

OVERVIEW

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

NON SPONSORED FUNDING ADJUSTMENT DETAILS

Revenue Adjustment Type	Journal Category	Example
Adjust Revenue from Projects to Projects	RU PGM Revenue Adj	Revenue needs to be adjusted between two projects due to revenue recording error.

GETTING STARTED

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

In order to adjust revenue, a journal entry must be created.

When 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 with the category of RU PGM Revenue Adj.

CREATE A JOURNAL – USING A JOURNAL FORM

From the homepage, the Create Journal functionality is located under the **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.



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	<input type="text"/>
Description	<input type="text"/>
* Accounting Period	JUL-19 <input type="button" value="v"/>
* Balance Type	Actual <input type="button" value="v"/>
Attachments	None <input type="button" value="+"/>

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

Journal Batch | [Show More](#)

Journal Batch

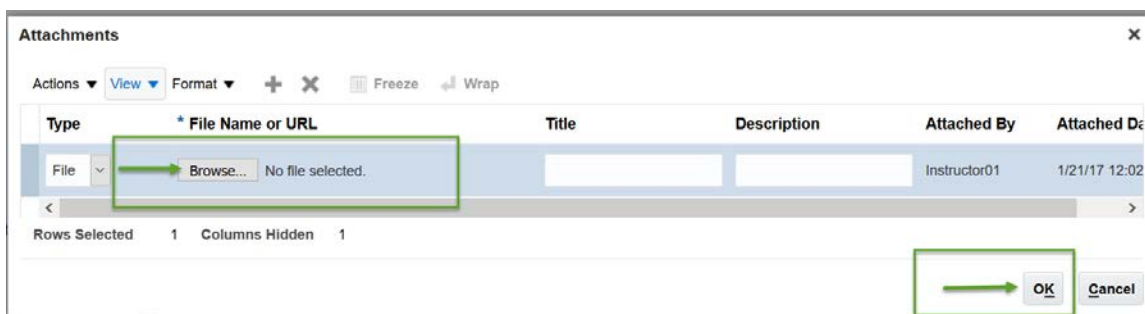
Description

* Accounting Period JAN-17

* Balance Type Actual

Attachments None +

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



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 Rutgers Ledger

* Legal Entity Name Rutgers, The State University of New Jer

* Accounting Date 7/9/18

* Category

The Category field is a required field. To adjust funding from a Project account string to a GL 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 COA project string from which the adjustment will come as well as the GL string to which the funding will be adjusted.

▲ **Journal Lines**

Actions ▾ View ▾ Format ▾ +

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

Click on Line 1 to enter the COA project string for the adjusting entry.

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

Enter the amount you want to adjust in the **Credit** field as a **negative number** by adding the negative sign “-“ in front of the value. This will debit the project revenue.

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

Journal Lines

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

Line	* Account	Entered (USD)		Description
		Debit	Credit	
▶ 1	900.1550.9999.0001.100.8000.42 [Icon]		-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 1 in order to expand and access the additional fields needed.

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

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

Line	* Account
◀ 1	900.1550.9999.0001
Account Details <input type="text"/> ▼	

Select **RU Revenue Interface**.

Actions ▼ View ▼ Format ▼ + [Icons]

Line	* Account
◀ 1	900.1550.9999.0001.100.8000.42
Account Details <input type="text" value="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

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.

Moving to Line 2, enter the COA project string that receives the adjustment. Enter the amount of the transfer or adjustment **under the Credit field as a positive number**.

IMPORTANT: Use the same natural account for the related transactions.

Journal Lines

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

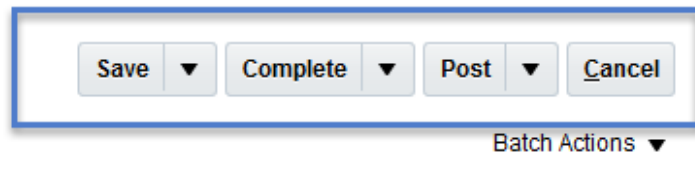
Line	* Account	Entered (USD)		Description
		Debit	Credit	
▶ 1	900.1550.9999.0001.100.8000.42		-637.00	
▶ 2	100.6295.1759.1000.100.8000.42060.0000		637.00	
Total		0.00	0.00	

A **Contract Number**, **Project Number** and **Task Number** must be associated to the COA project string. Click the expand arrow next to line 2. Select **RU Revenue Interface**, and enter the contract number, project number and the task number. (Follow the process as described in prior pages for line 1 in this document).

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 Revenue Transfer or Adjustment from Projects to Projects by clicking the **Save, Complete and Post** buttons.



