

OVERVIEW

This job aid details step by step instructions for creating and approving **Split and Transfer transactions between projects** in the projects module.

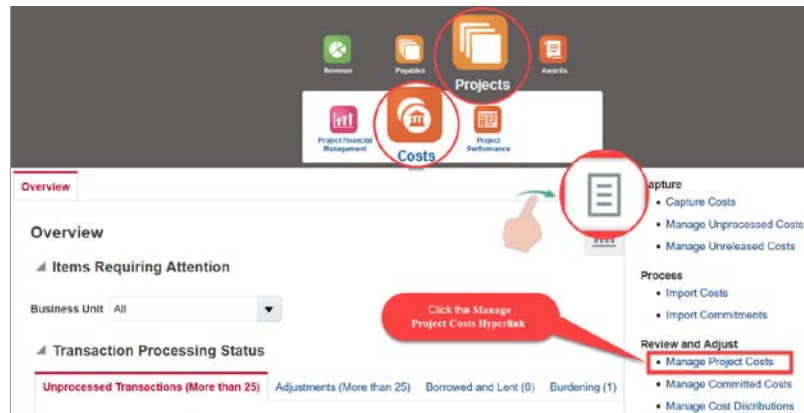
COST TRANSACTIONS IN PROJECTS

Cost Transactions Types	Description
Split & Transfer	Split the cost amount charged to one project task and transfer the split amount to another task(s) on the same project, or to a task on another project(s). Note: When using Split and Transfer, the system will round the cost amounts to be transferred. If a specific dollar figure is needed, use the project cost non labor batch spreadsheet.

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 split/transfer cost transaction. If the transaction number is known use the advanced button to search for this transaction.

Overview Manage Project Costs x

Project Financial Management Costs Project Performance Project Executive Business

Manage Project Costs Done

Search

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 split and transfer by clicking the **Transaction Number** hyperlink.

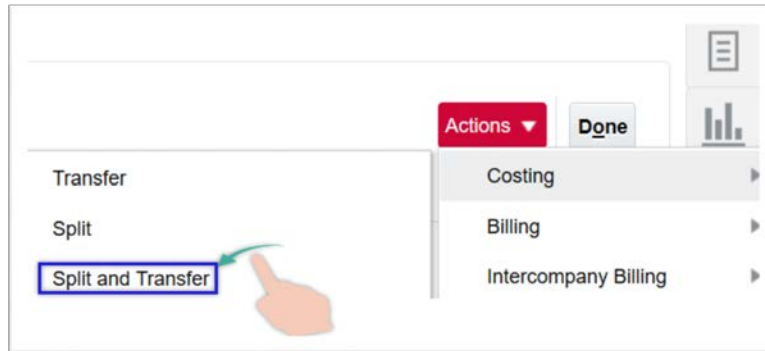
Search Results

Actions View Format Detach Wrap Create Mass Adjustment

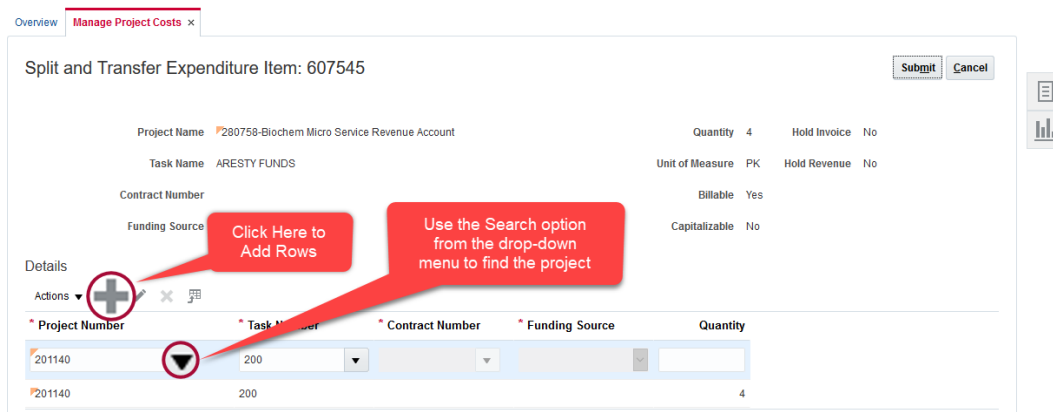
Transaction Number	Project Number	Expenditure Type	Expenditure Organization	Expenditure Item Date	Quantity	Unit of Measure	Raw Cost in Receiver Ledger Currency
607544	201140	53050	33050201528	2/2/17	1	CS	141.66 USD
607545	201140	53050	33050201528	2/2/17	4	PK	27.32 USD
604413	201140	53050	33050201528	2/2/17	1	EA	54.60 USD
604414	201140	53050	33050201528	2/2/17	1	EA	54.60 USD
604415	201140	53050	33050201528	2/2/17	1	EA	54.60 USD

