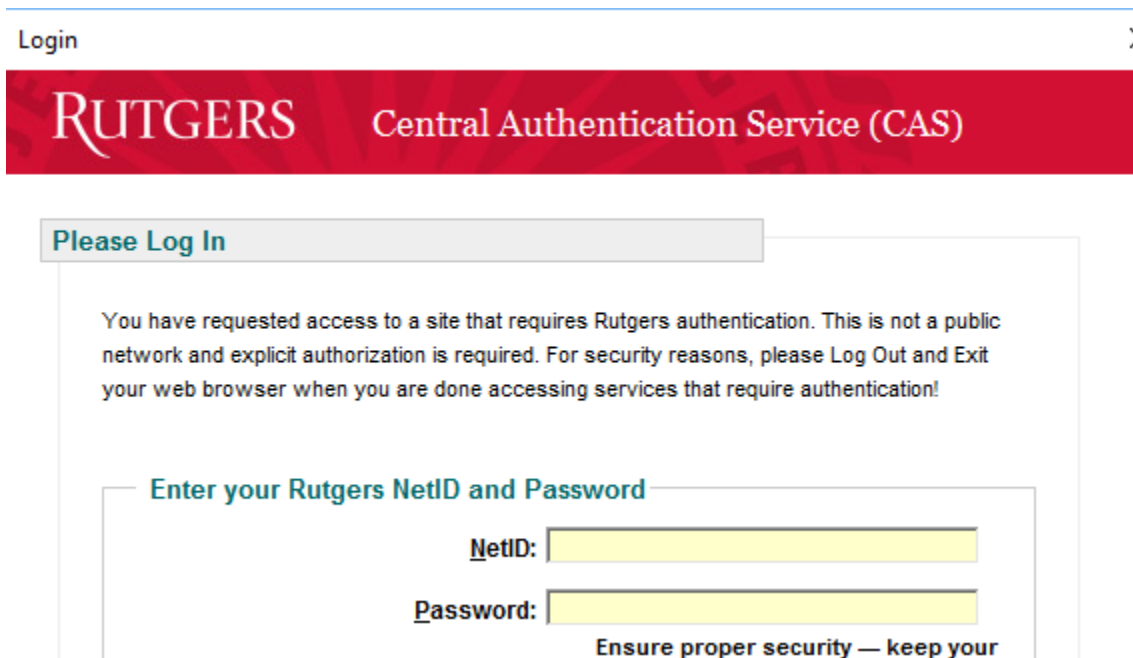




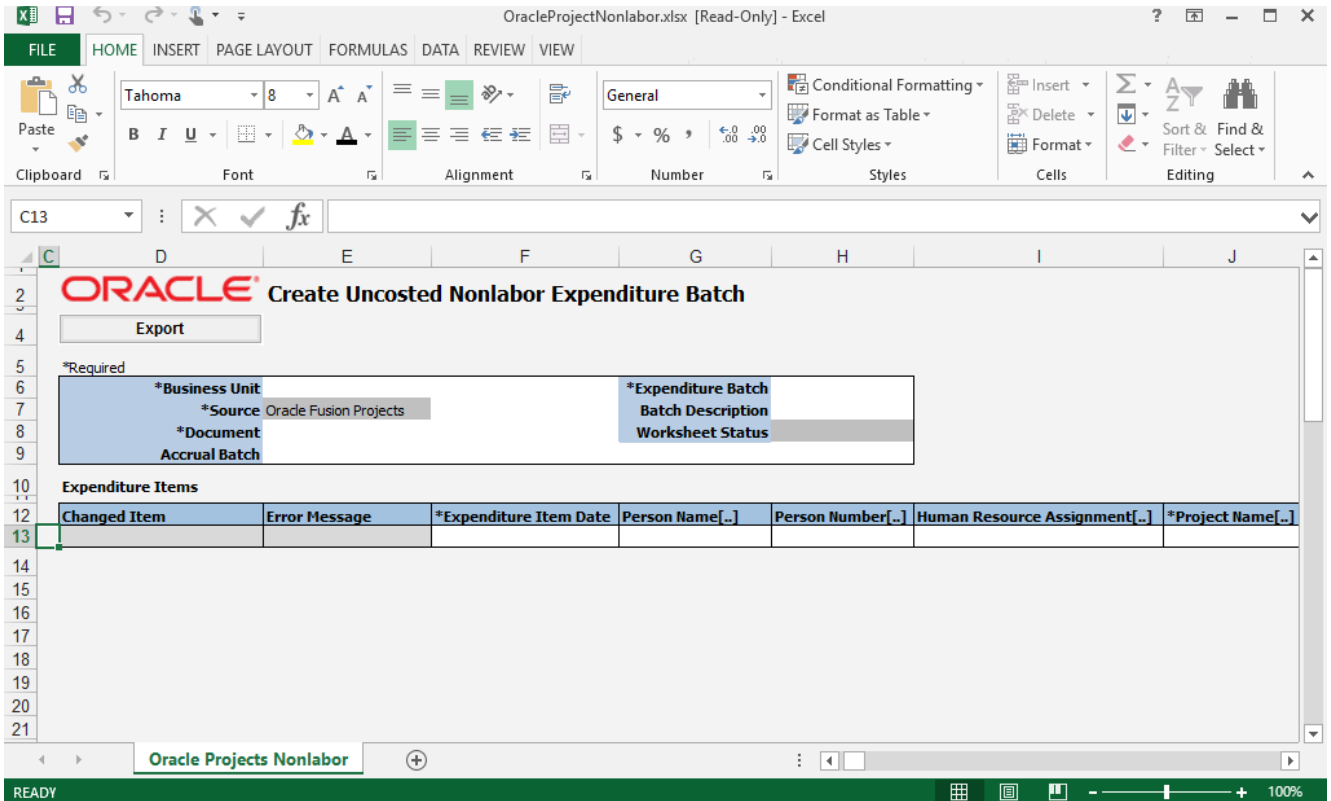
5. You will then be required to re-authenticate in order to login from the spreadsheet. If this is not completed, the Microsoft Excel document will not be able to create the necessary link to the system that permits upload.



6. A login window may appear. Enter your NetID and password to login into the Financial Management System. (Not always applicable).



- The spreadsheet will then connect and allow entry in preparation of uploading the **GL to Project Transaction** into the Financial Management System. If the spreadsheet does not look like the screen shot below you will need to follow the desktop instructions for adding in the ADFdi plugin and change excel settings. Instructions for this are on the cornerstone website (<http://cornerstone.rutgers.edu/sites/fst/files/ADFdi%20instructions%20v4%20%5B26Oct16%5D.pdf>)

