

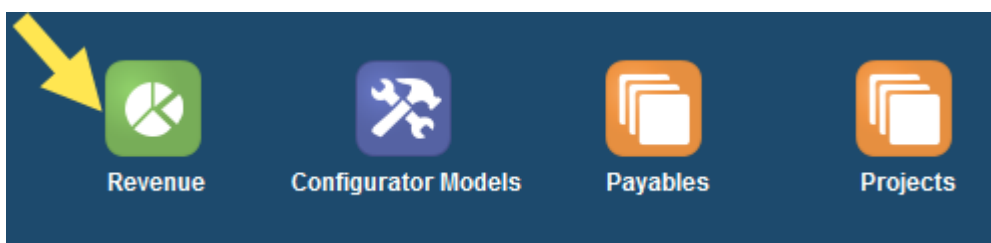
## OVERVIEW

This job aid details the process of searching for the revenue event using Manage Events, Manage Revenue Distributions and Manage Summary Revenue Screens.

## GETTING STARTED

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

In order to review a revenue event select the **Revenue tile** from the homepage.



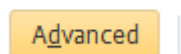
## MANAGE EVENTS

This task shows recognized (populated in revenue distribution) and unrecognized revenue (newly interfaced transactions ready for recognition) Process is scheduled to run every 4 hours.

1. Under Tasks, select **the Manage Events** link.



2. On the Search screen select the **Advanced** button.



## ENTER SEARCH CRITERIA



Enter Search criteria.

- In the Business Unit select **Rutgers BU** from the drop down menu.
- Enter in your **Project Number**.

**TIP:** You can also use a date range by selecting Completion Date, Revenue Status change to Unrecognized or you can fill in the Event Type by using the drop down arrow. Click the **Search** button.

**Manage Events**

Search

\* Business Unit   

Use this event for invoices

Use this event for revenue

Invoice Status

Revenue Status


Billing Type

\*\* Contract Number

\*\* Project Name

\*\* Project Number

\*\* Event Type




## EVENT NUMBER

- Click on the **Event Number** for the revenue event you want to review. When finish looking at the revenue event select **Done**.

Search Results

Actions View Format Freeze Detach Wrap

Event Number	Contract Number	Contract Line Number	Project Name	Associated Task Name	Transaction Task Name	Description	Billing Currency Type	Event Amount in Bill Transaction Currency
1	EXT202081	202283	288517-NJAES T...	288517-NJAES T...	288517-NJAES T...	Revenu...	Contract	55,385.08 USD



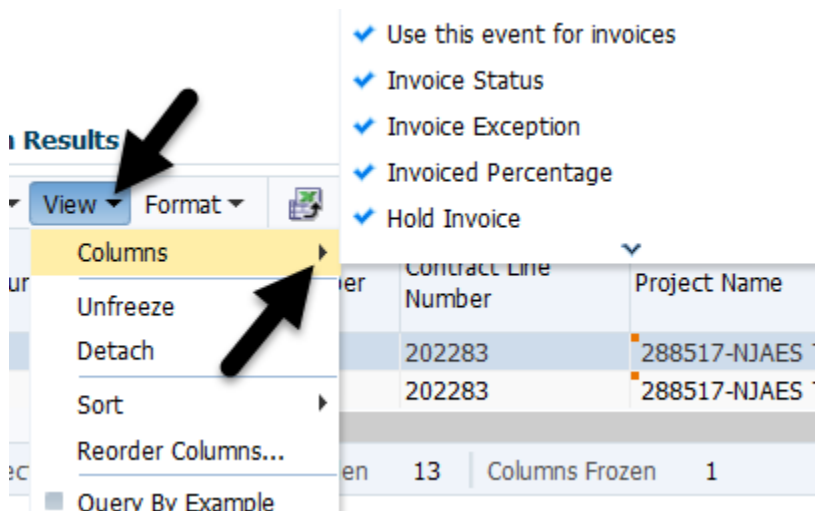
### Event 1

Business Unit	Rutgers BU	Project Name	288517-NJAES Turf Price/Belanger
Contract Number	EXT202081	Project Number	202283
Contract Line	202283	Transaction Task Name	288517-NJAES Turf Price/Belanger
Event Number	1	Transaction Task Number	200
Event Type	Revenue Balance Conversion	Associated Task Name	288517-NJAES Turf Price/Belanger
Description	Revenue Event for Summary Balance Conversion for Non Sponsored Projects	Associated Task Number	200
	Use this event for invoices	Reversed Event Number	Reverse this event in the next period
	Use this event for revenue	Billing Resource	Financial Resources
Completion Date	9/30/16	Billing Currency Type	Contract
Organization	33050207142	Event Amount in Bill Transaction Currency	55,385.08
Application Source	CONV-RUTG-DIS	Bill Transaction Currency	USD
Event Source	288517		