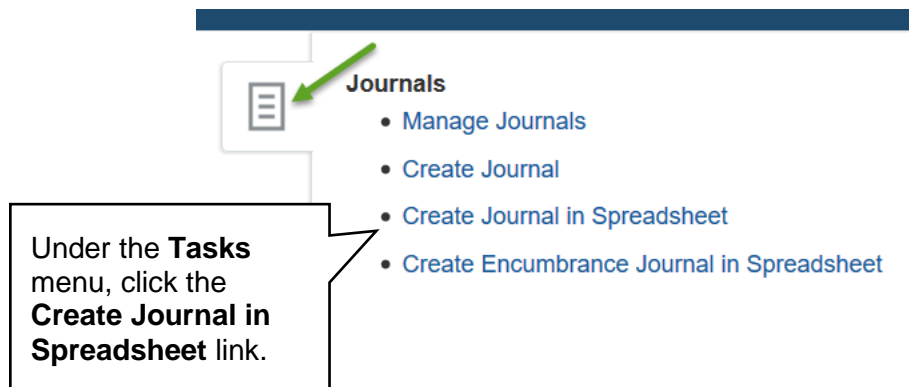
Once posted, a negative revenue event will be created in the project from which you transferred or adjusted and a new revenue event will be created in the projects that receive the transfer or adjustment.

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

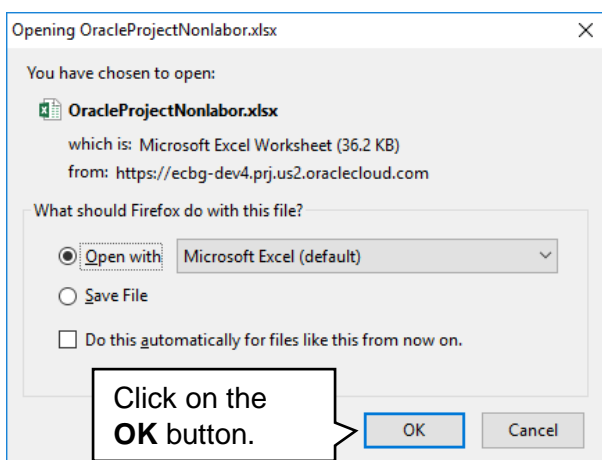


CREATE A JOURNAL – USING A JOURNAL SPREADSHEET

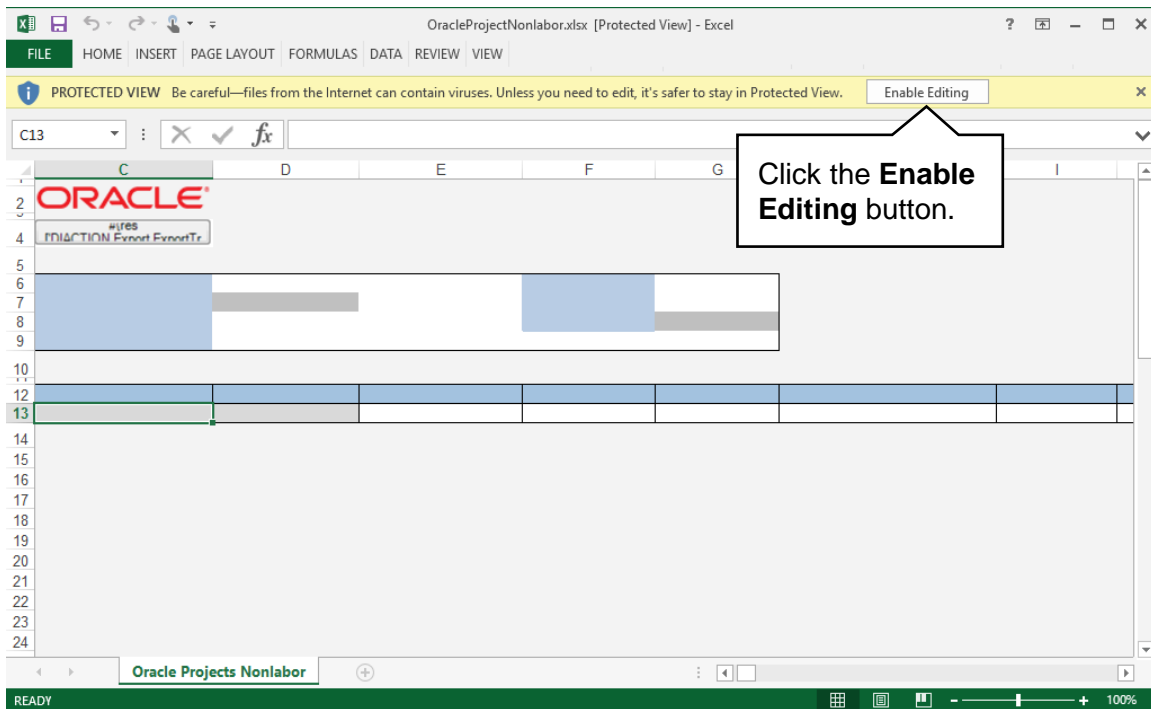
From the homepage, the Create Journal functionality is located under **General Accounting>Journals>Tasks**. You can create a journal either using a form or a spreadsheet. The example below is creating a journal using a spreadsheet.



