

OVERVIEW

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

PROJECT TO PROJECT TRANSACTION

Cost Adjustment Type	Description
Project to Project	For example, a cost adjustment occurs on or between projects. (Changing business line, location or expenditure type use this spreadsheet)

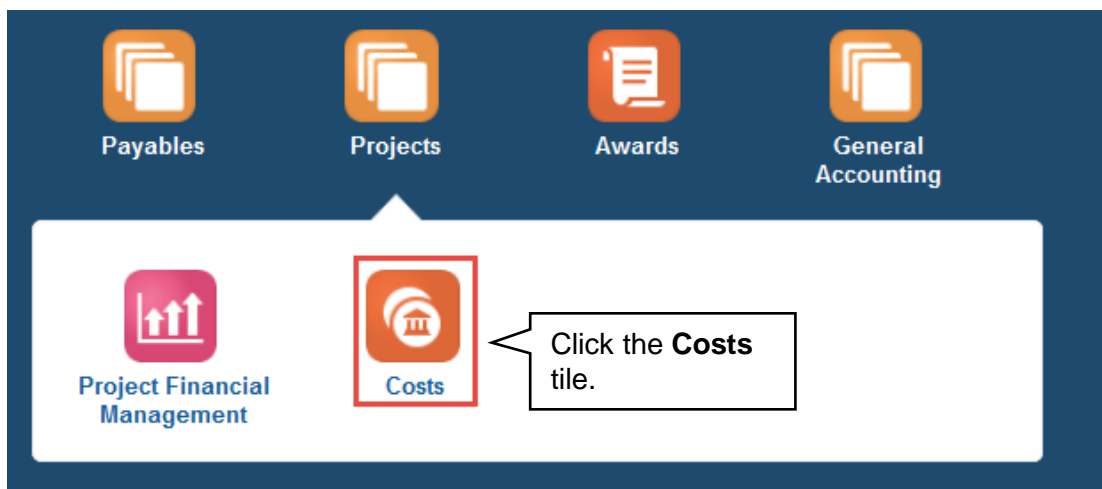
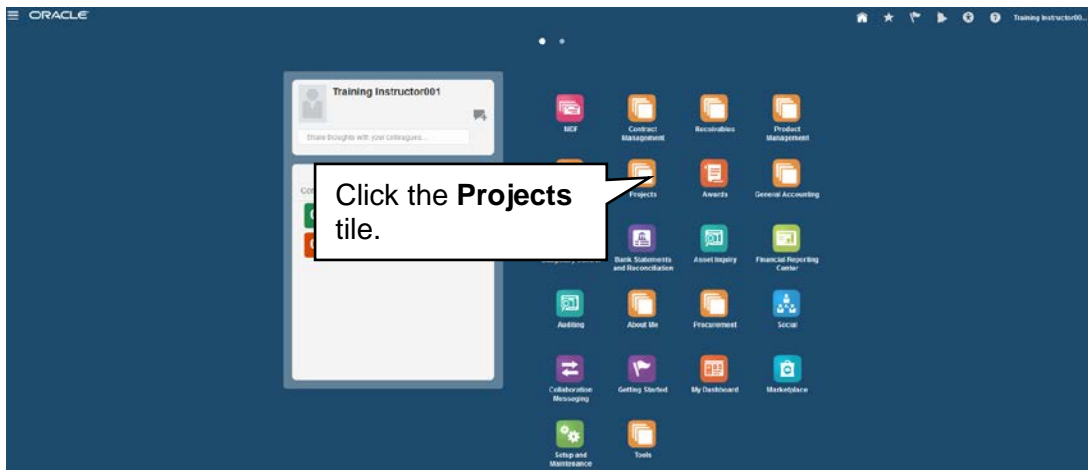
TIPS

Project to Project	Description
	<p>Using this guide you will debit a COA string for a project and credit a COA string for a project.</p> <p>This journal is a two line entry for each cost transaction you are trying to move. Line one enter the project you want to debit and line two enter the project that you want to credit. What ever was entered in the Expenditure type and Expenditure Organization fields must be used in the COA string for the project.</p> <p>Use a positive number to debit a project.</p> <p>Use a negative number to credit a project.</p>