PREPARER - SPLIT AND TRANSFER TRANSACTION

1. Split the cost amount charged to one project task and transfer the split amount to another task(s) on the same project, or to a task(s) on another project(s). To create a Split and Transfer cost transaction, click on Costing and then **Split and Transfer** to open the Split and Transfer Expenditure Item screen.



2. Click on the **plus sign (+)** to enter a line or multiple lines.



3. Select the search option from the drop-down menu under the **Project Number** field.

Note: You could type in the project number directly in the field but using the search screen to select the project will eliminate the system error in generating the required fields of Contract Number and the Funding Source.

Overview **Manage Project Costs** x

Item: 607545

58-Biochem Micro Service Revenue Account Quantity 4

TY FUNDS Unit of Measure PK

Billable Yes

Capitalizable No

Task Number	* Contract Number	* Funding Source	Quantity
201140	200		4

- Once on the **Search and Select** screen, type the receiving project number in the **Project Number** field and click **Search**.
- From the displayed results in the bottom of the screen. Click on the search result desired and click **OK**

Search and Select: Project Number x

Search Advanced

****** Project Name

****** Project Number 800100 **1** Enter Project Number

****** Project Manager

Click Search **2** Search Reset

Project Name	Project Number
AUPHA-RESEARCH PRIZE-428604	800100 3 Click on the results to highlight

Click OK **4** OK Cancel

- Select the appropriate **Task Number** from the drop-down menu.
- The Contract Number and Funding Source fields are not required for non-sponsored projects, but are required for sponsored projects. To avoid any errors in generating the Contract Number and Funding Source fields when splitting and transferring between sponsored and non-sponsored projects, enter the complete required data for the non-sponsored project in the top row first then enter the sponsored project related data in the second row.

8. Enter the **quantity** to be transferred. **Note:** Review the Calculations section of this document to understand how to determine the quantity. Ensure the quantity between project(s) does not exceed the original quantity.
9. If you have entered multiple lines enter other project numbers, task numbers and quantities that will be charged.
10. Click the **Submit** button.

Split and Transfer Expenditure Item: 607545

Project Name: 280758-Biochem Micro Service Revenue Account
 Task Name: ARESTY FUNDS
 Contract Number:
 Funding Source:

Quantity: 4
 Unit of Measure: PK
 Billable: Yes
 Capitalizable: No

Hold Invoice: No
 Hold Revenue: No

Details

* Project Number	* Task Number	* Contract Number	* Funding Source	Quantity
800100	800	100096	Association of Univ Prog...	2
201140	200			2

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

Submit Adjustment for Approval ✕

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

Justification

12. This transaction has been sent to the Finance Approver for approval.

CALCULATIONS

The split and transfer transactions between projects is based on the amount displayed under quantity for the original cost transaction.

Calculations are needed for the split and transfer transactions.

If the quantity equals the raw cost amount, a department will enter multiple dollar figures in the quantity field for each project selected. Ensure the quantity between project(s) does not exceed the original quantity.

If the quantity displayed **is not a dollar figure**, then additional calculations will be required to calculate a dollar amount.

Transaction Number	Project Number	Expenditure Type	Expenditure Item Date	Quantity	Raw Cost in Receiver Ledger Currency	Burdened Cost in Receiver Ledger Currency
241809				1,200	1,200.00 USD	1,200.00 USD
399064				15	164.25 USD	164.25 USD

Use the below formula to calculate the transferred quantity for a split and transfer transaction.

Split and Transfer Calculation	
A	Dollar amount to be transferred
B	Original cost transaction total dollar balance
C	Quantity listed on the original cost transaction
Quantity to Transfer	= (A ÷ B) × C

Example 1: A cost transaction has a quantity of 4 PK, and a dollar amount of \$27.32. Create a split and transfer transaction for \$22 to another project and keep the remaining balance on the current project.

