

## OVERVIEW

This job aid details step by step instructions for creating and approving **Transfer transactions between projects** in the projects module. If a department is transferring an entire cost from one project to another, the transfer transaction can be used in lieu of the project adjustment spreadsheet.

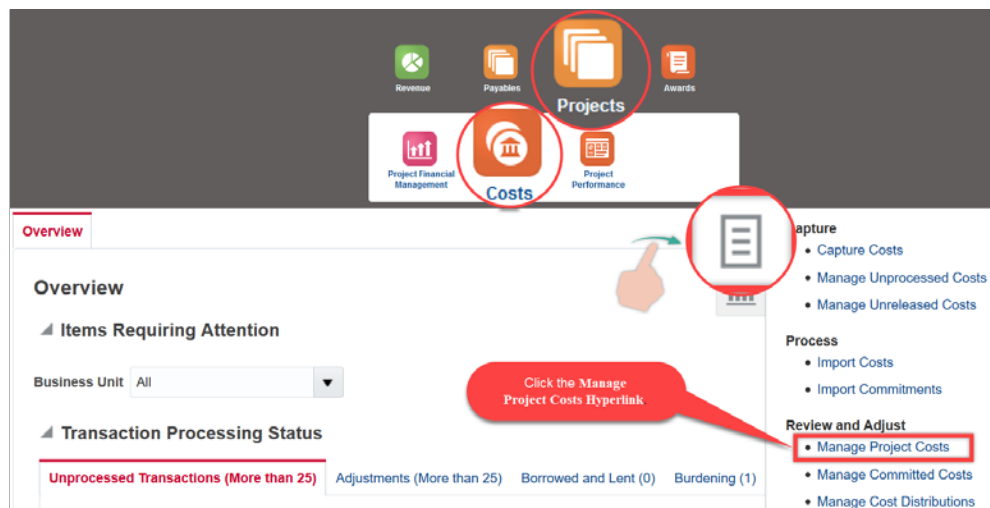
## COST TRANSACTIONS IN PROJECTS

Cost Transactions Types	Description
<b>Transfer</b>	Transfer the entire cost from one project and task to another task on the same project or to a task on another project.

## NAVIGATION

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

1. Select **Projects>Costs>Tasks Menu>Manage Project Costs** hyperlink.



2. The **Manage Project Costs** overview page will then display. Within this page, enter the project number for which you want to create a transfer or split/transfer cost transaction. If the transaction number is known use the advanced button to search for this transaction.

Project Financial Management | Costs | Project Performance | Project Executive Business

Overview | Manage Project Costs x

Manage Project Costs

Search

Advanced | Saved Search | All Expenditure Items

\*\* At least one is required

Expenditure Business Unit | Expenditure Item Date

\*\* Project Name | Transaction Source

**\*\* Project Number** | Document

Task Name | Document Entry

Task Number | Project Unit

Contract Name | \*\* Expenditure Organization

Contract Number | Person Name

Funding Source | Expenditure Type

Search | Reset | Save...

- The **Search Results** will display at the bottom of the page. Scroll down to view the list of the project's transactions.

Search Results

Actions | View | Format | Detach | Wrap | Create Mass Adjustment

Transaction Number	Project Number	Task Number	Expenditure Type	Expenditure Organization	Expenditure Item Date	Quantity	Unit of Measure
▶ 324683	201140	204	50460	33050201528	12/30/16	800	Dollars
▶ 241809	201140	204	50460	33050201528	12/2/16	1,200	Dollars

- Select the transaction you want to transfer or split and transfer by clicking the **Transaction Number** hyperlink.

**Search Results**

Actions ▾ View ▾ Format ▾ **Detach** **Create Mass Adjustment**

	Transaction Number	Project Number	Task Number	Expenditure Type	Expenditure Organization	Expenditure Item Date	Quantity	Unit of Measure
▶	324683	201140	204	50460	33050201528	12/30/16	800	Dollars
▶	241809	201140	204	50460	33050201528	12/2/16	1,200	Dollars
▶	399064	201140	205	52930	33050201528	12/8/16	15	EA

5. On the upper right corner, click on **Actions> Costing**.

Overview **Manage Project Costs** x

**Expenditure Item: 399216**

**Click Actions** → **Actions ▾** **Done**

- Costing
- Billing
- Intercompany Billing
- Borrowed and Lent
- Accounting
- View Burden Cost Details
- Edit Comment