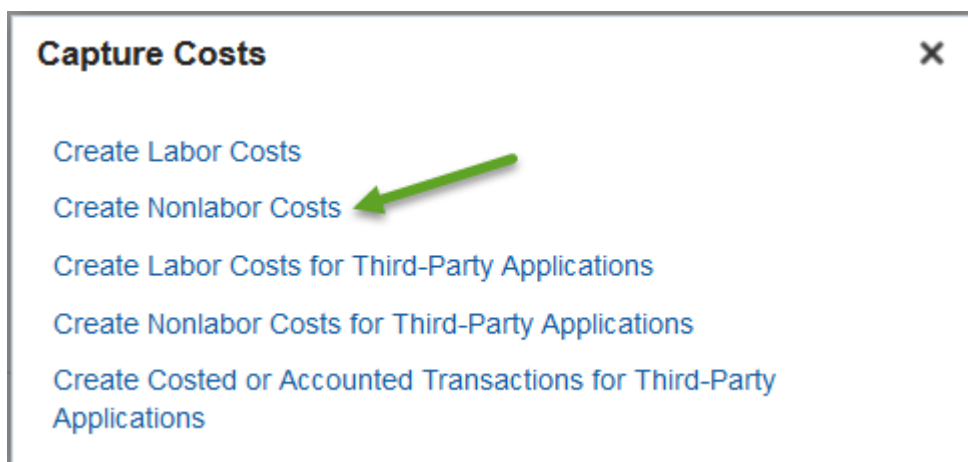
NAVIGATION

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

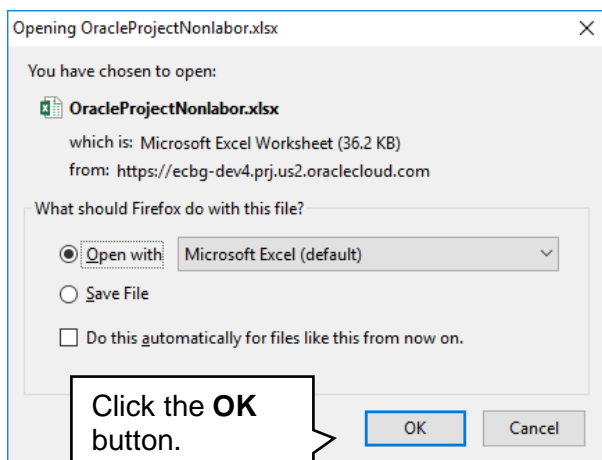
1. The Costs icon is located within the Projects section, and can be accessed from the home page. Select the **Projects>Costs**.



