# RUTGERS

## OVERVIEW

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

## PROJECT TO GL TRANSACTION

| Cost Adjustment Type | Description |
|---|---|
| Project to GL | For example, cost was charged to a project account string but should have been charged to a general ledger account string. |

## 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**.



Click the **Projects** tile.

RUTGERS



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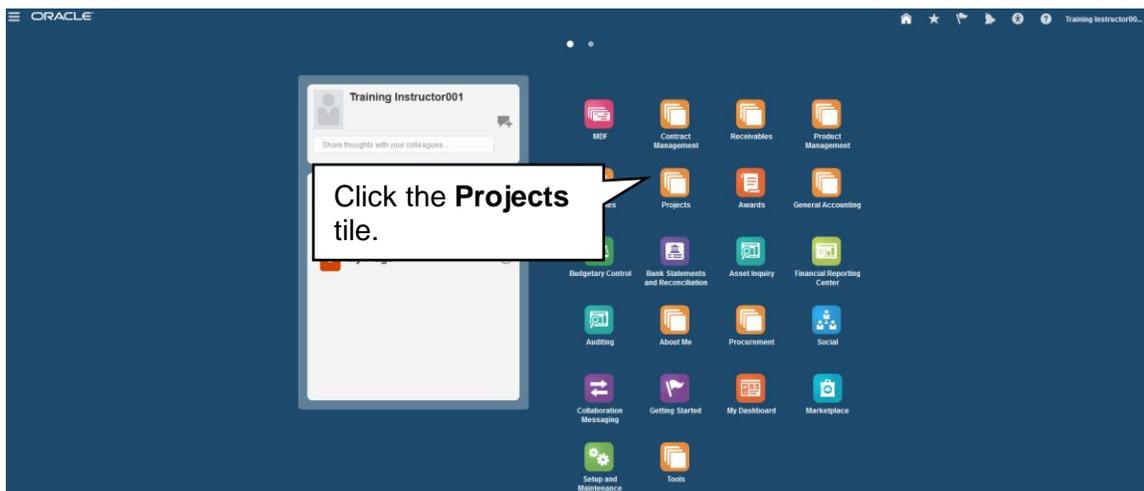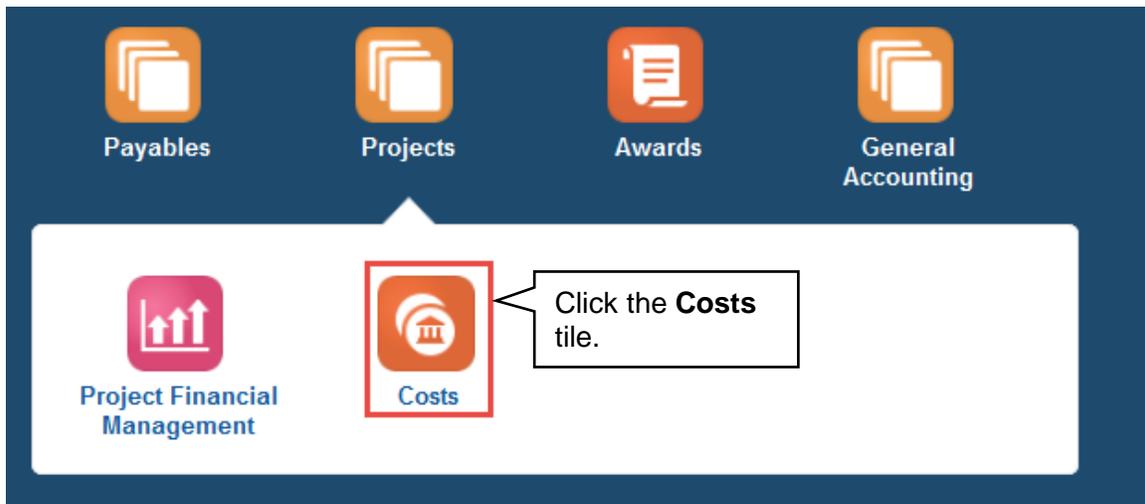
2. The **Project Costs** overview page will then display. Within this page, hover over to the Expenditure Batch Actions area and select the **Create Nonlabor Expenditure Batch** hyperlink.



