

OVERVIEW

This job aid details the process of adjusting non sponsored revenue from **General Ledger to Projects**.

NON SPONSORED FUNDING ADJUSTMENT DETAILS

Revenue Adjustment Type	Journal Category	Example
Adjust revenue from GL to Projects	RU PGM Revenue Adj	A department submitted a cash receipts journal and forgot to include the project information so that the project could be credited. A RU PGM Revenue Adj journal would need to be created to credit the project.

GETTING STARTED

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

In order to adjust the revenue, a journal entry must be created. If you are adjusting revenue, it is important that you first research the original journal entry so you can obtain the accounting string that was credited and dollar amount that needs adjusting. Then you can create a journal using the category RU PGM Revenue Adj.

CREATE A JOURNAL – USING A JOURNAL FORM

From the home page, the Create Journal functionality is located under **General Accounting>Journals>Tasks**. You can create a journal either using a form or a spreadsheet. The example below is creating a journal using a form.

Journals

- Manage Journals
- **Create Journal**
- Create Journal in Spreadsheet
- Create Encumbrance Journal in Spreadsheet

Under the **Tasks** menu, click the **Create Journal** link.

ENTER THE REQUIRED INFORMATION

The Create Journal page will display. Leave the Journal Batch field blank. The **Description** field is optional under the **Journal Batch** section should be updated to reflect the accurate nature of the entry. The **Accounting Period** and **Balance Type** default and the **Journal Batch** field should remain blank.

Create Journal

▲ **Journal Batch** | [Show More](#)

Journal Batch

Description

* Accounting Period

* Balance Type

Attachments None +

You can add an attachment by selecting the plus (+) sign next to the Attachment field.

Journal Batch | [Show More](#)

Journal Batch

Description

* Accounting Period

* Balance Type

Attachments None

A dialog box will appear. Browse for the file you want to attached and select **OK**.

Attachments x

Actions

Type	* File Name or URL	Title	Description	Attached By	Attached D
File	<input type="button" value="Browse..."/> No file selected.	<input type="text"/>	<input type="text"/>	Instructor01	1/21/17 12:02

Rows Selected 1 Columns Hidden 1

In the Journal section of the journal, leave the **Journal** field blank. The **Description** field is optional. The **Legal Entity Name** field is a required field, but the information does not auto-populate. Select **Rutgers, The State University of New Jersey** using the drop down menu.

Journal | [Show More](#)

Journal

Description

* Ledger

*** Legal Entity Name**

* Accounting Date

* Category

The Category field is a required field. To adjust funding from a GL account string to a COA project string use the category of **RU PGM Revenue Adj**.

Journal | [Show More](#)

Journal

Description

* Ledger

* Legal Entity Name

* Accounting Date

* Category

The **Journal Lines** section must be complete in order to notate the GL string from which the funding adjustment will come as well as the COA project string to which the funding adjustment will be transferred to or adjusted.

Journal Lines

Actions View Format + [Icons]


Line	* Account	Description
▶ 1	<input type="text"/>	
▶ 2		
Total		

Click on Line 1 to enter **the GL string funding the project**

Tip: If you use the Search feature, (magnifying glass) it will bring up the Chart of Account fields to make it easier to enter the accounting information.

Journal Lines

Actions ▼ View ▼ Format ▼ + [Icons]

Line	* Account
▶ 1	900.1550.9999.0001.100.8000.42060.0000
▶ 2	<input type="text"/> 

Account x

Hide Segments

Unit

Division

Organization

Location

Fund Type

Business Line

Account

Activity 0000

IntraUnit 000

Future 00000

Enter the information into the desired fields or use the drop down menu to search for values.

Search Reset | OK Cancel

Next, enter the amount you want to adjust in the **Debit** field as a **positive number**.

Enter further details about the transaction in the **line description** field.