**General** Costing Billing Intercompany Billing Adjustment History

\* Project Number 201140 Work Type Unit of Measure EA

Task Number 205 User Defined 1

Expenditure Item Date 12/13/16 Transaction Number 399216

Expenditure Type 52930 Expenditure Business Unit Rutgers BU

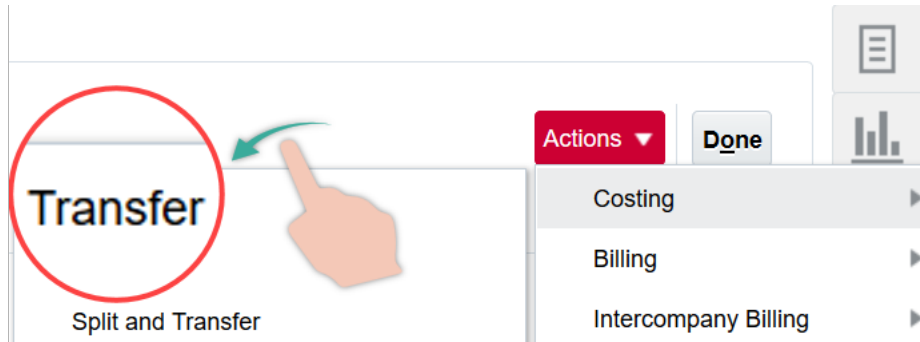
Expenditure Organization 33050201528 Project Unit Rutgers Project Unit

Contract Number User Expenditure Batch OAP\_288446

Funding Source Quantity 5

## PREPARER – TRANSFER TRANSACTION

1. A Transfer transaction will move the entire expense from the project currently charged and place the charge on the same project but different task or to a different project and task entirely. To create a Transfer cost transaction, select Costing and then click on **Transfer** to open the Transfer Expenditure Item screen.



2. Type the receiving project number in the **Project Number** field.
3. Select the **Task Number** from the drop-down menu.
4. If the receiving project is a non-sponsored project you are not required to complete the **Contract Number**, and the **Funding Source** fields.
5. Click the **Submit** button.

Overview **Manage Project Costs** x

Transfer Expenditure Item: 324683

Project Name 280758-Biochem Micro Service Revenue Account      Quantity 800      Hold Invoice No

Task Name SUMMER SCHOOL      Unit of Measure Dollars      Hold Revenue No

Contract Number      Billable Yes

Funding Source      Capitalizable No

Details

\* Project Number      \* Task Number      Contract Number      \* Funding Source

201140      204          

Submit      Cancel

Type the receiving project number here

Select the appropriate task from the drop-down menu

The Contract Number and Funding Source fields are not required for non-sponsored projects

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

7. Select the **Task Number** from the drop-down menu.
8. If the receiving project is a **sponsored project** the **Contract Number**, and the **Funding Source** fields will populate automatically.
9. Click the **Submit** button.

Overview **Manage Project Costs** x

Transfer Expenditure Item: 324683

Project Name 280758-Biochem Micro Service Revenue Account

Task Name SUMMER SCHOOL

Contract Number

Funding Source

Quantity 800

Unit of Measure Dollars

Billable Yes

Capitalizable No

Hold Invoice No

Hold Revenue No

Submit Cancel

Type or search the receiving project number

Select the appropriate task from the drop-down menu

The Contract Number and Funding Source fields will automatically populate

Details

\* Project Number 800100

\* Task Number 800

\* Contract Number 100096

\* Funding Source Association of Univ. Pr

10. A Justification screen will pop up. Enter the justification for the transfer. Click the **OK** button.

Submit Adjustment for Approval

PJC-2220602 Your adjustment will be submitted for approval. Do you want to continue?

