

## RELEASE THE MANAGE UNRELEASED COSTS BATCH TRANSACTION

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

1. After logging into the Financial Management System, 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

**\*\* Batch Name**  **\*\* Status**

**\*\* Business Unit**   **Batch Ending Date**

**\*\* Document**   **Imported By**

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

Search Results

Batch Name	Business Unit	Document	Batch Ending Date	Status	Accrual Item	Errors	Import Date	Imported By	Batch Description
No search conducted.									

Once the transaction has been released 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.