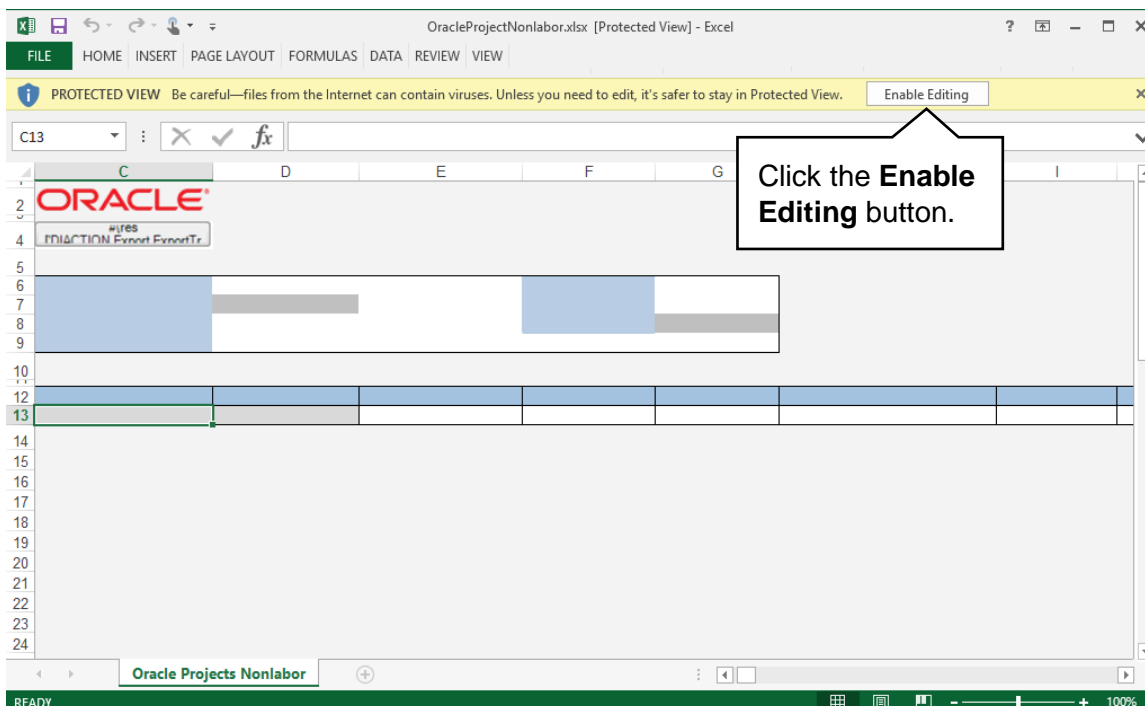
2. The **Project Costs** overview page will then display. Within this page, on the right hand side click **Tasks>Capture Cost>Create Nonlabor Costs** hyperlink.



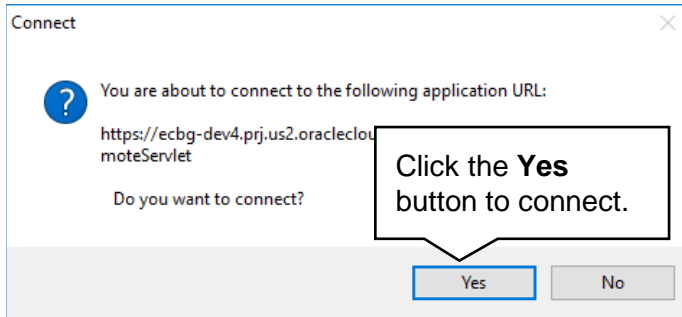
3. A window will appear asking to open the Microsoft Excel spreadsheet that is utilized in order to upload the batch to the system. This must be accepted in order for the spreadsheet to open.



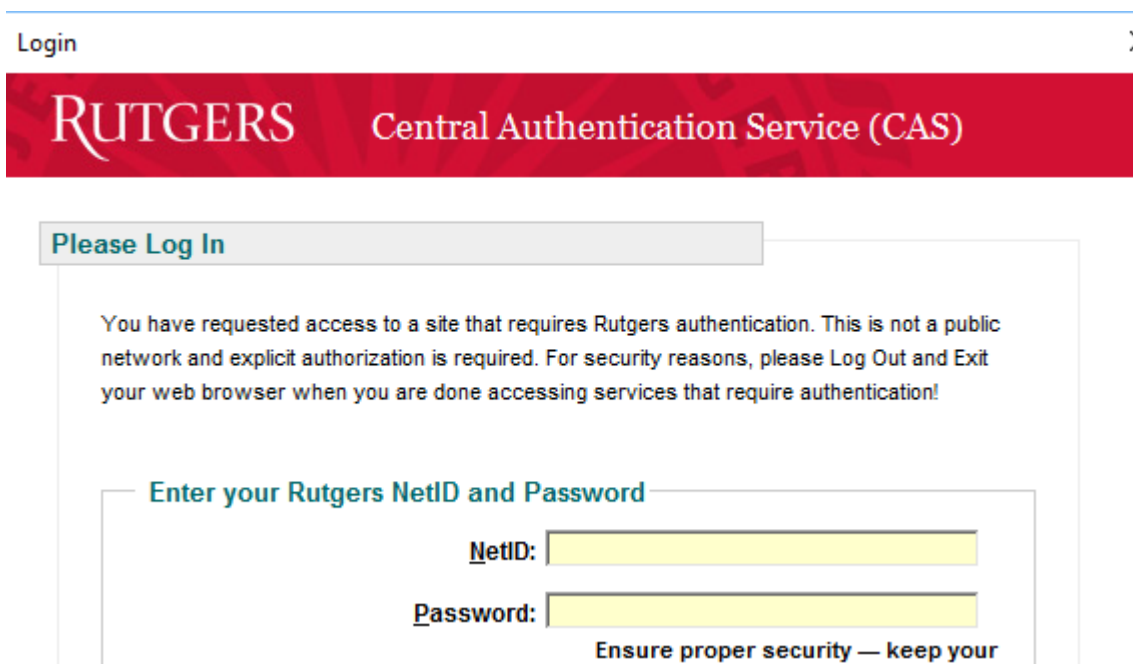
4. The next step is to allow editing of the spreadsheet. A popup should appear toward the top of the Microsoft Excel window, click the **Enable Editing** button.