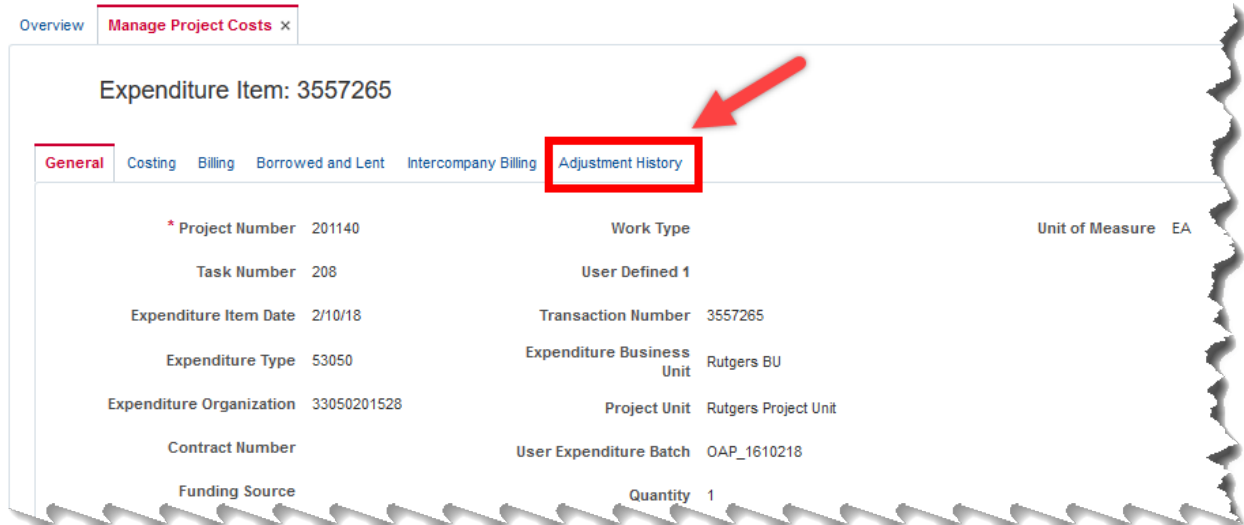
Justification

OK Cancel

11. This transaction has been sent to your Finance Approver for approval.

## ADJUSTMENT HISTORY

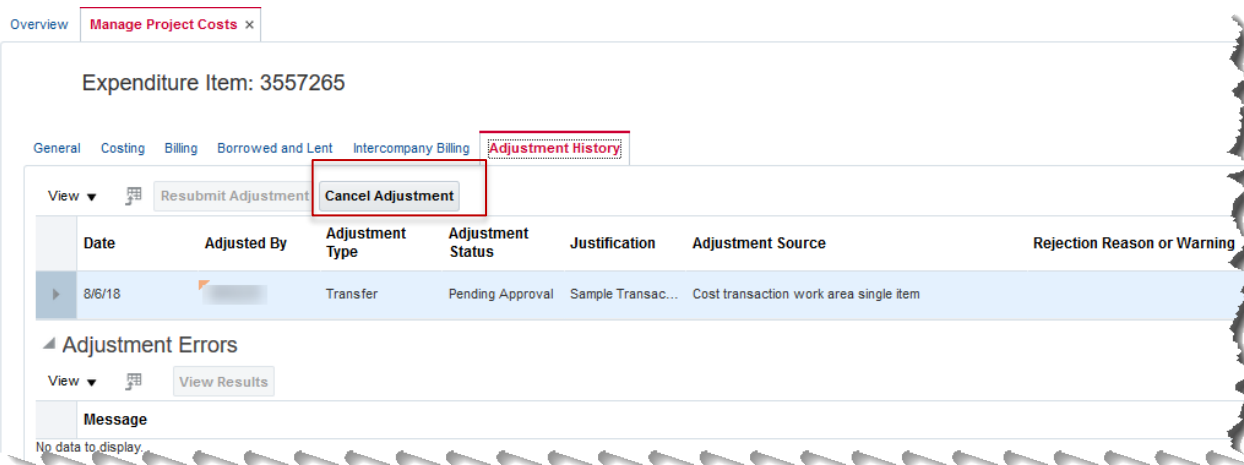
To confirm the submission of your transaction, cancel the adjustment or to view the adjustment history for a cost transaction, select the Adjustment History tab.



The Adjustment History tab displays:

- the date of the transaction
- Preparer of the adjustment
- the adjustment type – Transfer or Split Transfer
- the adjustment status – Pending Approval, Approved or Rejected
- the justification
- the adjustment source
- the rejection reason if any