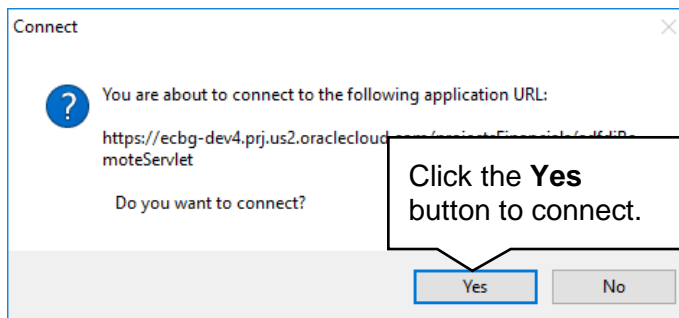
A window will appear asking to open the Microsoft Excel spreadsheet that is utilized in order to upload the batch to the system. This must be accepted in order for the spreadsheet to open. Click **OK**.



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.

Login >

RUTGERS
Central Authentication Service (CAS)

Please Log In

You have requested access to a site that requires Rutgers authentication. This is not a public network and explicit authorization is required. For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Enter your Rutgers NetID and Password

NetID:

Password:

Ensure proper security — keep your

The spreadsheet will then connect and allow entry in preparation of uploading the revenue journal from **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 on the Controller's website.

ORACLE Create Journal

* Required **At least one is required
If any rows on the worksheet have an Insert failed status, none of the rows are loaded to GL Interface table.

Data Access Set Rutgers Ledger	*Group ID 407278	
Journal Description	*Source Spreadsheet	Total Entered Debit 0.00
*Ledger	*Category Adjustment	Total Entered Credit 0.00
*Accounting Date	Reversal Period	Total Accounted Debit 0.00
Adjusting Period	Reversal Date	Total Accounted Credit 0.00
Worksheet Status	Reference Date	
	Journal Validation Status	

Journal Lines

Changed	Row Status	*Unit [-.]	*Division [-.]	*Organization [-.]	*Location [-.]	*Fund Type [-.]	*Business Line [-.]	*Account [-.]	*Activity [-.]

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** 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.

ORACLE Create Journal

Submit

* Required **At least one is required

If any rows on the worksheet have an Insert failed status, none of the rows are loaded to C

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

When you are adjust funding from a COA project string to another COA project string use the category of **RU PGM Revenue Adj**. You can type it in directly or click in the cell and search for it.

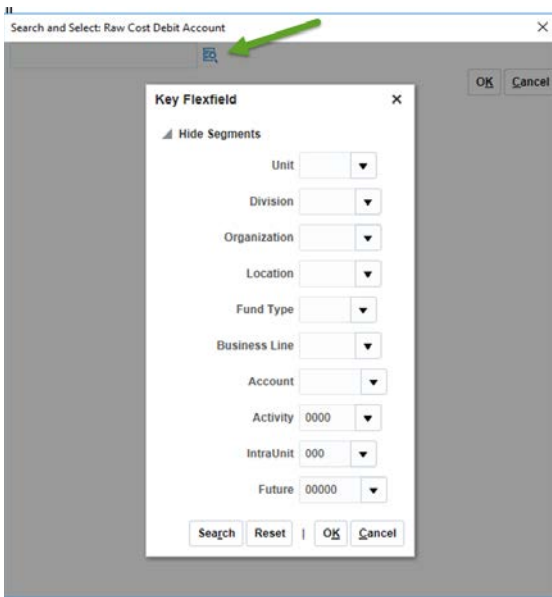
*Group ID	47062
*Source	Spreadsheet
*Category	RU PGM Revenue Adj
Reversal Period	
Reversal Date	
Worksheet Status	
Journal Validation Status	

The **Journal Lines** section must be complete in order to notate the COA project string from which the transfer or adjustment will come from.

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**.

*Currency
USD
USD

Enter the original amount you are adjusting in the **Credit field** as a **negative number** by adding the negative sign “-“ in front of the value. This will debit the project revenue.