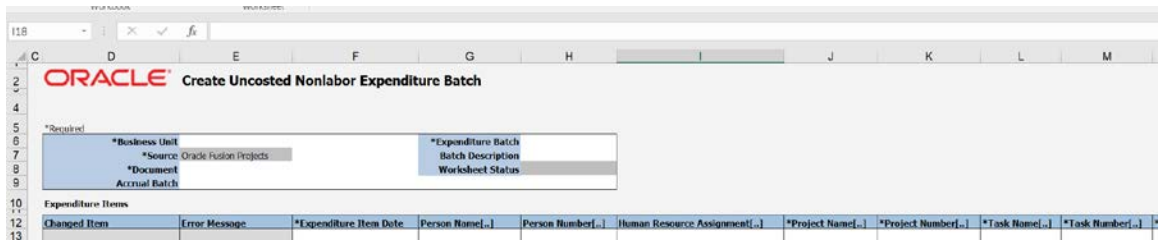
5. You will then be required to re-authenticate in order to login from the spreadsheet. If this is not completed, the Microsoft Excel document will not be able to create the necessary link to the system that permits upload.



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



- The spreadsheet will then connect and allow entry in preparation of uploading the **Project 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 controller's [website](#).



MOVING AN EXPENSE FROM ONE PROJECT TO ANOTHER (I.E. SERVICES PERFORMED FROM ONE UNIT TO ANOTHER -EXPENSE RECOVERY OR RECLASSIFYING AN EXPENSE)

- The first piece of information that is necessary is the **Business Unit**. Select **Rutgers BU** from the drop down menu.

ORACLE Create Uncosted Nonlabor Expenditure Batch

*Required

*Business Unit: Rutgers BU

*Source: Rutgers BU

*Document: Rutgers SGA BU

Accrual Batch

Expenditure Items

Changed Item Error Message *Expense

Person Number(,) Human Resource Assignment(,) *Project Name(,)

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

ORACLE Create Uncosted Nonlabor Expenditure Batch

*Required

*Business Unit: Rutgers BU

*Source: Oracle Fusion Projects

*Document: Miscellaneous Expenditure

Accrual Batch

Expenditure Items

Changed Item Error Message *Expense

Person Number(,) Human Resource Assignment(,) *Project Name(,)

- 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.