Journal Lines

Actions ▾ View ▾ Format ▾ + [Icons] Detach ↩ Wrap

Line	* Account	Entered (USD)		Description
		Debit	Credit	
▶ 1	900.1550.9999.0001.100.8000.42	637.00		

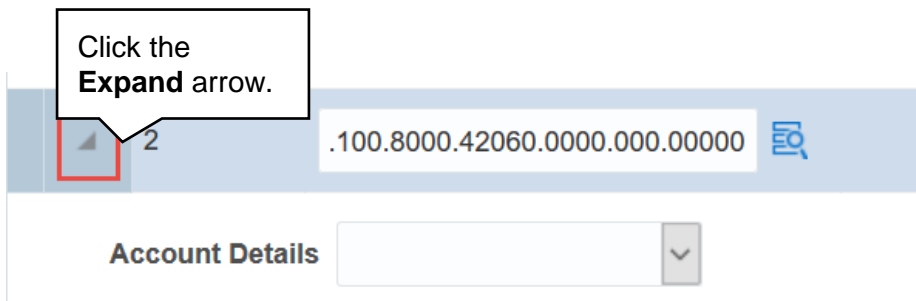
Moving to Line 2, enter the COA string relating to the project receiving the funding adjustment as a **positive number** under the **Credit** field.
IMPORTANT: Use the same COA account segment for the related transactions.

Line	* Account	Entered (USD)		Description
		Debit	Credit	
▶ 1	900.1550.9999.0001.100.8000.42060.000	637.00		
▶ 2	100.6295.1759.1000.100.8000.42		637.00	
Total		637.00	637.00	

ASSOCIATING THE CONTRACT AND PROJECT

A **Contract Number**, **Project Number** and **Task Number** must be associated to the COA project string that contains the credit value. In order to accomplish this, click on the arrow to the left of Line 2 in order to expand and access the additional fields needed.


Click the **Expand** arrow.



▲	2	.100.8000.42060.0000.000.00000	
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Account Details

Then use the drop down arrow next to the **Account Details** field.

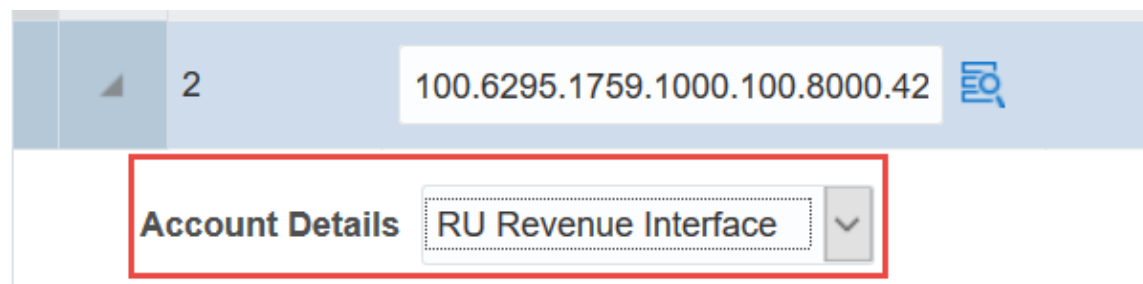


▲	2	100.6295.1759.1000.1	
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Account Details

Click the **Account Details** drop-down menu.

Select **RU Revenue Interface**.



▲	2	100.6295.1759.1000.100.8000.42	
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Account Details

Enter the **Contract Number**, **Project Number** and **Task Number** for the COA project string to which the funding is being adjusted.

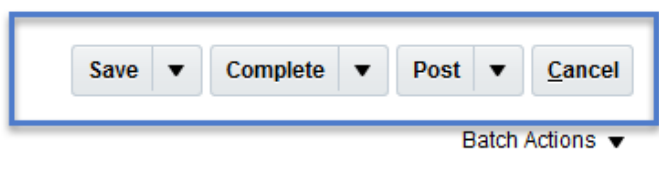
Account Details	RU Revenue Interface	▼
* Contract Number	INT200501	
* Project Number	200700	
* Task Number	200	

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 contract number, project number and task number.

You can enter multiple transactions by click the plus (+) sign to add additional lines or use the drop down menu under Action and select Add.