Click on the **Create Nonlabor Expenditure Batch** hyperlink.
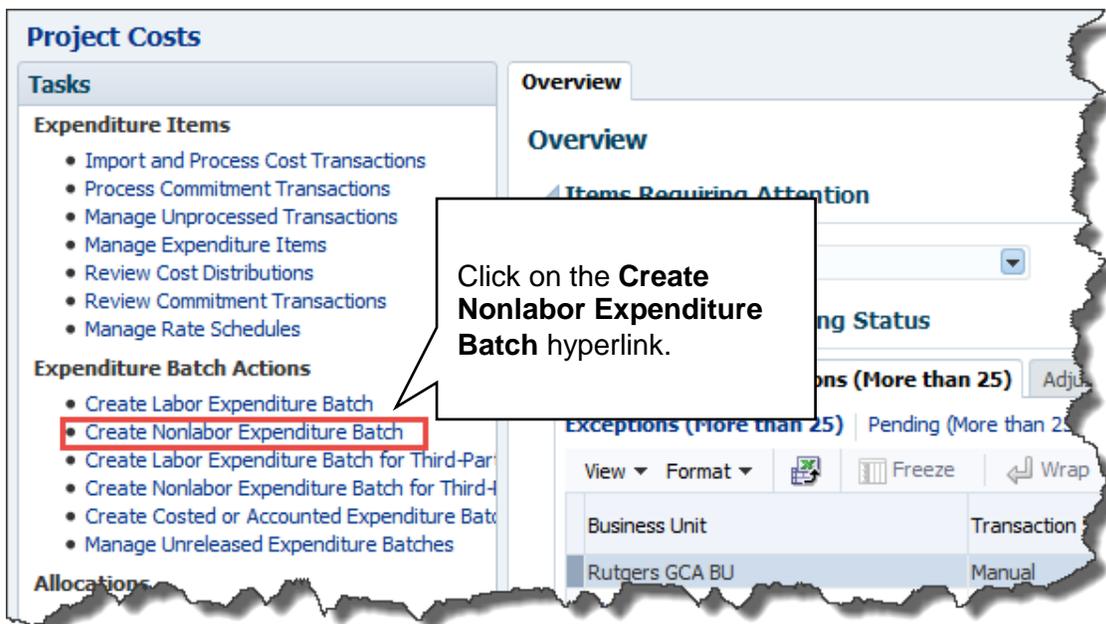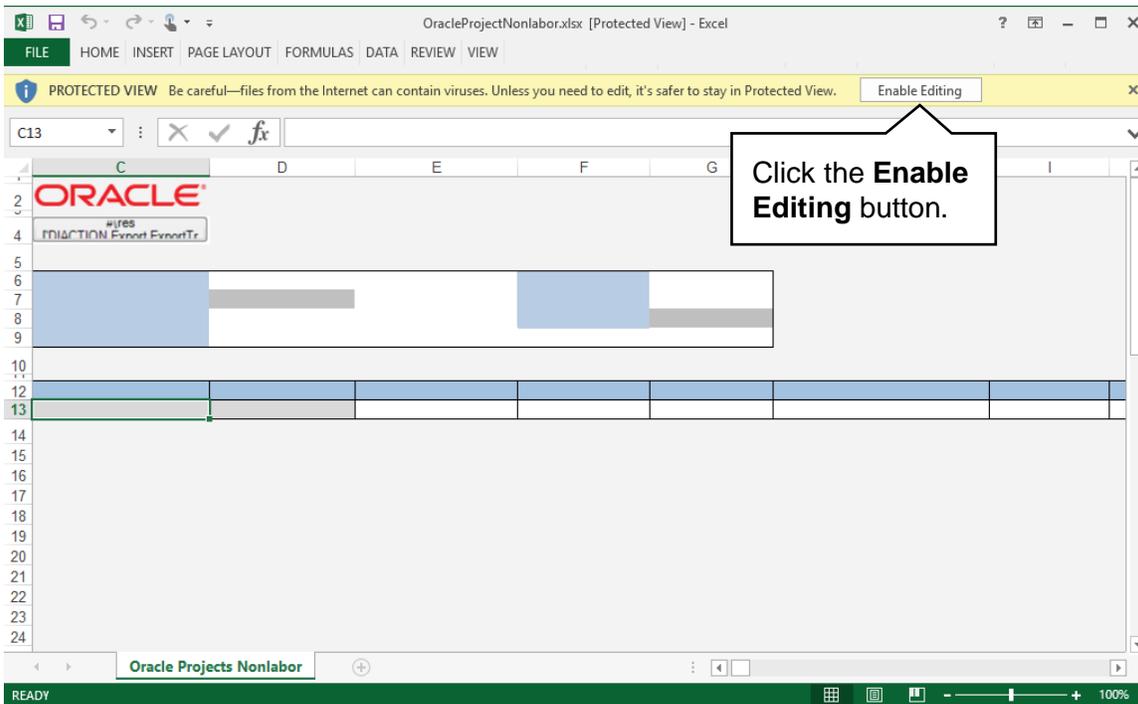
3. A window will appear asking to open the Microsoft Excel spreadsheet that is utilized in order to upload the batch to the system. This must be accepted in order for the spreadsheet to open.
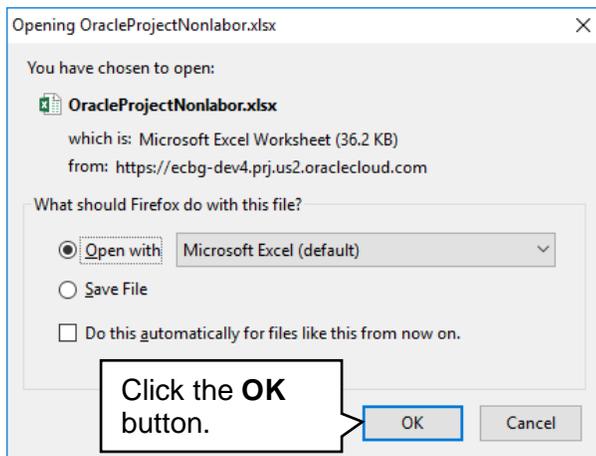