ORACLE Create Uncosted Nonlabor Expenditure Batch

*Required

*Business Unit: Rutgers BU

*Source: Oracle Fusion Projects

*Document: Miscellaneous Expenditure

Accrual Batch

*Expenditure Batch

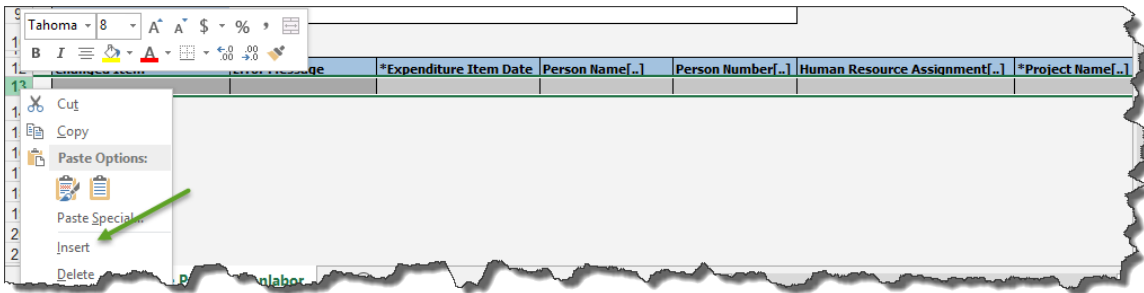
Batch Description

Worksheet Status

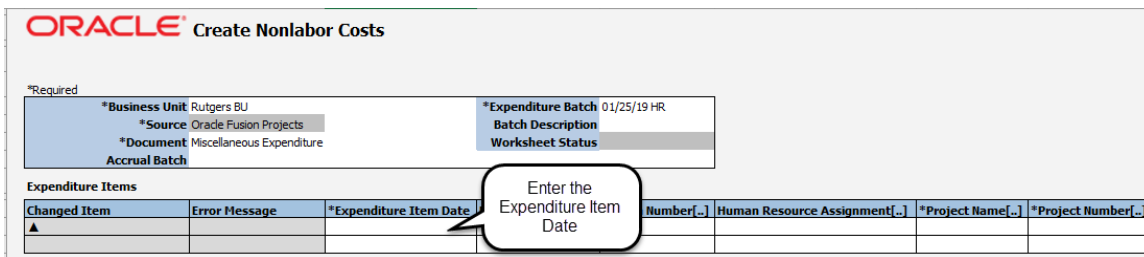
Expenditure Items

Changed Item Error Message *Expenditure Item Date Person Name(,) Person Number(,) Human Resource Assignment(,) *Project Name(,)

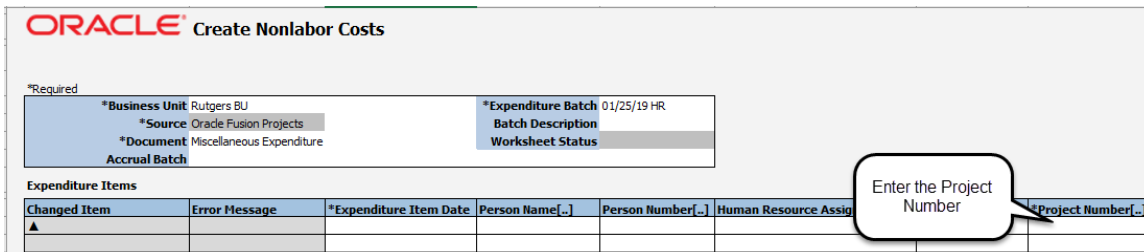
11. Since this is a two line costing entry, a second line will need to be added. Add lines to the spreadsheet **above Line 13**. Right click on **Line 13**, and click **Insert**.



12. To complete line 1, begin with the **Expenditure Item Date**. This is either today's date or the last date of the prior month, if that prior period is open.
Tip: This information should be entered in mm/dd/yyyy format.



13. 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 debited (TO Account). Type in the Project Number.



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.

14. 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.

	H	I	J	K	L	M	N	O
2								
3								
4								
5								
6								
7								
8								
9								
10								
12	Person Number[...]	Human Resource Assignment[...]	*Project Name[...]	*Project Number[...]	*Task Name[...]	*Task Number[...]	*Expenditure Type[...]	Expenditure Organiz
13			Director Of University	200101				
14								
15								
16								
17								
18								
19								
20								
21								

15. Enter the **Expenditure Type**. This is the Natural Account were the cost will be moved.

	J	K	L	M	N	O	P	Q
2								
3								
4								
5								
6								
7								
8								
9								
10								
12	*Project Name[...]	*Project Number[...]	*Task Name[...]	*Task Number[...]	*Expenditure Type[...]	Expenditure Organization[...]	Nonlabor Resource[...]	Nonlabor Resource O
13	Director Of University	200101	Director Of Univer	200				
14								
15								
16								
17								
18								
19								
20								
21								

16. 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 debited. (TO Account)

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								

17. In the **Quantity** field, enter the dollar amount as a **positive value**.

*Quantity	Work Type	Billable	Capitalizable	Unmatched Negative
1,000.000				

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** enter the COA project string. Leave the **Burdened Cost Debit Account** and **Burden Cost Debit Account** cells blank.