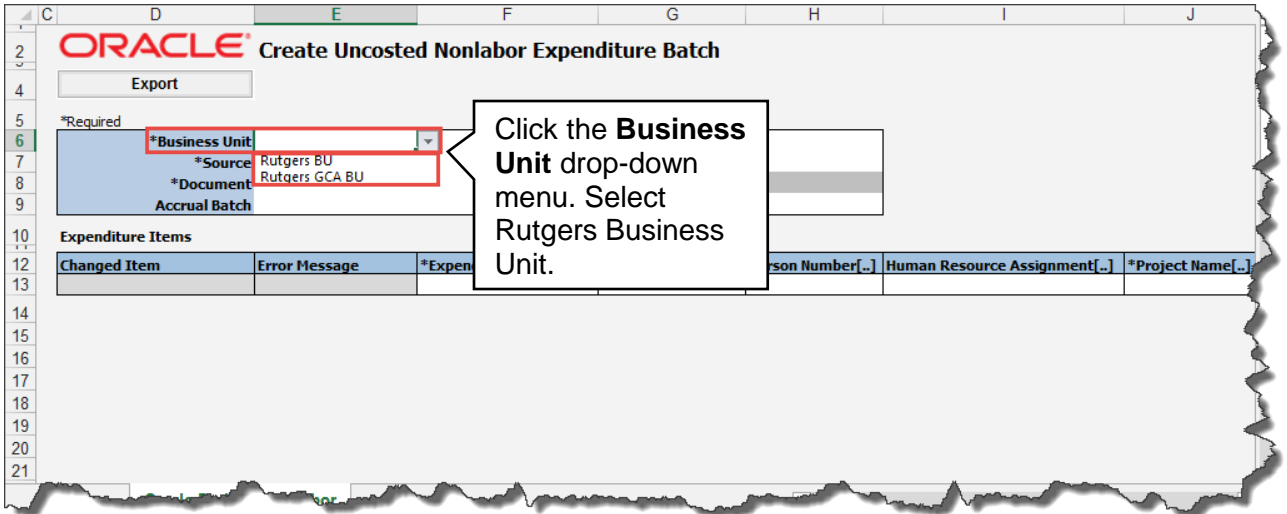




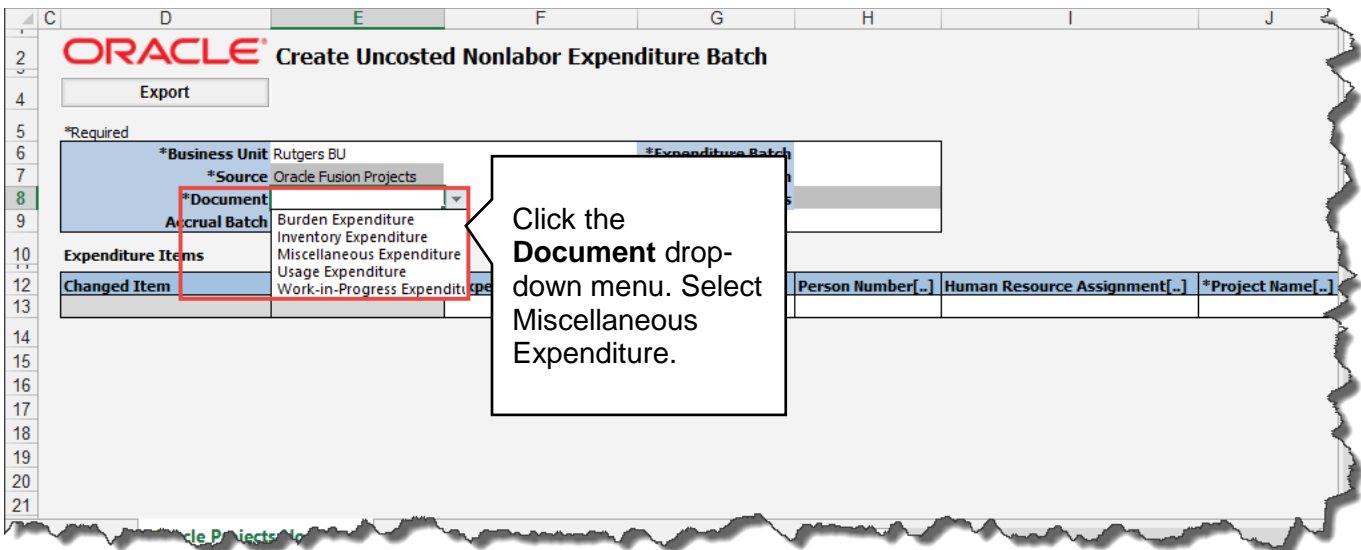
ENTERING INFORMATION WITHIN THE BATCH SPREADSHEET

8. The first piece of information that is necessary on the GL Spreadsheet is the **Business Unit**.

Select **Rutgers BU** from the drop down menu.



9. Select **Miscellaneous Expenditure** from the drop down menu in the Document field.





10. In the **Expenditure Batch** enter in a date and your name or some other information that would help you to search for this transaction if needed.