4. The next step is to allow editing of the spreadsheet. A popup should appear toward the top of the Microsoft Excel window, click the **Enable Editing** button.
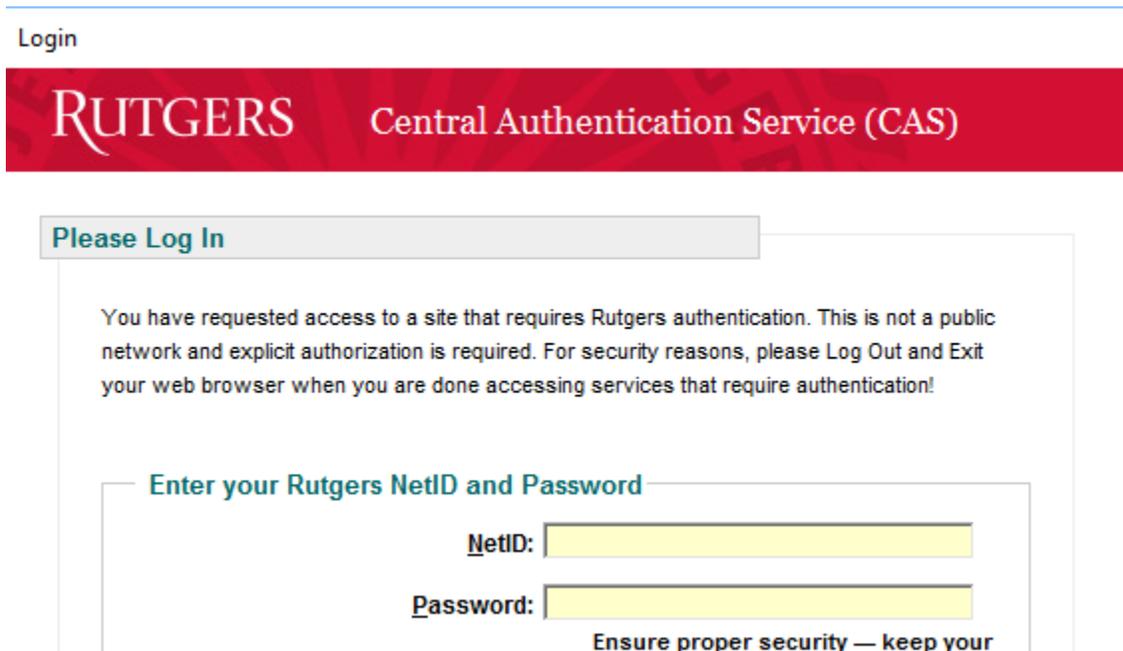
5. You will then be required to re-authenticate in order to login from the spreadsheet. If this is not completed, the Microsoft Excel document will not be able to create the necessary link to the system that permits upload.
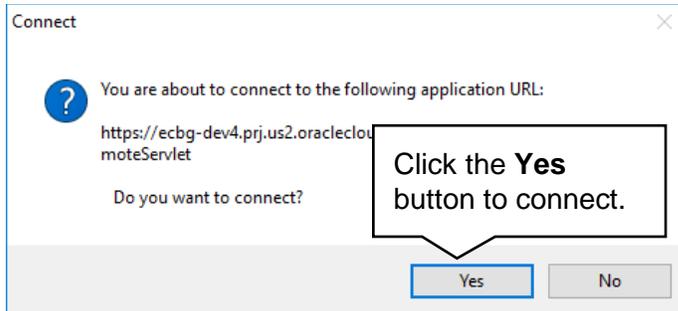


