
From: Office of the University Controller
Sent: Thursday, February 22, 2018 10:30 AM
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Subject: Verification of Project Accounting Setup

*Chancellor and central unit representatives –
Please cascade the email below to unit-level chief finance officers and finance leads, and staff who have oversight for sponsored and non-sponsored projects*

Dear Colleagues,

In continuation of data quality initiatives, we are asking your help to confirm or correct certain set up information (e.g., the valid and correct U-D-O) for sponsored and non-sponsored projects. This is for the purpose of accomplishing these strategic priorities:

- a) Ensure revenues and expenses by campus (i.e., Camden, Central, Newark, New Brunswick, and RBHS) are accurately reflected in the annual report of “Rutgers’ Allocation and Transfer of Resources Across Campuses” for FY2017. This will be certified by the University’s Board of Governors in mid-March, and provided to the New Jersey Office of Management and Budget as required by New Jersey statute. For reference, please refer to the [FY2016 report](#).
- b) Ensure the accuracy of campus fund balances through FY2017.
- c) Update sponsored and non-sponsored project ledger set-up information to ensure the accuracy of accounting going forward.
- d) Provide for potential reclassifications of transaction activity since the financial system implementation as they relate to fund balances.

ACTIONS TO BE TAKEN

Using the attached Excel template, follow the instructions to complete the information requests for sponsored and non-sponsored projects.

1. **Due by February 28** – Review and confirm or correct the current Unit assignment, by project. The urgency for this deliverable is to correct, where necessary, allocation of revenues and expenses across campuses for the New Jersey statutory report due to the University's Board of Governors.
2. **Due by March 30** – Review and confirm or correct additional data, by project, so that the project-to-general ledger accounting is accurate.

Next week, we will host three Webinars to provide assistance and further instruction on how to complete the spreadsheet, and to answer questions you may have about valid U-D-Os and project clean up. **You can sign up for a webinar entitled COA030-Chart Of Accounts Webinar: Project Accounting at <https://hrservices.rutgers.edu/CornerstoneTraining/>.**

We encourage you to join with other people on your team who are responsible for project set up. Additional sessions will be added, if needed.

Thank you for your partnership and patience with this effort. If you have questions, please contact your business manager, a [Chancellor unit or central business representative](#), or the UCO Chart of Accounts team at coa@finance.rutgers.edu

Regards,

Kathy Dettloff, Vice President of Financial Planning and Budgeting
Pete Larson, Associate Vice President and University Controller