## ADD COLUMNS TO SEARCH RESULTS

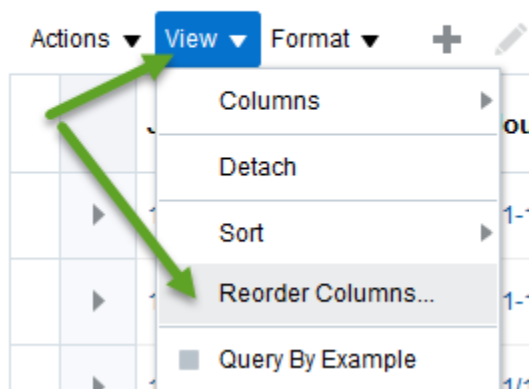
**TIP:** You can use the following process to add columns to your search results.

In the *Search Results* region, select the **View>Columns** drop-down menu. Click the **Up** or **Down** arrows to locate your selection. Click the checkbox to the left of your selection(s) to add to your columns.



**TIP:** You can also Sort your columns by selecting **View>Reorder Columns**.

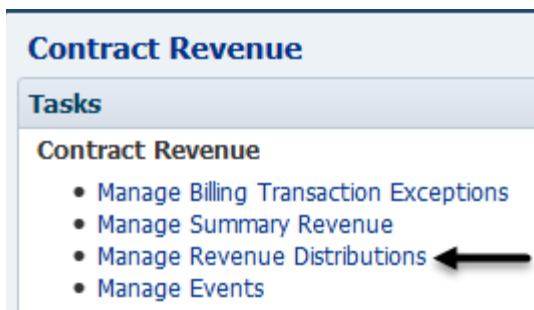
### Search Results

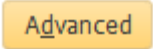


## MANAGE REVENUE DISTRIBUTION

Manage Revenue Distribution allows you to see the revenue transactions that have been recognized and will display in a PGM Report.

1. Under Tasks, select **the Manage Revenue Distribution** link.



2. On the Search screen select the **Advanced** button. 
3. In the Business Unit select **Rutgers BU** from the drop down menu.
4. **Interval** is the time frame for looking at the recognized Revenue transactions.
  - Inception to Date – from Conversion to the Accounting Period selected
  - Year – Fiscal Year selected
  - Quarter – defined by the Quarter and Year chosen
  - Period – the month chosen in the Accounting Period
5. Enter an **Accounting Period** – based on criteria selected in the interval field

- Enter in your **Project Number**. You can enter a specific task. If you do not enter a task then you will see all revenue received for that project. You can also enter a Contract to narrow the search criteria by Rutgers Foundation, Internal, External etc.

**Manage Revenue Distributions**

Search Basic

* Business Unit	Equals	Rutgers BU	Project Number	Equals	201773
Interval	Equals	Period	Associated Task Name	Equals	
* Accounting Period	Equals		Associated Task Number	Equals	
Accounting Date	Equals		Task Name	Equals	
Revenue in Ledger Currency	Equals		Task Number	Equals	
Billing Type	Equals	External	Transaction Type	Equals	
Contract Number	Equals		Transaction Number	Equals	
Contract Line Number	Equals		LOC Number	Equals	
Project Name	Equals	281415-SAS Research Fund - Gha			

## EVENT NUMBER

- Click on the **Event Number** for the revenue event you want to review. When finish looking at the revenue event select **Done**.

Search Results

Actions View Format Freeze Detach Wrap

Event Number	Contract Number	Contract Line Number	Project Name	Associated Task Name	Transaction Task Name	Description	Billing Currency Type	Event Amount in Bill Transaction Currency
1	EXT202081	202283	288517-NJAES T...	288517-NJAES T...	288517-NJAES T...	Revenu...	Contract	55,385.08 USD