**Note:** An adjustment can be withdrawn, if it has not been approved, by selecting Cancel Adjustment.

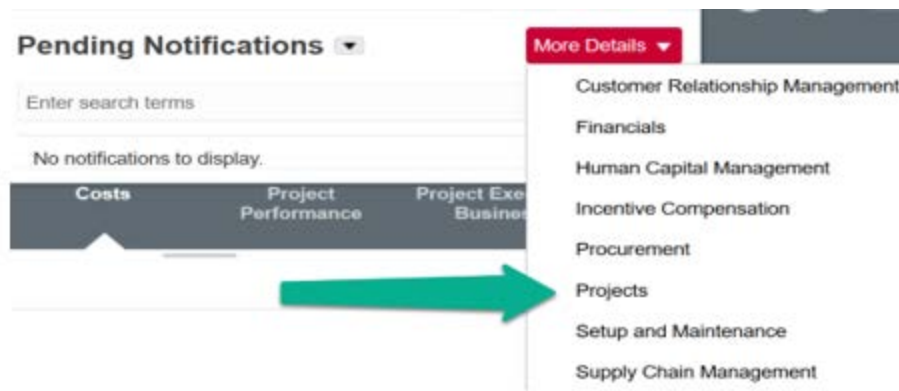


## APPROVAL - ACTIONS MENU

1. After an Approver logs into the Financial Management system, select the **Bell** from the home page to view your pending notifications.



2. Click on the **More Details** drop-down menu. Select **Projects** from the list.



3. The Worklist will display a list of hyperlinks for transactions requiring approval. **Click on a transaction hyperlink.**

BPM Worklist

Views + / X →

Actions [dropdown] [search] Me & My Group All [dropdown] Assigned [dropdown]

	Title	Number	Cn	Assigned	Priority
Inbox	<a href="#">Expenditure Item Adjustment Approval Split and transfer from .</a>	275174		5/2/18 11:33 AM	3
My Tasks (5)	<a href="#">Expenditure Item Adjustment Approval Split and transfer from .</a>	275158		5/2/18 11:00 AM	3
Initiated Tasks	<a href="#">Expenditure Item Adjustment Approval Transfer from</a>	275157		5/1/18 11:14 AM	3
My Staff Tasks	<a href="#">Expenditure Item Adjustment Approval Transfer from</a>	275173		5/1/18 11:09 AM	3
	<a href="#">Expenditure Item Adjustment Approval Transfer from</a>	275156		5/1/18 9:55 AM	3

4. Review the transaction details. Click **Approve** to process the transaction or click **Reject** if the transaction is incorrect. An approver can request additional information from the preparer instead of rejecting the transaction.

## APPROVER - ACTIONS MENU

By clicking the Actions drop-down menu, an Approver has other Action options.

### Request Information

An Approver can return a transaction and request additional information by entering the Preparer or another individual's NetID, adding a comment and clicking OK. This will allow a Preparer to add comments or attachments.

### Reassign or Delegate a Task

This option is not in use by Rutgers.

### Escalate

Approvers can escalate a transfer/split and transfer transaction to their financial approver.

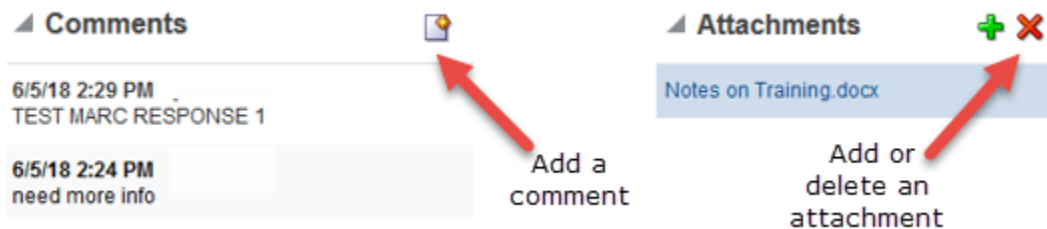
### Suspend

This option is not in use by Rutgers.



## Save

Use the save button after comment(s) and/or attachment(s) are added to a transfer/split and transfer transaction. An Approver can add comments or attachments by scrolling down when reviewing the adjustment.



## ACCOUNTING FOR THE TRANSFER OR SPLIT AND TRANSFER

When creating transfer transactions, the accounting will be derived from the chart string used on the original cost transaction. A reversing entry is created using the chart string selected on the transaction. The new Sub Ledger Accounting rules implemented in July 2018 will apply to the new transaction created when using the transfer function and will follow the current project setup in the financial management system. Users do not have the ability to select any chart of account segments when using the transfer function.

If you have any questions please email the financial management help desk at [finance\\_helpcenter@finance.rutgers.edu](mailto:finance_helpcenter@finance.rutgers.edu).