6. A login window may appear. Enter your NetID and password to login into the Financial Management System.

7. The spreadsheet will then connect and allow entry in preparation of uploading the ***Project to GLTransaction*** 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)
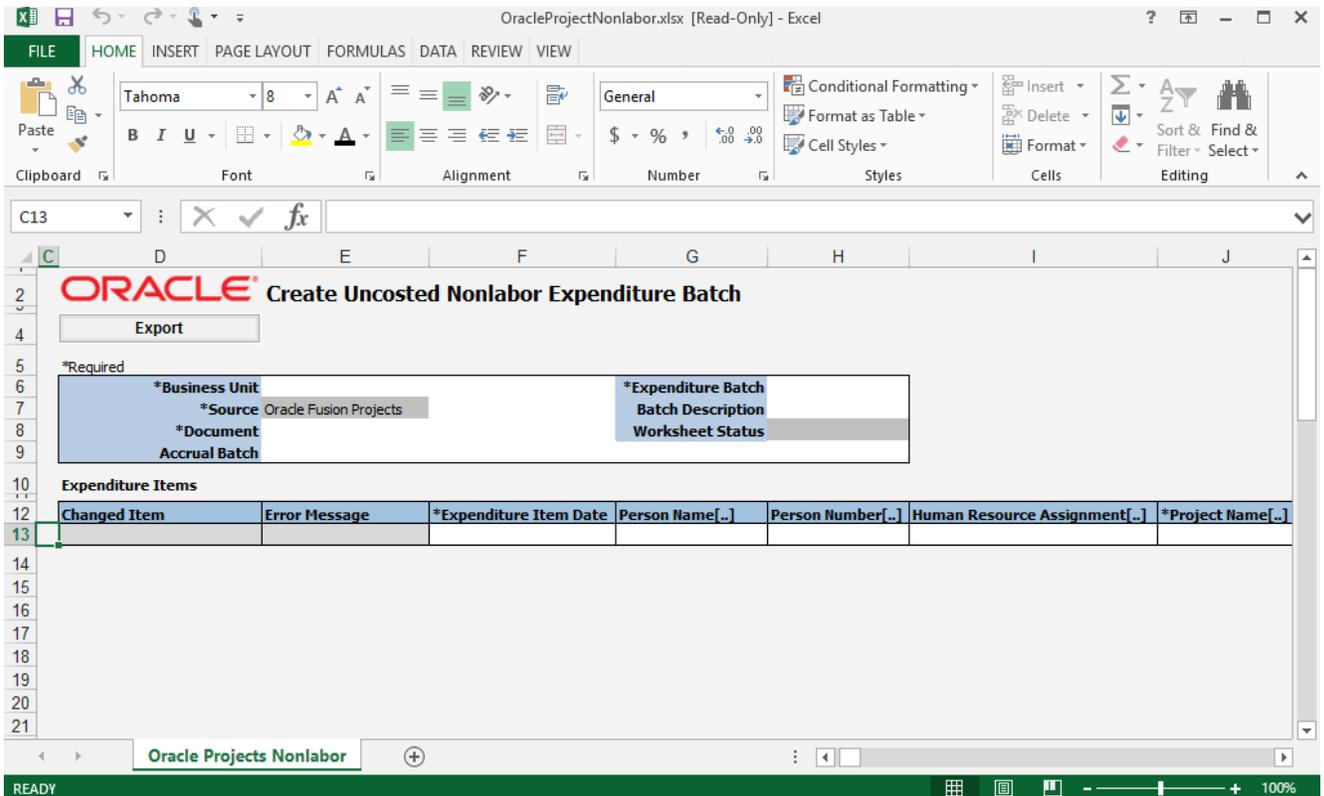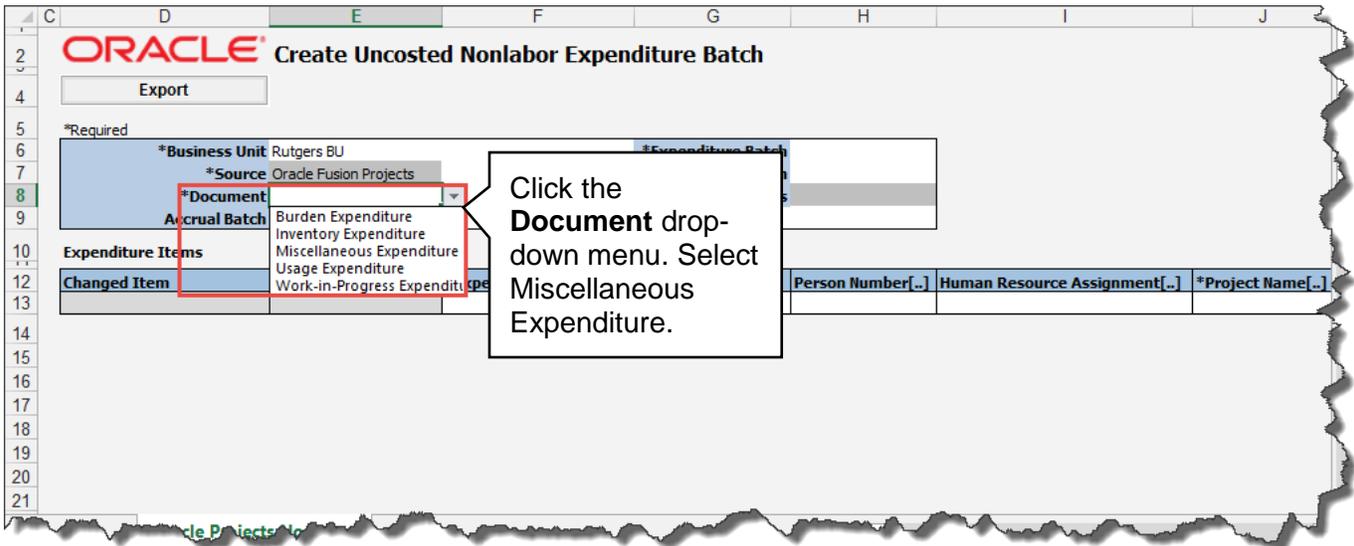
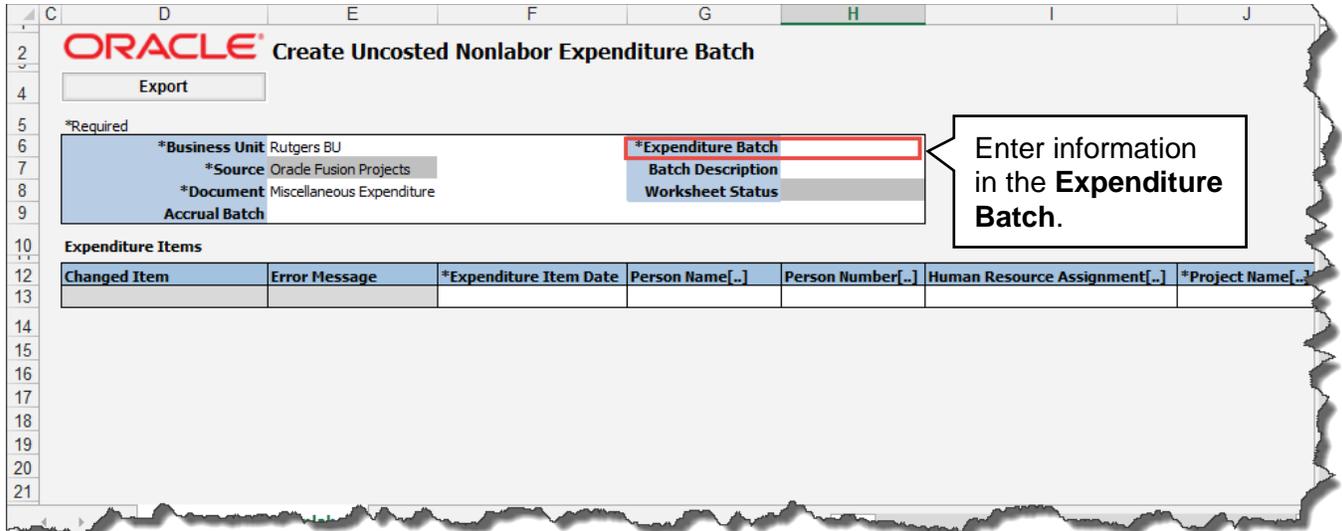8. The first piece of information that is necessary on the GL Spreadsheet is the **Business Unit**.