To calculate the quantity equivalent to the \$22 that you need to transfer, enter your numbers in the formula below. **Note:** When using Split and Transfer, the system will round the cost amounts to be transferred. If a specific dollar figure is needed, use the project cost non labor batch spreadsheet to create a project cost transaction.

Split and Transfer Calculation		
A	Dollar amount to be transferred	\$22.00
B	Original cost transaction total dollar balance	\$27.32
C	Quantity listed on the original cost transaction	4 PK
Quantity to Transfer	= (A ÷ B) × C	= [22 / 27.32] * 4 = 3.22
Quantity to Remain		4PK (original quantity) – 3.22 (quantity to transfer) = .78 (quantity to remain)

Overview **Manage Project Costs** x

Split and Transfer Expenditure Item: 607545

Project Name 280758-Biochem Micro Service Revenue Account Quantity **4**

Task Name ARESTY FUNDS Unit of Measure PK

Contract Number Billable Yes

Funding Source Capitalizable No

Details

Actions ▾ + ✎ ✕ 🗄

* Project Number	* Task Number	* Contract Number	* Funding Source	Quantity
800100	800	100096	Association of Univ. Prog...	3.22
201140	200			0.78

Example 2: An expenditure has a quantity of 1 CS and a dollar amount of \$141.66. Create a split and transfer transaction of \$72.00 to Project A and a split and transfer transaction of \$23.00 to Project B and keep the remaining balance on the current project.

To calculate the quantity equivalent to the \$72.00 & \$23.00 that you need to transfer, enter your numbers in the formula below. **Note:** When using Split and Transfer, the system will round the cost amounts to be transferred. If a specific dollar figure is needed, use the project cost non labor batch spreadsheet.

Split and Transfer Calculation		Project A	Project B
A	Dollar amount to be transferred	\$72.00	\$23.00
B	Original cost transaction total dollar balance	\$141.66	\$141.66
C	Quantity listed on the original cost transaction	1 CS	1 CS
Quantity to Transfer	= (A ÷ B) × C	= [72/141.66] * 1 = 0.51	= [23/141.66] * 1 = 0.16
Quantity to Remain	1 CS (original quantity) – .51 (quantity to transfer project A) - .16 (quantity to transfer to project B) = .33 (quantity to remain)		

Overview **Manage Project Costs** x

Split and Transfer Expenditure Item: 607545

Project Name 280758-Biochem Micro Service Revenue Account
 Task Name ARESTY FUNDS
 Contract Number
 Funding Source

Quantity **4**
 Unit of Measure PK
 Billable Yes
 Capitalizable No

Details

Actions + ✎ ✕ 🗑

* Project Number	* Task Number	* Contract Number	* Funding Source	Quantity
202495	200			0.51
800100	800	100096	Association of Univ. Prog...	0.16
201140	200			0.33

CONTRACT NUMBER AND FUNDING SOURCE FIELDS

The Contract Number and Funding Source fields are not required for non-sponsored projects, but are **required for sponsored projects**.

To avoid any errors in generating the Contract Number and Funding Source fields when splitting and transferring between sponsored and non-sponsored projects, enter the complete required data for the non-sponsored project in the top row first then enter the sponsored project related data in the second row. See examples below.

Example: Entering incomplete data for the non-sponsored project in the top row triggers a system error. To resolve this issue re-search and select the non-sponsored project and the system will gray out the unrequired fields.

Overview
Manage Project Costs x

Split and Transfer Expenditure Item: 607545

Project Name P280758-Biochem Micro Service Revenue Account

Task Name ARESTY FUNDS

Contract Number

Funding Source

Quantity 4

Unit of Measure PK

Billable Yes

Capitalizable No

Details

Actions ▼ + ✎ ✕ 📄

* Project Number	* Task Number	* Contract Number	* Funding Source	Quantity
201140 ▼	200 ▼	▼	▼	
P 800100	800	100096	Association of Univ. Prog...	4

Error ✕

Messages for this page are listed below.