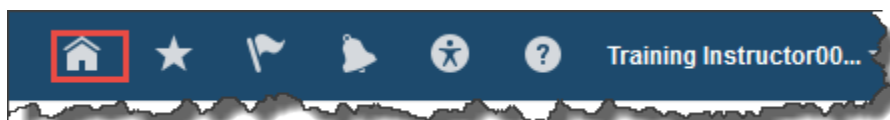


Once the required information has been entered, you may submit the RU PGM Revenue Adj journal from GL to Projects by clicking the **Save, Complete and Post buttons**.



Once posted, a revenue event will be created in Projects.

Return to the homepage by clicking the “home” icon at the top right of the page.

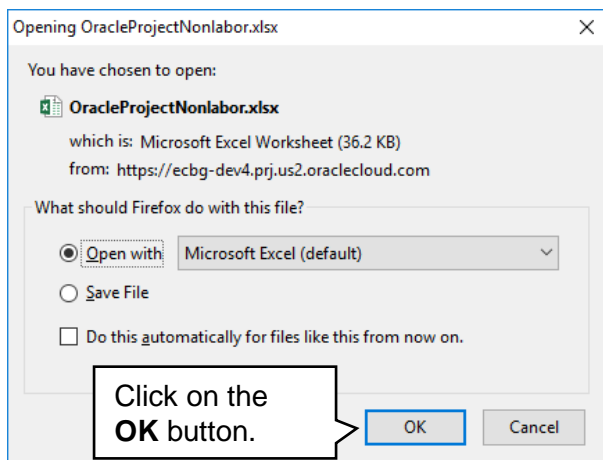


CREATE A JOURNAL – USING A JOURNAL SPREADSHEET

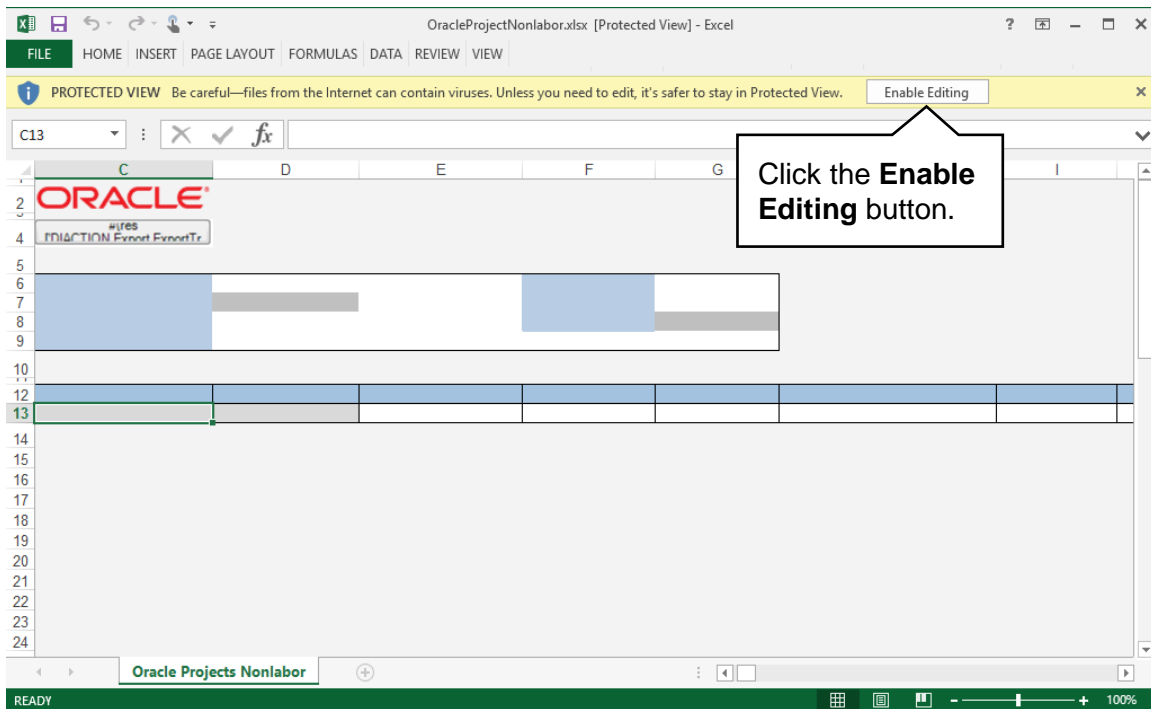
From the homepage, the Create Journal functionality is located under **General Accounting>Journals>Tasks**. You can create a journal either using a form or a spreadsheet. The example below is creating a journal using a spreadsheet.