The screenshot shows the Oracle spreadsheet interface for creating an expenditure batch. The title is "ORACLE Create Uncosted Nonlabor Expenditure Batch". There is an "Export" button. Below it, a form contains several fields: "*Required", "*Business Unit" (Rutgers BU), "*Source" (Oracle Fusion Projects), "*Document" (Miscellaneous Expenditure), "Accrual Batch", "*Expenditure Batch", "Batch Description", and "Worksheet Status". The "*Expenditure Batch" field is highlighted with a red border. A callout box with a white background and black border points to this field, containing the text "Enter information in the Expenditure Batch." Below the form is a table with the following headers: "Changed Item", "Error Message", "*Expenditure Item Date", "Person Name[...]", "Person Number[...]", "Human Resource Assignment[...]", and "*Project Name[...]".

11. Moving down within the spreadsheet to the **Expenditure Items** region, begin with the **Expenditure Item Date**. This is either today's date or the last date of the prior month, if the period is open.

Tip: This information should be entered in mm/dd/yyyy format.

This screenshot is similar to the previous one, showing the same Oracle spreadsheet interface. However, the focus is now on the "Expenditure Items" table. The "*Expenditure Item Date" column header is highlighted in blue, and the first cell in this column is highlighted with a red border. A callout box with a white background and black border points to this cell, containing the text "Enter the Expenditure Item Date." The rest of the spreadsheet interface, including the form above, remains the same.



12. Moving the scroll bar to the right will reveal additional fields that are required to be completed. The **Project Number** should reflect the Project to which the cost will be moved. Type in the Project Number.

The screenshot shows an Excel spreadsheet with a 'Nonlabor Expenditure Batch' form. The form includes a table with the following headers: *Expenditure Item Date, Person Name[.], Person Number[.], Human Resource Assignment[.], *Project Name[.], *Project Number[.], *Task Name[.], and *Task Number[.]. The first row of data contains the date 10/25/2016. A callout box with a white background and black border points to the *Project Number[.] cell, containing the text: 'Type in the **Project Number** in the project number field.'

Tip: Any cell that has **(.) dots**, indicates there is a drop down menu. You can double click within that cell or type the information directly.

13. Next, enter the **Task Number**. This should reflect the Task in conjunction with the Project where the expenditure will be moved.

Note: RU RPT PGM 013 (CERP COA Segment Listing for Project Report) located in Reports and Analytics in the Financial Management System can assist you with identifying the, project number, task number and COA segment listing for the project.

The screenshot shows an Excel spreadsheet with a form containing a table. The table headers are: Person Number[.], Human Resource Assignment[.], *Project Name[.], *Project Number[.], *Task Name[.], *Task Number[.], *Expenditure Type[.], and Expenditure Organiz[.]. The first row of data contains 'Director Of University' and '200101'. A callout box with a white background and black border points to the *Task Number[.] cell.



14. Enter the **Expenditure Type**. This is the Natural Account were the cost should be charged.

	J	K	L	M	N	O	P	Q
2								
4								
5								
6								
7								
8								
9								
10								
12	*Project Name[.]	*Project Number[.]	*Task Name[.]	*Task Number[.]	*Expenditure Type[.]	Expenditure Organization[.]	Nonlabor Resource[.]	Nonlabor Resource 0
13	Director Of University	200101	Director Of Univer	200				
14								
15								
16								
17								
18								
19								
20								
21								

15. Enter **Expenditure Organization**. Remember that this is a concatenation of the **Unit**, **Division**, and **Organization** numbers from the Chart of Account segments for the Project to which the cost will be recorded.

Note: RU RPT PGM 013 (CERP COA Segment Listing for Project Report) located in Reports and Analytics in the Financial Management System can assist you with identifying the, project number, task number and COA segment listing for the project.