Select Rutgers BU from the drop down menu.
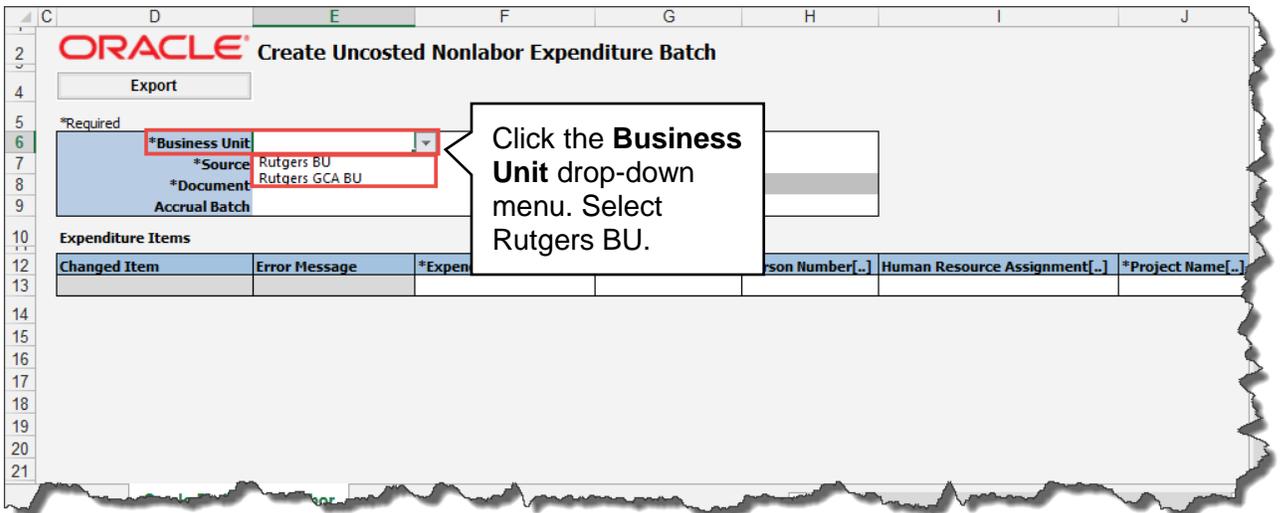


9. Select **Miscellaneous Expenditure** from the drop down menu in the Document field.

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.



Enter information in the **Expenditure Batch**.

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.



Enter the **Expenditure Item Date**.

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 from which the cost will be removed. Type in the Project Number.



Type the **Project Number** in the project number field.

*Tip:* Any cell that has **(..) dots,** it 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.

14. Enter the **Expenditure Type**. This is the Natural Account were the cost will be removed.



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.