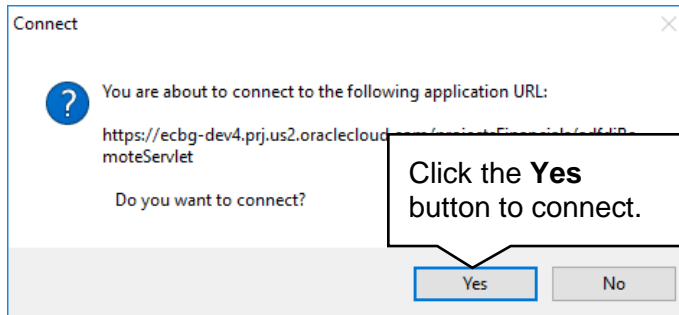
A window will appear asking to open the Microsoft Excel spreadsheet that is utilized in order to upload the batch to the system. This must be accepted in order for the spreadsheet to open. Click **OK**.



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.



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.



A login window will then 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 RU PGM Revenue Adj journal from **GL 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. Documentation is located on the Controller's website.

Leave the **Journal field** blank. The system will generate a unique Journal number to identify your Journal (This number is generated after posting).

Enter a **Description**, (optional field) for your journal. Click in the **Ledger field** and use the drop down arrow to select **Rutgers Ledger**. Enter the **Accounting Date**.

Tip: This information should be entered in mm/dd/yyyy format.

Data Access Set	Rutgers Ledger
Journal	
Description	Revenue Adj from GL to Project
*Ledger	Rutgers Ledger
*Accounting Date	1/20/2017
Adjusting Period	

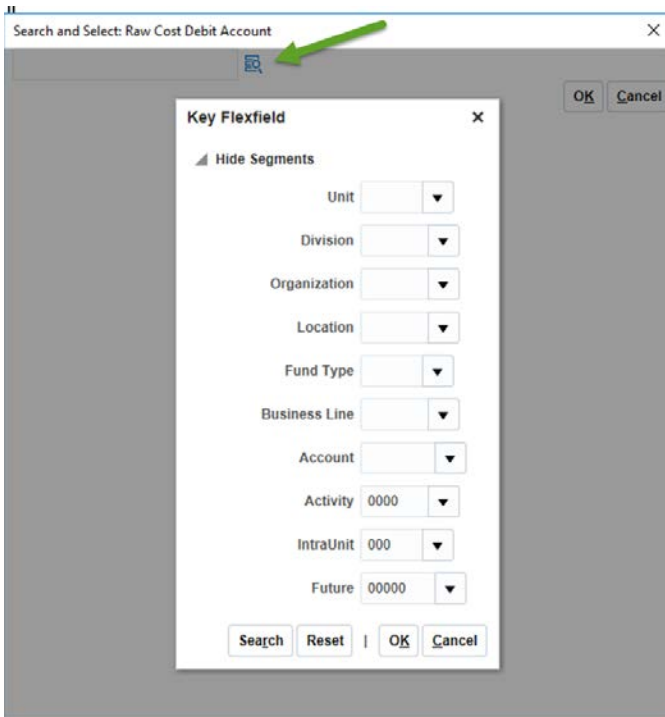
In the **Category field** select RU PGM Revenue Adj to adjusting funding from a GL string to a COA project string. You can type it in directly or click in the cell and search for it.

*Group ID	47062
*Source	Spreadsheet
*Category	RU PGM Revenue Adj
Reversal Period	
Reversal Date	
Worksheet Status	
Journal Validation Status	

The **Journal Lines** section must be complete. First line is the GL string that will be debited for the adjustment.