	J	K	L	M	N	O	P	Q
2								
4								
5								
6								
7								
8								
9								
10								
12	*Project Name[.]	*Project Number[.]	*Task Name[.]	*Task Number[.]	*Expenditure Type[.]	Expenditure Organization[.]	Nonlabor Resource[.]	Nonlabor Resource 0
13	Director Of University	200101	Director Of Univer	200	52320			
14								
15								
16								
17								
18								
19								
20								
21								



16. In the **Quantity** field, enter the dollar amount as a **negative value**. Add the “-“ in front of the value.

*Quantity	W	Billable	Capitalizable
-500.000			

17. In the **Unmatched Negative Item** cell double click and select **Yes**.

*Quantity	Work Type	Billable	Capitalizable	Unmatched Negative Item
-500.000				Yes

18. The **Expenditure Comments** is an optional field for you to enter additional information about the transaction. . As an example if the charge occurred in a prior closed period enter a comment with the correct expenditure date.

*Quantity	Work Type	Billable	Capitalizable	Unmatched Negative Item	Expenditure Comments

19. In the **Raw Cost Debit Account**, **Burdened Cost Debit Account** and **Burden Cost Debit Account** enter the COA string related to the project being charged. Even though you don't apply Burden (F&A) to a nonsponsored project, this template requires that the burden and burdened field be completed. There will be no F&A calculation for non-sponsored projects.

IMPORTANT: Make sure your Account segment matches what you entered in the expenditure type field. Should be for cost recovery so the natural account should be the same.

Raw Cost Debit Account[...]	Raw Cost Credit Account[...]	Burdened Cost Debit Account[...]	Burdened Cost Credit Account[...]	Burden Cost Debit Account[...]

Tip: If you double click in the cell it will bring up the COA screen to make it easier for you to enter your debit string. You can enter your information and click **OK** when done. You can then copy and paste the account string in the other debit account fields.



Search and Select: Raw Cost Debit Account

Key Flexfield

Hide Segments

Unit

Division

Organization

Location

Fund Type

Business Line

Account

Activity 0000

IntraUnit 000

Future 00000

Search Reset | OK Cancel

Press the **OK** button to confirm the accounting string selection.

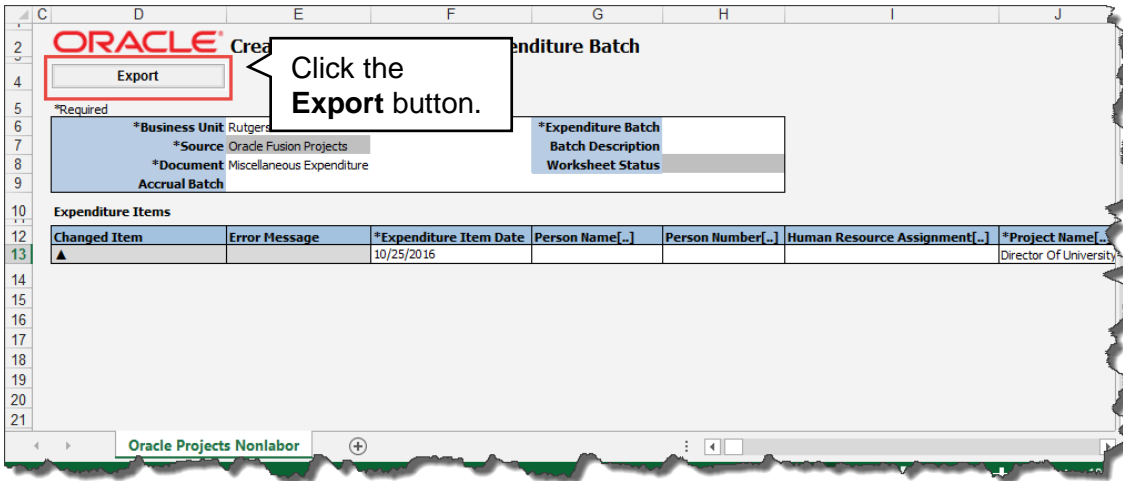
Tip: The accounting string that was selected as the Raw Cost Debit Account, can then be copied to the additional remaining debit fields. These fields include:

- **Burdened Cost Debit Account**
- **Burden Cost Debit Account**

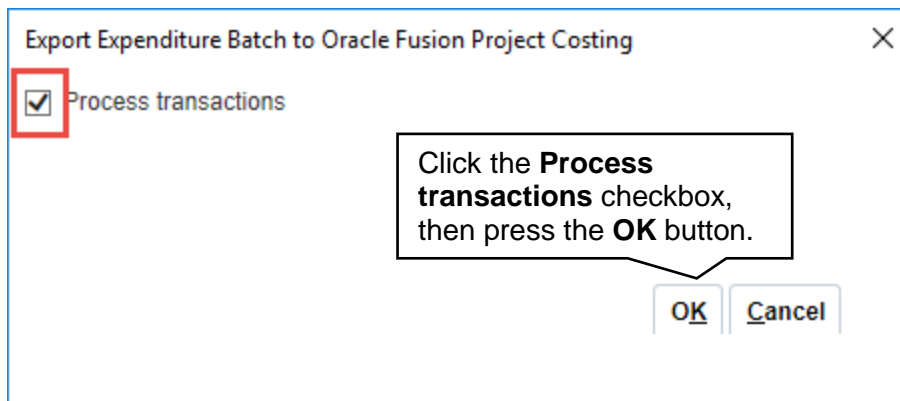
20. In the **Raw Cost Credit Account**, **Burdened Credit Account** and **Burden Cost Credit Account** enter the COA string you are crediting on the GL. Once you selected your Raw Cost Credit Account you can copy the information in the other credit account fields. Even though you don't apply Burden (F&A) to a nonsponsored project, this template requires that the burden and burdened field be completed. There will be no F&A calculation for non-sponsored projects.

Raw Cost Credit Account[...]	Burdened Cost Debit Account[...]	Burdened Cost Credit Account[...]	Burden Cost Debit Account[...]	Burden Cost Credit Account[...]
------------------------------	----------------------------------	-----------------------------------	--------------------------------	---------------------------------

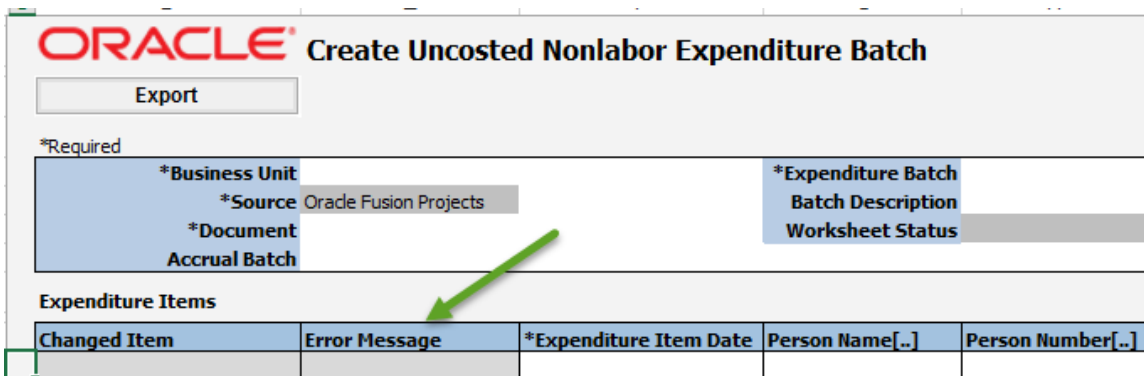
21. Add as many lines as necessary to complete your GL to project transaction. Once all of the required fields have been completed, the information can be exported from the spreadsheet into the Financial Management System by clicking the **Export** button.



22. Due to the nature of the request within the system, you must ensure to confirm the step of processing transactions when the export options menu appears. **Click the Process transactions** and then the **OK** button.