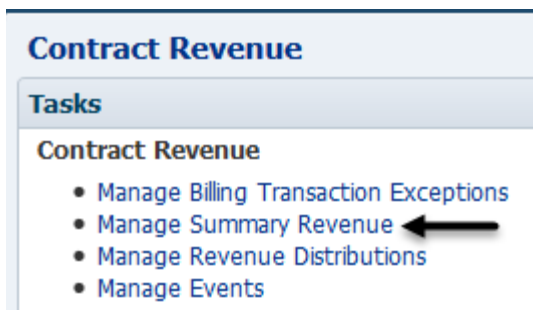
### Event 1

Business Unit	Rutgers BU	Project Name	288517-NJAES Turf Price/Belanger
Contract Number	EXT202081	Project Number	202283
Contract Line	202283	Transaction Task Name	288517-NJAES Turf Price/Belanger
Event Number	1	Transaction Task Number	200
Event Type	Revenue Balance Conversion	Associated Task Name	288517-NJAES Turf Price/Belanger
Description	Revenue Event for Summary Balance Conversion for Non Sponsored Projects	Associated Task Number	200
	<input type="checkbox"/> Use this event for invoices		<input type="checkbox"/> Reverse this event in the next period
	<input checked="" type="checkbox"/> Use this event for revenue	Reversed Event Number	
Completion Date	9/30/16	Billing Resource	Financial Resources
Organization	33050207142	Billing Currency Type	Contract
Application Source	CONV-RUTG-DIS	Event Amount in Bill Transaction Currency	55,385.08
Event Source	288517	Bill Transaction Currency	USD

## MANAGE SUMMARY REVENUE

Manage Summary Revenue allows you to review revenue by contract number and summarizing the amount by the period chosen.

1. Under Tasks, select **the Manage Summary Revenue** link.



2. In the Business Unit select **Rutgers BU** from the drop down menu.
3. **Interval** is the time frame for looking at the recognized Revenue transactions.
  - Inception to Date – from Conversion to the Accounting Period selected
  - Year – Fiscal Year selected
  - Quarter – defined by the Quarter and Year chosen
  - Period – the month chosen in the Accounting Period
4. Enter an **Accounting Period** – based on criteria selected in the interval field
5. Enter in your **Project Number**.

The screenshot shows a search form titled 'Manage Summary Revenue'. It includes a 'Search' button and an 'Advanced' button. The form contains several fields:
 

- \* Business Unit: Rutgers BU (arrow points to the dropdown arrow)
- Interval: Period (arrow points to the dropdown arrow)
- \* Accounting Period: DEC-17 (arrow points to the dropdown arrow)
- Billing Type: External (dropdown arrow)
- Contract Number: (empty field)
- Project Name: 280446-DOTS-Bike Rental Recove (dropdown arrow)
- Project Number: 200868 (arrow points to the text)

The search results will display the total revenue of all projects associated to a specific contract.

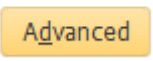
Search Results

Contract Number	Actual Margin Percentage	Budget Variance Percentage	Forecast Variance Percentage	Ledger Currency (USD)				
				Actual Project Revenue	Actual Contract Revenue	Actual Margin	Budget Variance	Forecast Variance
EXT200731	-149.59			660,087.24	660,087.24	-987,427.02	660,087.24	660,087.24
INT200731				0.00	0.00	-1,647,514.26	0.00	0.00
<b>Total</b>	<b>-399.18</b>			<b>660,087.24</b>	<b>660,087.24</b>	<b>-2,634,941.28</b>	<b>660,087.24</b>	<b>660,087.24</b>

Columns Hidden 10 Columns Frozen 1

EXT200731: Summary

Contract Line Number	Actual Margin Percentage	Budget Variance Percentage	Forecast Variance Percentage	Ledger Currency (USD)				
				Actual Project Revenue	Actual Contract Revenue	Actual Margin	Budget Variance	Forecast Variance
200868	100.00			1,080.00	1,080.00	1,080.00	1,080.00	1,080.00



**TIP:** You can select the **Advanced** button to display other search criteria.

## VIEW REVENUE DISTRIBUTION

- High-lite the contract line number (same as project number) and click on **View Revenue Distribution** to see the detail of the Revenue Summary to your specific project number as indicated in the search.

Search Results

Contract Number	Actual Margin Percentage	Budget Variance Percentage	Forecast Variance Percentage	Ledger Currency (USD)				
				Actual Project Revenue	Actual Contract Revenue	Actual Margin	Budget Variance	Forecast Variance
EXT200731	-149.59			660,087.24	660,087.24	-987,427.02	660,087.24	660,087.24
INT200731				0.00	0.00	-1,647,514.26	0.00	0.00
<b>Total</b>	<b>-399.18</b>			<b>660,087.24</b>	<b>660,087.24</b>	<b>-2,634,941.28</b>	<b>660,087.24</b>	<b>660,087.24</b>

Columns Hidden 10 Columns Frozen 1

EXT200731: Summary

Contract Line Number	Actual Margin Percentage	Budget Variance Percentage	Forecast Variance Percentage	Ledger Currency (USD)				
				Actual Project Revenue	Actual Contract Revenue	Actual Margin	Budget Variance	Forecast Variance
200868	100.00			1,080.00	1,080.00	1,080.00	1,080.00	1,080.00

## DISTRIBUTION DETAILS

- The Distribution Details displays. Click on the **Event Number** for the revenue event you want to review. When finish looking at the revenue event select **Done**.