Journal Lines						
Changed	Row Status	*Unit [..]	*Division [..]	*Organization [..]	*Location [..]	*Fund Type [..]

Tip: If you double click in any of the COA cells it will bring up the Account Selector and Chart of Account fields to make it easier to enter the accounting information. Enter your information and click **OK**.



In the **Currency field** enter **USD**. Enter the amount you want to adjust **in the Debit field as a positive number.**

*Currency	**Entered Debit
USD	3,000.00

Scrolling over to column W, you can enter a **Line Description**. This field is optional.

W	X	Y	Z
Line Description	Statistical Quantity	Clearing Company	Line Descriptive Flexfield

Moving to line 2, enter the COA project string that needs the adjustment.
IMPORTANT: Use the same natural account for the related transactions.

Journal Lines

Changed	Row Status	*Unit [..]	*Division [..]	*Organization [..]	*Location [..]	*Fund Type [..]

Enter **USD** in the Currency Field. Enter the amount as a **positive number** under the **Credit** field.

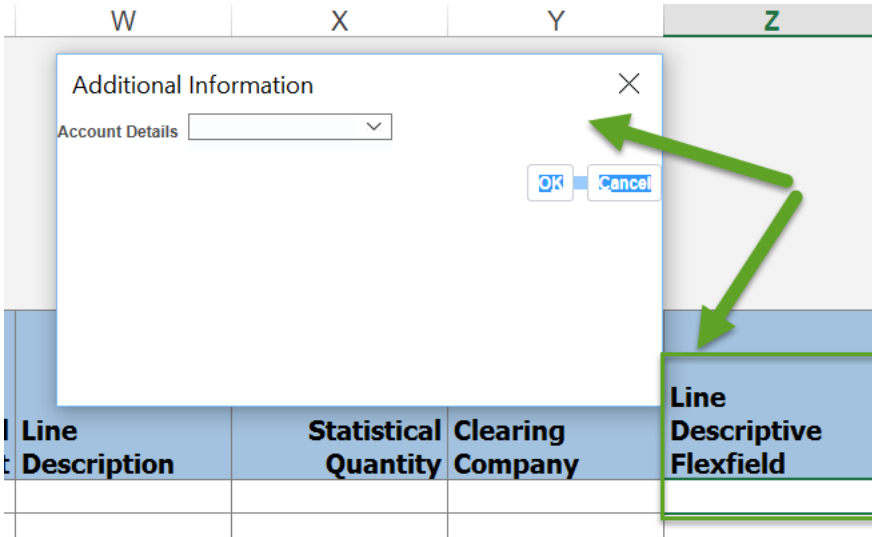
*Fund Type [..]	*Business Line [..]	*Account [..]	*Activity [..]	*IntraUnit [..]	*Future [..]	*Currency	**Entered Debit	**Entered Credit	Com Date
700	8000	90190	0000	000	00000	USD	6,767.95		
700	8000	90190	0000	000	00000	USD		6,767.95	

Scrolling over to column W, you can enter a **Line Description**. This field is optional.

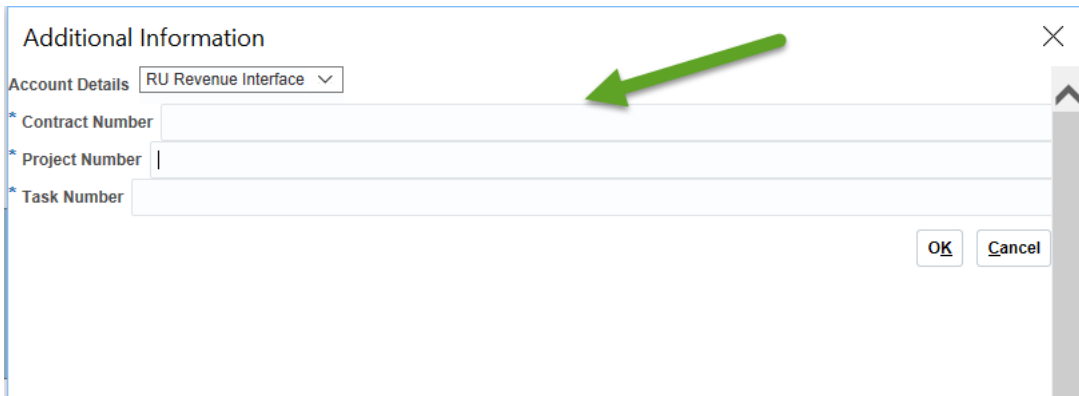
W	X	Y	Z
Line Description	Statistical Quantity	Clearing Company	Line Descriptive Flexfield