16. In the **Quantity** field, enter the dollar amount as a ***negative value*** by adding the negative sign "-" in front of the value to remove the cost from the project.
*Tip*: A negative expense equals a credit.
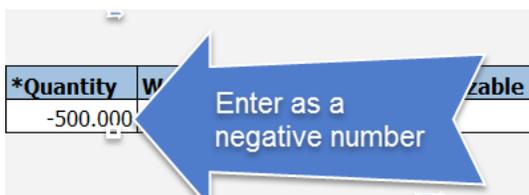
17. In the **Unmatched Negative Item** cell double click and select **Yes**.

| *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.

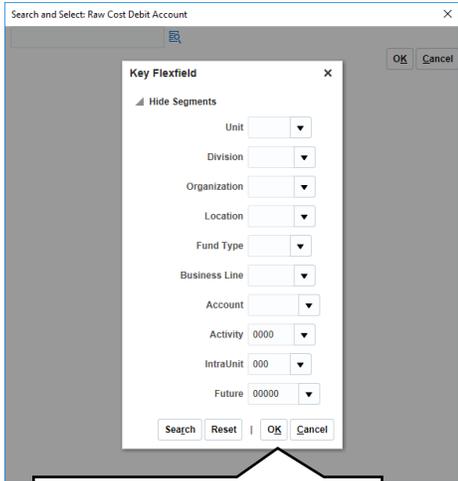| *Quantity | Work Type | Billable | Capitalizable | Unmatched Negative Item | Expenditure Comments |
|---|---|---|---|---|---|
| | | | | | |

19. In the **Raw Cost Debit Account**, **Burdened Cost Debit Account** and **Burden Cost Debit Account** enter the COA project string you are crediting. Even though you don't apply Burdent (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.

| 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 project COA string. You can enter your information and click **OK** when done.

Search and Select: Raw Cost Debit Account

OK Cancel

**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 GL string you are debiting. Once you selected your Raw Cost Credit Account you can copy the information in the other credit account fields. . <u>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.</u>

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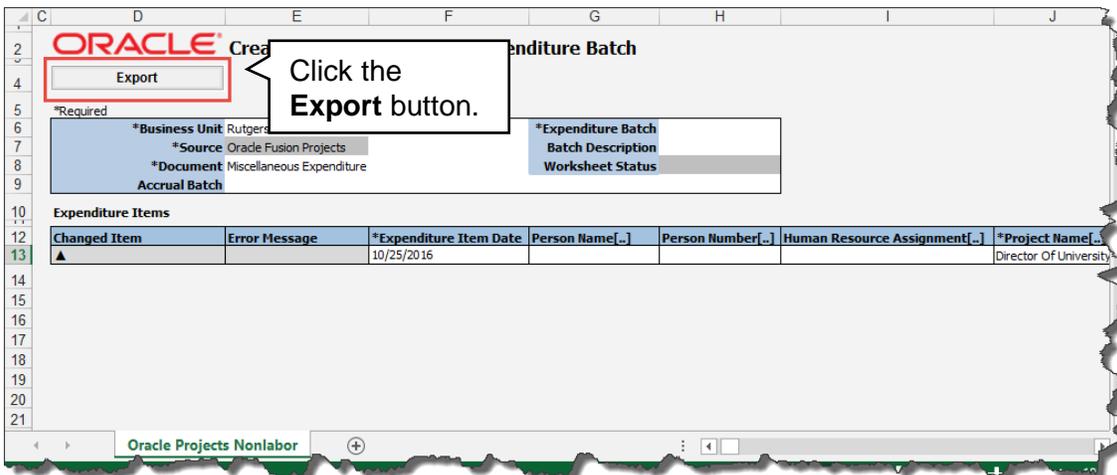
22. Due to the nature of the request within the system, you must ensure to confirm the step of processing transactions when the export options menu appears. Click **the Process transactions** and then the **OK** button.
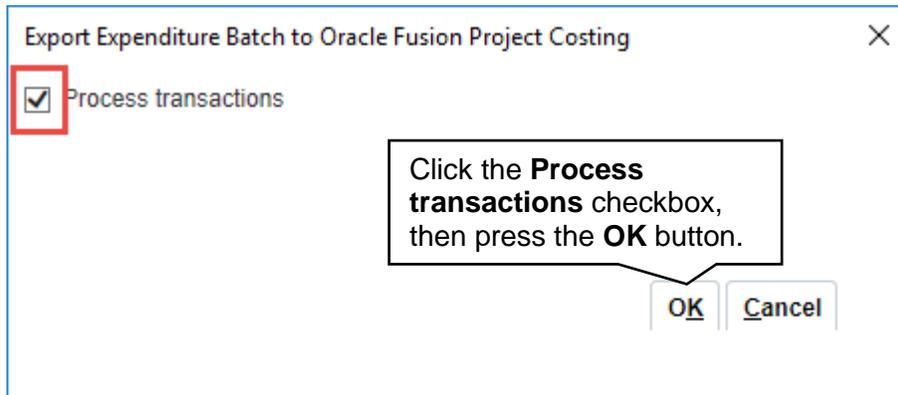