Revenue Distributions

Distribution Details

Contract Number	Contract Line Number	Project Name	Associated Task Name	Task Name	Transaction Number	Event Number	Accounting Period	Accounting Date	Actual Contract Revenue in Ledger Currency (USD)
EXT200731	200868	280446-DDTS-Bike Rental Recovery	280446-DDTS-Bk.	280446-DDTS-Bk.		37	DEC-17	12/10/16	-10.00
EXT200731	200868	280446-DDTS-Bike Rental Recovery	280446-DDTS-Bk.	280446-DDTS-Bk.		36	DEC-17	12/9/16	-10.00

### Event 1

Business Unit	Rutgers BU	Project Name	288517-NJAES Turf Price/Belanger
Contract Number	EXT202081	Project Number	202283
Contract Line	202283	Transaction Task Name	288517-NJAES Turf Price/Belanger
Event Number	1	Transaction Task Number	200
Event Type	Revenue Balance Conversion	Associated Task Name	288517-NJAES Turf Price/Belanger
Description	Revenue Event for Summary Balance Conversion for Non Sponsored Projects	Associated Task Number	200
	<input type="checkbox"/> Use this event for invoices		<input type="checkbox"/> Reverse this event in the next period
	<input checked="" type="checkbox"/> Use this event for revenue	Reversed Event Number	
Completion Date	9/30/16	Billing Resource	Financial Resources
Organization	33050207142	Billing Currency Type	Contract
Application Source	CONV-RUTG-DIS	Event Amount in Bill Transaction Currency	55,385.08
Event Source	288517	Bill Transaction Currency	USD

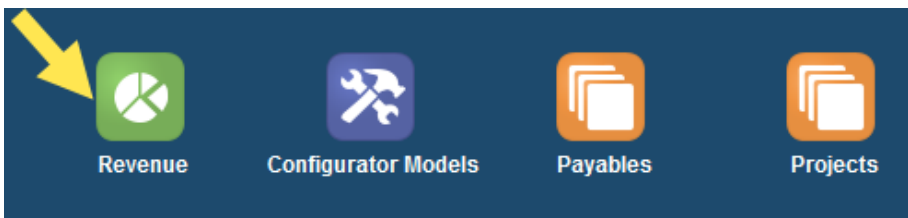
Once the Revenue has been recognized the total will display in the PGM Reports. After the Create Accounting has been updated – the revenue will be reflected in the Financial Reports.

## TIE BACK THE REVENUE JOURNAL FROM A PROJECT TO THE GL

The following steps will allow you to locate the GL Journal Entry used to process revenue against a Non-Sponsored Projects via the following GL categories:

- RU Cash Receipts
- RU PGM Rev Transfer
- RU PGM Revenue Adj
- RU PGM Revenue Accrual

- Select the **Revenue** tile from the homepage.





2. Under Tasks, select the **Manage Events** link.



3. Enter Search criteria.

- In the Business Unit select **Rutgers BU** from the drop down menu.
- Enter in your **Project Number**.

**TIP:** You can also use a date range by selecting Completion Date, Revenue Status change to Unrecognized or you can fill in the Event Type (RU Cash Receipts, RU PGM Rev Transfer, RU Revenue Adj) by using the drop down arrow. Click the **Search** button.

**Manage Events**

Search

\* Business Unit

Use this event for invoices Rutgers BU

Use this event for revenue Rutgers GCA BU

Invoice Status

Revenue Status

Billing Type External

\*\* Contract Number

\*\* Project Name

\*\* Project Number

\*\* Event Type

4. In the search results, the event type contains Journal Details.

Event Amount in Bill Transaction Currency	Event Amount in Contract Currency	Event Amount in Invoice Revenue Currency	Completion Date	Event Source
3,369.62 USD	3,369.62 USD	3,369.62 USD	1/23/17	42-80582-19239
4,749.37 USD	4,749.37 USD	4,749.37 USD	12/23/16	14-61373-13848
14,749.39 USD	14,749.39 USD	14,749.39 USD	3/17/17	24-112828-34272

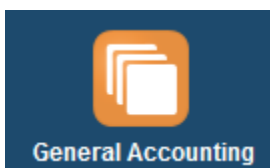
Event type **24-112828-34272**

The first two digits are the journal line of the transaction

The second set of numbers are system generated

The third set of numbers are the **Accounting Sequence Number** on the GL Journal

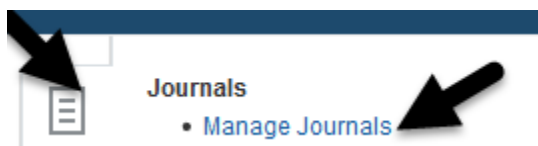
5. To view the GL Journal for the above event type, select the General Accounting tile on the homepage.