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[...]	Burden Cost Credit Account[...]
761.5665.3873.2225.380.3300.					

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

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

- In the **Raw Cost Credit Account** enter the COA string you just entered in the **Raw Cost Debit column** in line 1. Leave the **Burdened Credit Account** and **Burden Cost Credit Account** cells blank.

Leave Blank					
Raw Cost Debit Account[.]	Raw Cost Credit Account[.]	Burdened Cost Debit Account[.]	Burdened Cost Credit Account[.]	Burden Cost Debit Account[.]	Burden Cost Credit Account[.]
761.5665.3873.2225.380.3300.	761.5665.3873.2225.380.3300.5				

RECORDING THE EXPENSE RECOVERY OR RECLASSIFICATION (CREDIT) ON THE FROM PROJECT

- To **complete line 2**, 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.

- 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 credited (FROM Account). Type in the Project Number.

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.

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

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.

*Project Number[...]	*Task Name[...]	*Task Number[...]	*Expenditure Type[...]	Expenditure Organization[...]
801101		800		
201140		200		

24. The Enter the **Expenditure Type**. This is the **Natural Account** were the cost will be recorded.

*Project Number[...]	*Task Name[...]	*Task Number[...]	*Expenditure Type[...]	Expenditure Organization[...]
801101		800		
201140		200		

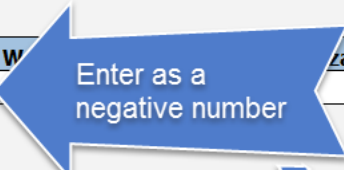
25. Enter **Expenditure Organization**. Remember that this is a concatenation of the **Unit, Division, and Organization** numbers from the Chart of Account segments for the Project to which the cost will be credited.

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.

*Project Number[...]	*Task Name[...]	*Task Number[...]	*Expenditure Type[...]	Expenditure Organization[...]
801101		800		
201140		200		


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

*Quantity	Work Type	Billable	Capitalizable
-500.000			




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

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




28. 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
				Yes	



29. In the **Raw Cost Debit Account** enter the COA string related to the project. (FROM Account). Leave the **Burdened Cost Debit Account** and **Burden Cost Debit Account** cells blank.

Raw Cost Debit Account[...]	Raw Cost Credit Account[...]	Burdened Cost Debit Account[...]	Burdened Cost Credit Account[...]	Burden Cost Debit Account[...]	Burden Cost Credit Account[...]
761.5665.3873.2225.380.3300.	761.5665.3873.2225.380.3300.5				
900.1510.3103.0001.100.9999.					



IMPORTANT: Make sure your Account segment matches what you entered in the expenditure type field.

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

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

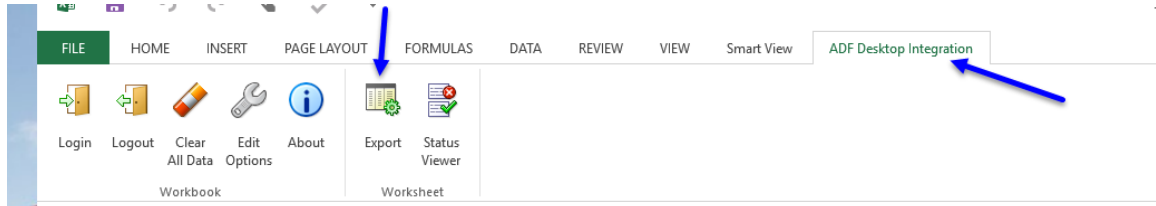
30. In the **Raw Cost Credit Account** enter the same COA string entered in **line 1**. You can type it in directly or copy and paste. Leave the **Burdened Credit Account** and **Burden Cost Credit Account** cells blank.