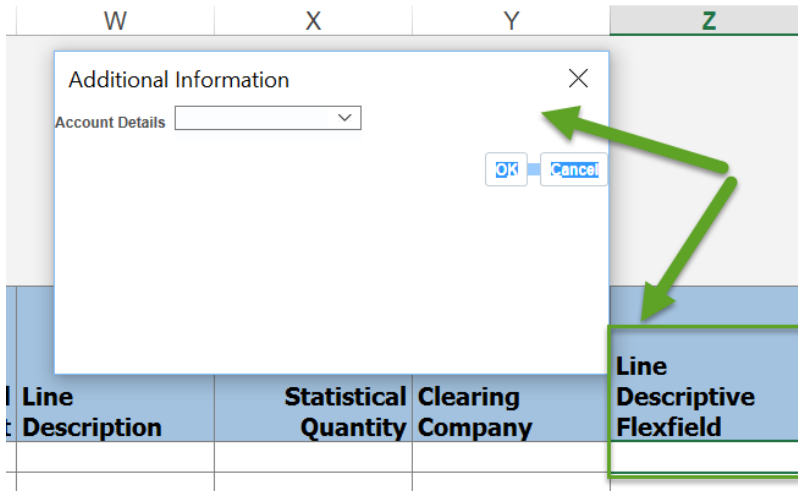
*Business Line [..]	*Account [..]	*Activity [..]	*IntraUnit [..]	*Future [..]	*Currency	**Entered Debit	**Entered Credit
8000	90190	0000	000	00000	USD		-6,767.95

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

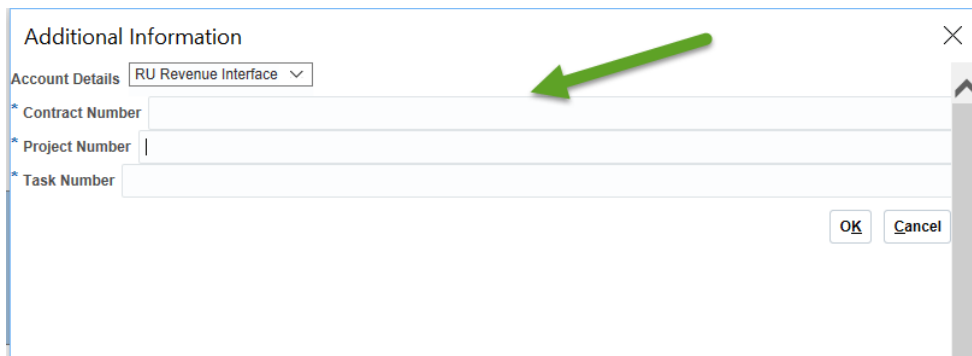
W	X	Y	Z
Line Description	Statistical Clearing Quantity Company		Line Descriptive Flexfield

ASSOCIATING THE CONTRACT AND PROJECT

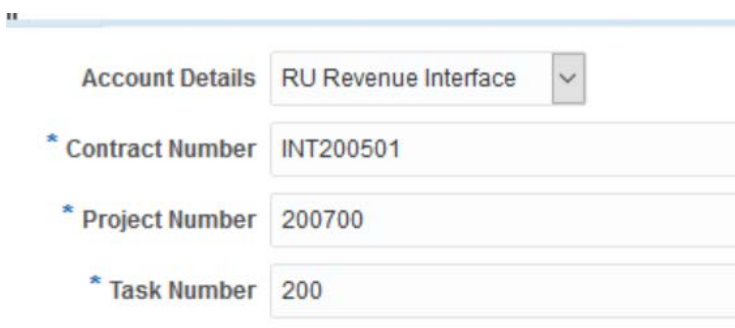
A **Contract Number**, **Project Number** and **Task Number** must be associated to the COA project string that contains the negative credit value. In order to accomplish this, double click in the **Line Descriptive Flexfield Values** (Column AA). This will bring up the **Account Details** dialog box.



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 funding is adjusted.



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

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.

Moving to Line 2, enter the COA project string that receives 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 of the adjustment **under the Credit field as a positive number.**

*Business Line [..]	*Account [..]	*Activity [..]	*IntraUnit [..]	*Future [..]	*Currency	**Entered Debit	**Entered Credit
8000	90190	0000	000	00000	USD		-6,767.95
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. Click in line 2 the **Line Descriptive Flexfield** (Column Z). Select **RU Revenue Interface** and enter the contract number, project number and the task number. (Follow the process as described in prior pages for line 1 in this document).