6. Select Journals.

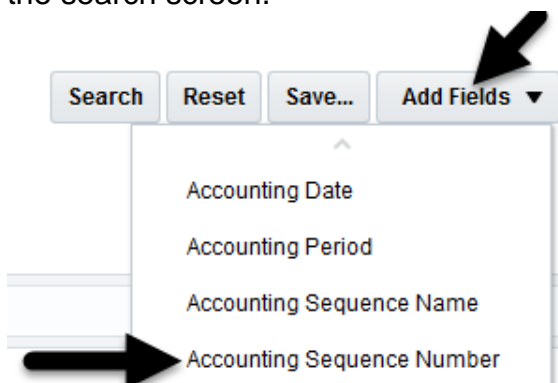


7. Select Tasks and Manage Journals.



8. In the Search screen, select Add Fields and Accounting Sequence Number.

**TIP:** If you click save, the Accounting Sequence Number will remain as part of the search screen.



- Enter the Accounting Sequence Number from the Event Type in Manage Events. In our example Event type **24-112828-34272** it would be 34272. Also populate at least one of the required elements (\*\*) and select Search.

## Manage Journals

### Search

**\*\* Journal** Starts with

**\*\* Journal Batch** Starts with

**\*\* Accounting Period** Equals

**Source** Equals

**Category** Equals

**Accounting Sequence Number** Equals

**Created By** Equals

**\*\* Batch Status** Equals

- Select the journal from the Search results.

### Search Results

Actions ▾ View ▾ Format ▾ + ✎ 📄 📄 Detach ⏪ Wrap Post Batch

	Journal	Journal Batch	Accounting Period	Approval Status	Source	Category	Journal Entered Debit	Journal Entered Credit	Batch Status
▶	RU Cash Receipts 22-600...	Spreadsheet A 67116 447...	MAR-17	Approved	Spreadsheet	RU Cash Recel...	100,934.70 USD	100,934.70 USD	Posted

11. In the Journal Lines section of the GL Journal, select Query by Example (the funnel icon) and enter in the Line column, the line number from the Event Type. In our example **24-112828-34272** it would be line 24.

**Journal Lines**

Actions ▾ View ▾ Format ▾ + [List Icon] [Grid Icon] [Funnel Icon] [Detach Icon] Detach [Wrap Icon] Wrap

Line	* Account	Entered (USD)	
		Debit	Credit
24	330.5020.7142.2105.100.4000.90190.00		14,749.39

12. Open the Account Details to display the project number by using the arrow in front of line 24.

**Journal Lines**

Actions ▾ View ▾ Format ▾ + [List Icon] [Grid Icon] [Funnel Icon] [Detach Icon] Detach [Wrap Icon] Wrap

Line	* Account	Entered (USD)	
		Debit	Credit
24	330.5020.7142.2105.100.4000.90190.00		14,749.39

Account Details RU Cash Receipts

Contract Number EXT200731

Project Number 200941

Task Number 200

## VIEW PREPARER AND APPROVER INFORMATION FOR A JOURNAL

When you select a journal from the Manage Journal Search results, click on **Show More** in the Journal Batch section of the journal to display who prepared and approved a journal.

### Edit Journal

Journal Batch: Spreadsheet A 67116 447970 N | [Show More](#)



Journal Batch Spreadsheet A 67116 447970 N

Description Journal Import  
Spreadsheet 447970: ..

Accounting Period MAR-17

Balance Type Actual

Attachments [Bank 2\\_03.17.17.pdf](#) +

Click **Action Log** to see the Preparer and Approver information.

### Edit Journal

Journal Batch: Spreadsheet A 67116 447970 N | [Show Less](#)

Batch Control Total **Action Log**



View ▼

Event Date and Time	Action	Name
3/22/17 2:00 PM	Posted	Trainer 01
3/22/17 2:00 PM	Approved	Preparer 05
3/17/17 12:39 PM	Sent for app...	Trainer 01
3/17/17 12:31 PM	Created	Trainer 01