If there are no errors the in the **Error Message column** it will say Row Inserted. If there is an error the Error Message column will say Insert Row Failed. Double click in the cell and will give you more detail about the error. Fix the error(s) and re upload your spreadsheet.
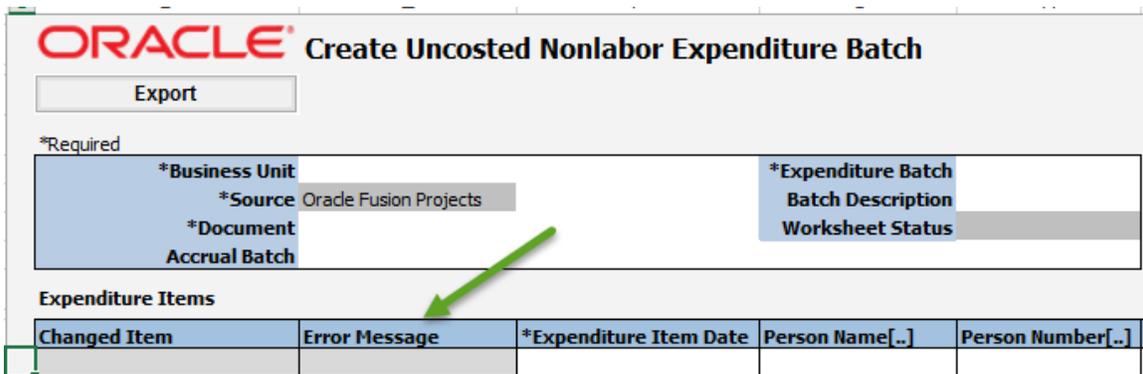


If there are no errors, the in the **Error Message column** it will say Row Inserted. If there is an error, the Error Message column will say Insert Row Failed. Double click in the cell and it will give you more details about the error. Fix the error(s) and re upload your spreadsheet.

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.
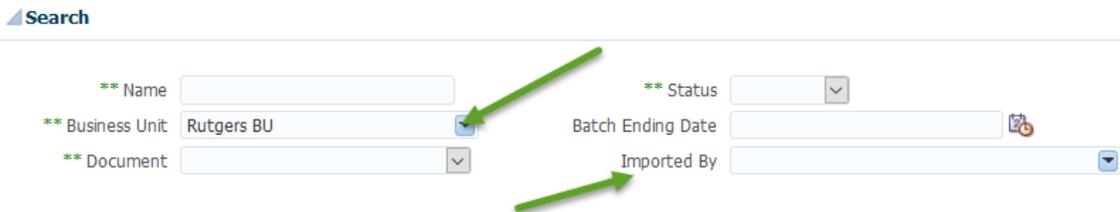
## RELEASE THE EXPENDITURE BATCH TRANSACTION

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.



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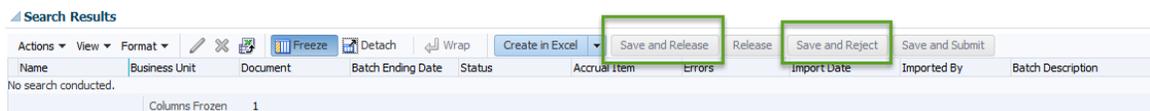
Once the transaction has been you can search for this transaction using the **Manage Expenditure Items in the Projects Module**. The GL impact will be visible after the create accounting process is run.