Additional Information

Account Details RU Revenue Interface

* Contract Number

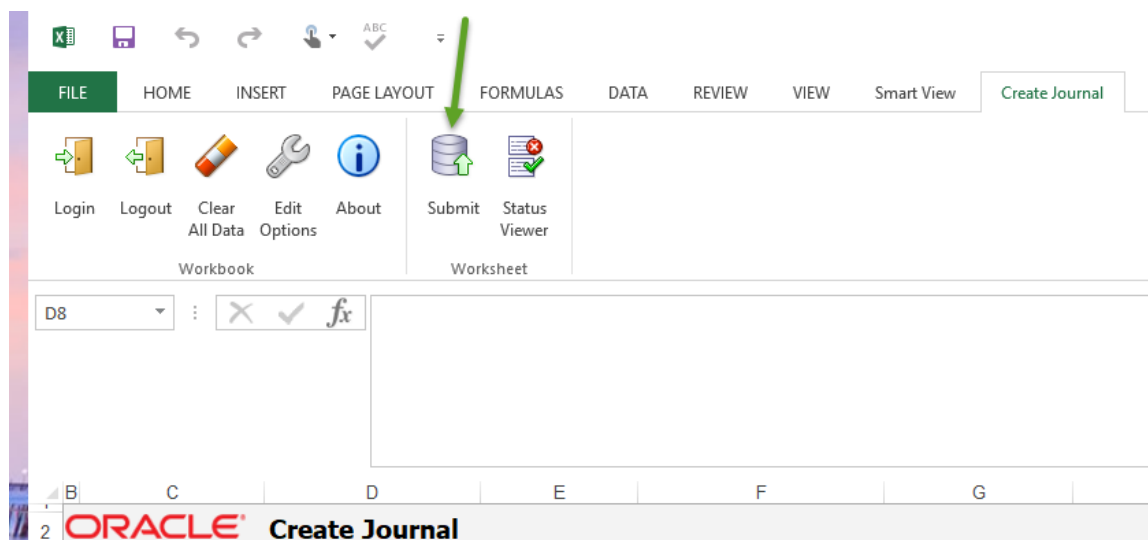
* Project Number

* Task Number

OK Cancel

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.



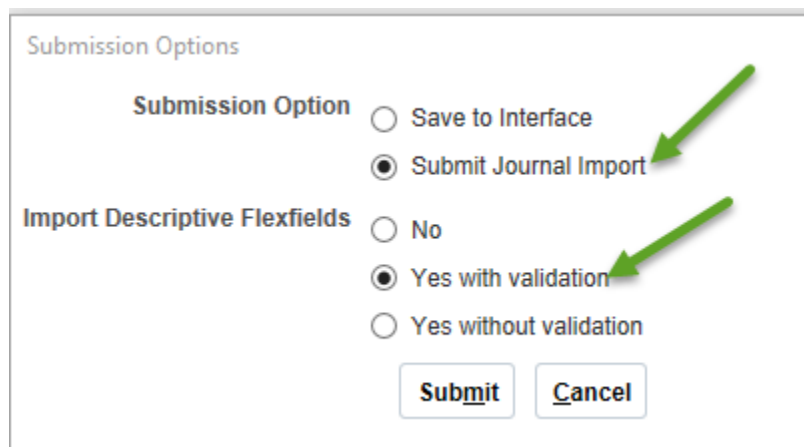
A **Submission Options** dialog box will display.

Select Submission Option **Submit Journal Import**.

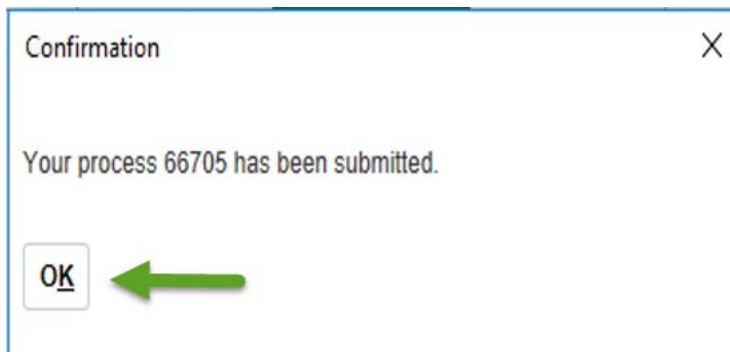
If you do not have an attachment, please select **Submit Journal Import and Posting**. This will directly send your Journal to your Finance Manager for approval.

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).

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

Once posted, a negative revenue event will be created in the project from which you transferred or adjusted and a new revenue event will be created in the projects that receive the transfer or adjustment.

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