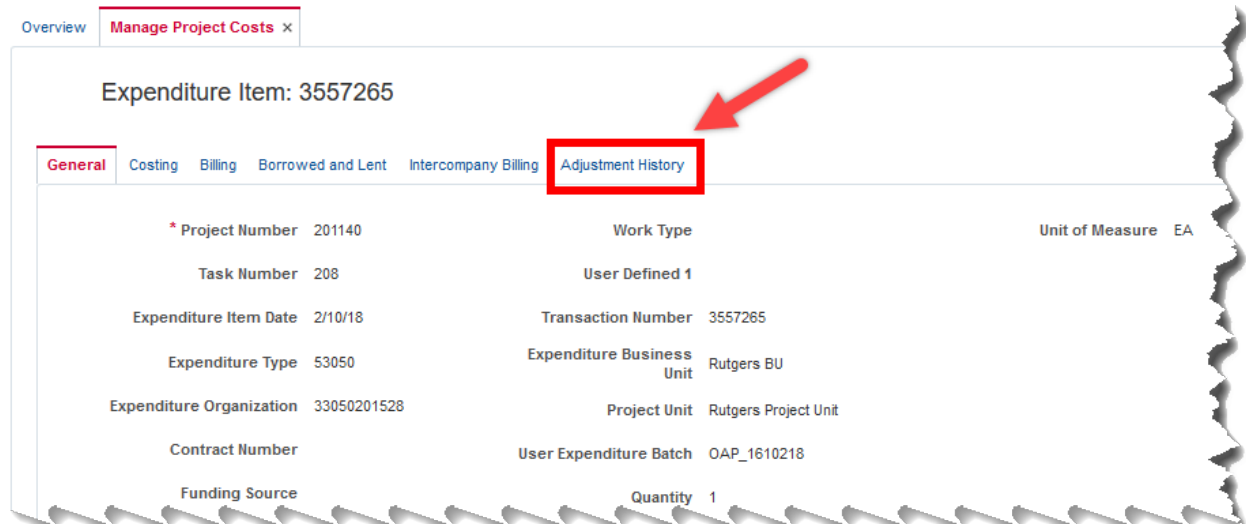
Contract Number ✘ You must enter a value.

Funding Source ✘ You must make at least one selection.

OK

ADJUSTMENT HISTORY

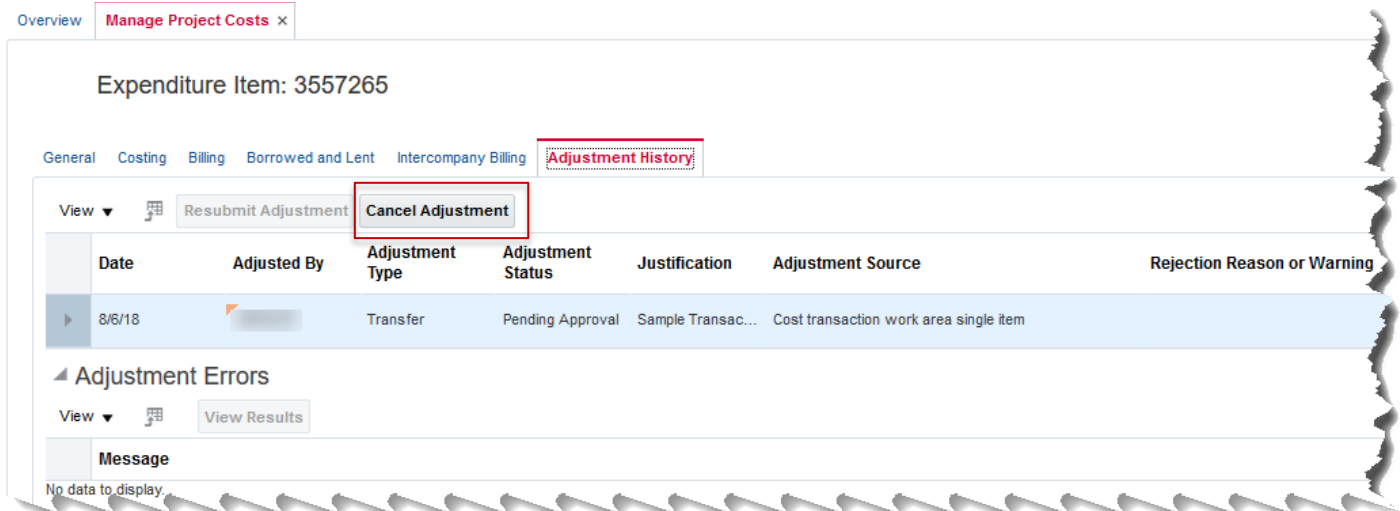
To confirm the submission of your transaction, cancel the adjustment or to view the adjustment history for a cost transaction, select the Adjustment History tab.