If there are no errors, the in the **Error Message column** it will say Row Inserted. If there is an error, the Error Message column will say Insert Row Failed. Double click in the cell and it will give you more details about the error. Fix the error(s) and re upload your spreadsheet.





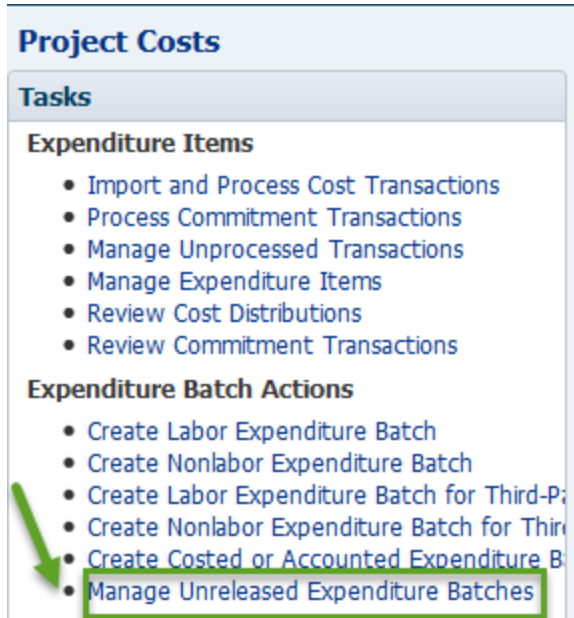
Once the information from the spreadsheet has been exported into the Financial Management System, you can save the spreadsheet to your desktop or close the spreadsheet and return to your homepage within Oracle.

The transaction will need to be released by your Finance Approver, let them know that you have created this transaction as there is no email/notification functionality like you have with the regular journal entries.

RELEASE THE EXPENDITURE BATCH TRANSACTION

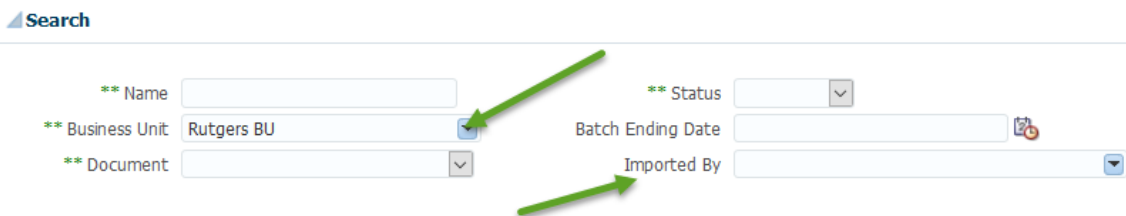
Release the Expenditure Batch Transaction is done by the Finance Approver.

1. From the Home Page select the **Projects>Costs** and select **Manage Unreleased Expenditure Batches** hyperlink

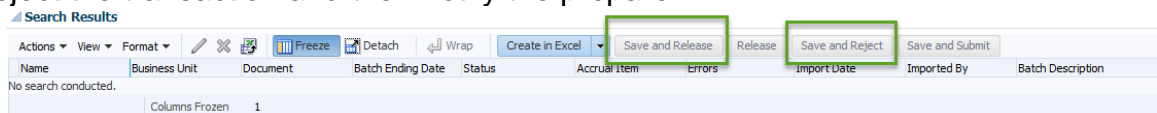


2. A search screen displays. In the **Business Unit** field, use the drop down menu to select **Rutgers BU**. Type the NetID of the person who prepared the expenditure batch in the Imported By field or you can use the drop down arrow to search for the information. Click the **Search** button.

Manage Unreleased Expenditure Batches



3. In the search results, review the expenditure batch. If there are no problems, click the **Save and Release** button. Then click the **Save and Close** button. If there are problems click the **Save and Reject** button to reject the transaction and then notify the preparer.





Once the transaction has been you can search for this transaction using the **Manage Expenditure Items in the Projects Module**. The GL impact will be visible after the create accounting process is run.