Raw Cost Debit Account[.]	Raw Cost Credit Account[.]	Burdened Cost Debit Account[.]	Burdened Cost Credit Account[.]	Burden Cost Debit Account[.]	Burden Cost Credit Account[.]
761.5665.3873.2225.380.3300.	761.5665.3873.2225.380.3300.				
900.1510.3103.0001.100.9999.	761.5665.3873.2225.380.3300.				

Leave Blank

EXPORT THE SPREADSHEET

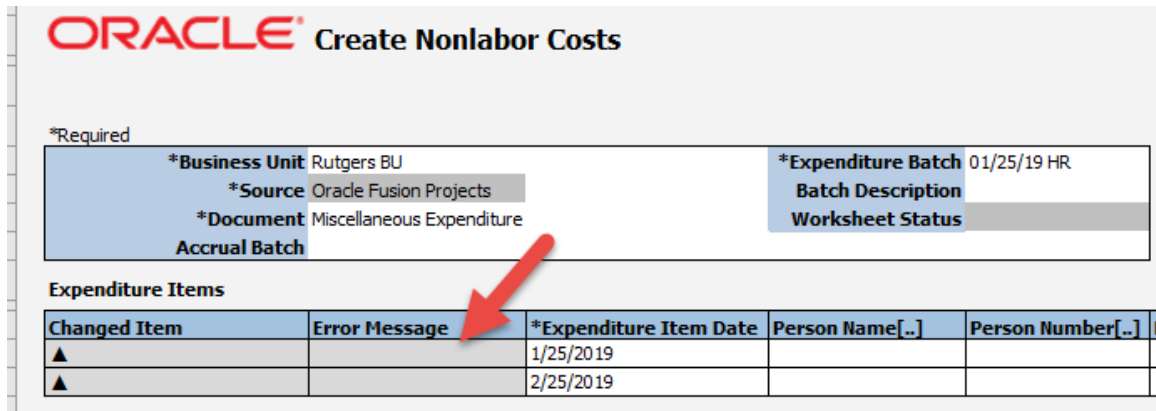
31. Once all of the required fields have been completed for both Line 1 and Line 2, the information can be exported from the spreadsheet into the Financial Management System by clicking the Export button under the ADF Desktop Integration.



Due to the nature of the request within the system, you must ensure to confirm the step of processing by selecting Yes.



If there are no errors 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 detail 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 MANAGE UNRELEASED COSTS BATCH TRANSACTION

Release the Manage Unreleased Costs Batch Transaction is done by the Finance Approver.

Note: Currently this functionality is not in production. This journal should post automatically, however if it does not then follow these steps below.

1. From the Home Page select the **Projects>Costs>Tasks** and select **Manage Unreleased Costs** 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 Costs

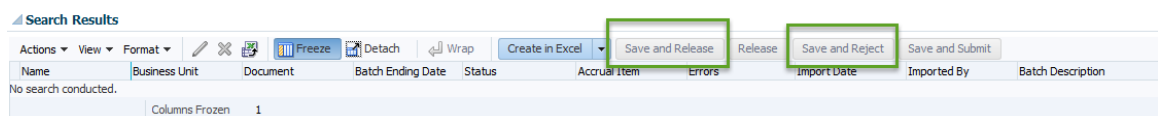
Search

A screenshot of a search form for 'Manage Unreleased Costs'. The form includes fields for:

- Batch Name (text input)
- Status (dropdown menu)
- Business Unit (dropdown menu, currently showing 'Rutgers BU')
- Batch Ending Date (calendar icon)
- Document (dropdown menu)
- Imported By (dropdown menu)

 Red arrows point to the 'Business Unit' and 'Imported By' dropdown menus.

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 Costs in the Projects Module**. The GL impact will be visible after the create accounting process is run.