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.

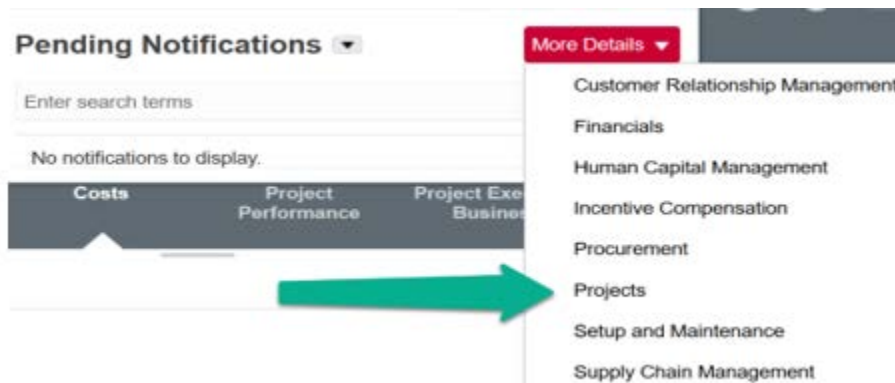


APPROVAL - ACTIONS MENU

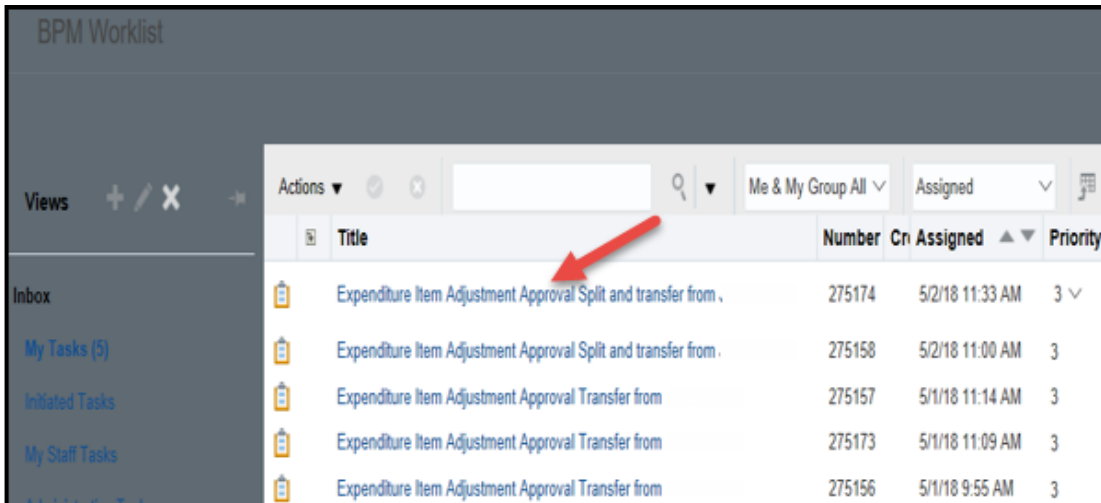
1. After an Approver logs into the Financial Management system, select the **Bell** from the home page to view your pending notifications.



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.**



The screenshot shows the 'BPM Worklist' interface. On the left, there is a sidebar with 'Views' and a list of task categories: 'Inbox', 'My Tasks (5)', 'Initiated Tasks', and 'My Staff Tasks'. The main area displays a table of tasks. The table has columns for 'Title', 'Number', 'Cr', 'Assigned', and 'Priority'. A red arrow points to the first row of the table.

Title	Number	Cr	Assigned	Priority
Expenditure Item Adjustment Approval Split and transfer from .	275174		5/2/18 11:33 AM	3
Expenditure Item Adjustment Approval Split and transfer from .	275158		5/2/18 11:00 AM	3
Expenditure Item Adjustment Approval Transfer from	275157		5/1/18 11:14 AM	3
Expenditure Item Adjustment Approval Transfer from	275173		5/1/18 11:09 AM	3
Expenditure Item Adjustment Approval Transfer from	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.