ASSOCIATING THE CONTRACT AND PROJECT

A **Contract Number**, **Project Number** and **Task Number** must be associated to the COA project string that contains the credit value. In order to accomplish this, double click in the **Line Descriptive Flexfield Values** (Column AA). This will bring up the **Account Details** dialog box.



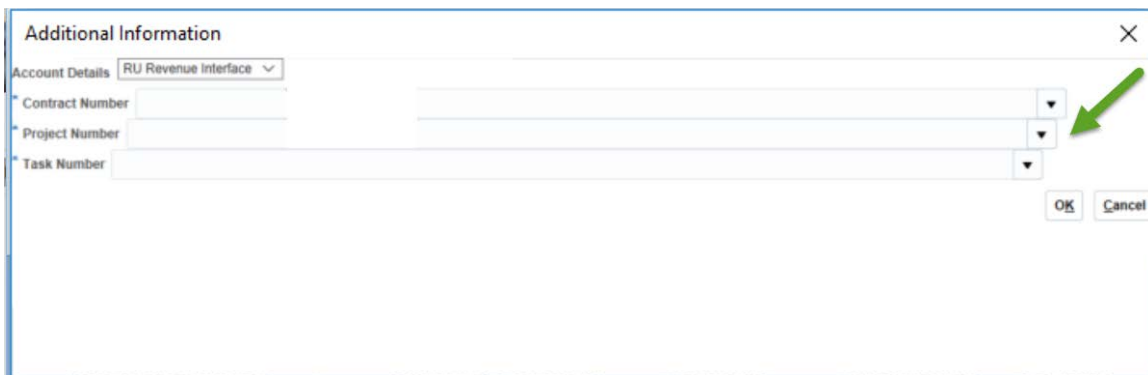
Use the drop down arrow and select **RU Revenue Interface**.



Enter the **Contract Number**, **Project Number** and **Task Number** for the COA project string to which the revenue is being transferred or adjusted.

Account Details	RU Revenue Interface	▼
* Contract Number	INT200501	
* Project Number	200700	
* Task Number	200	

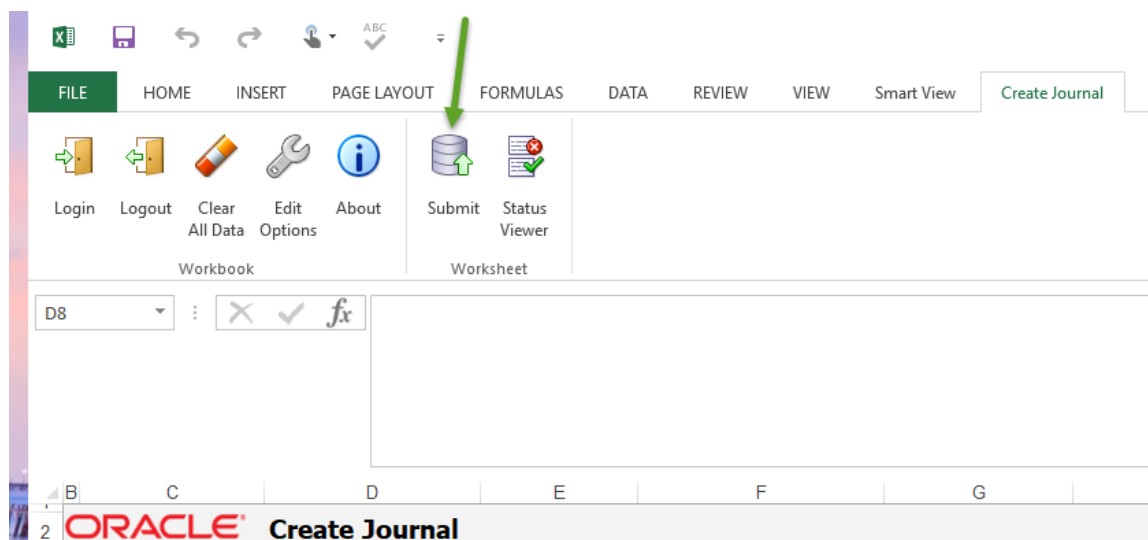
Tip: Expand the dialog box to the right so the drop down arrows are visible.



The screenshot shows a dialog box titled "Additional Information" with a close button (X) in the top right corner. It contains the same form as the previous image, but the input fields for Contract Number, Project Number, and Task Number are empty. A green arrow points to the small downward-pointing triangles (dropdown arrows) on the right side of each of these three input fields. At the bottom right of the dialog box, there are "OK" and "Cancel" buttons.

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 contract number, project number and task number.

You can enter multiple transaction by inserting lines in spreadsheet. After all information has been enter, click the **Submit** button.



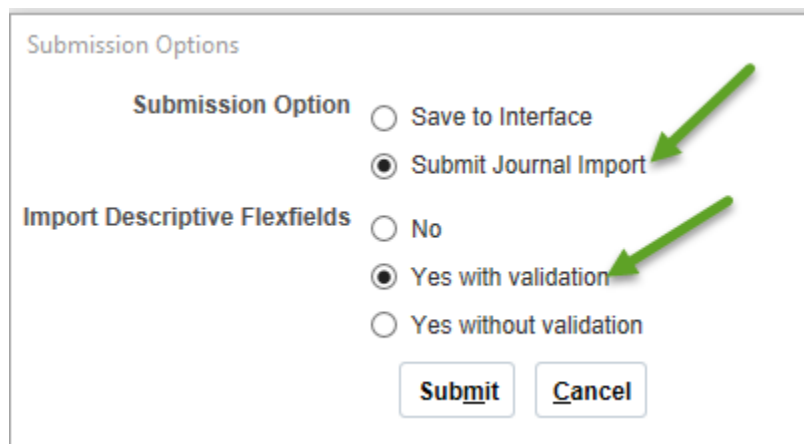
A **Submission Options** dialog box will display.

Select Submission Option **Submit Journal Import**.

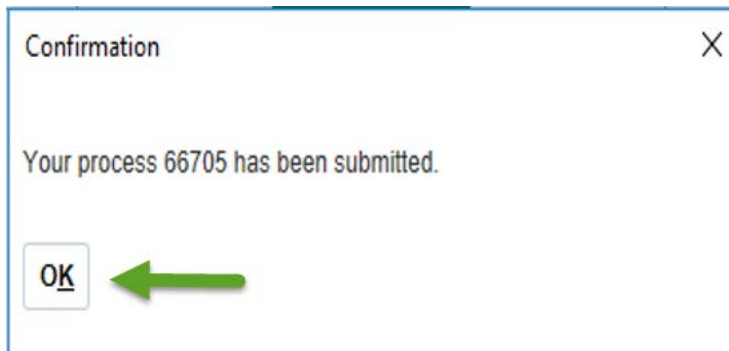
If you do not have an attachment, select **Submit Journal Import**. This will directly send your Journal to your Finance Approver for approval.

In the Import Descriptive Flexfields : select **Yes, with validation**.

Then click **Submit**.



Then the **OK** button.



The system will generate a Process number for your transaction. At this time your transaction has not yet gone for approval. It will appear in the system as Unposted. You can save the spreadsheet to your desktop.

If you want to add an attachment, login to the system. Search for your journal by navigating to **General Accounting>Journals>Tasks>Manage Journals**. You can use the process number as a search parameter or use other search parameters. Add your attachment (directions were described previously in this document).

Once you have added your attachment, click on **Post**. The Journal will be routed to your Finance Approver at this time for approval.

Return to the homepage by clicking the "home" icon at the top right of the page.

