

## OVERVIEW

This is a troubleshooting guide for non sponsored project transactions. The guide should be followed to find posted and unposted project transactions in the system.

## NONSPONSORED PROJECT TRANSACTIONS NOT POSTED TO THE SYSTEM

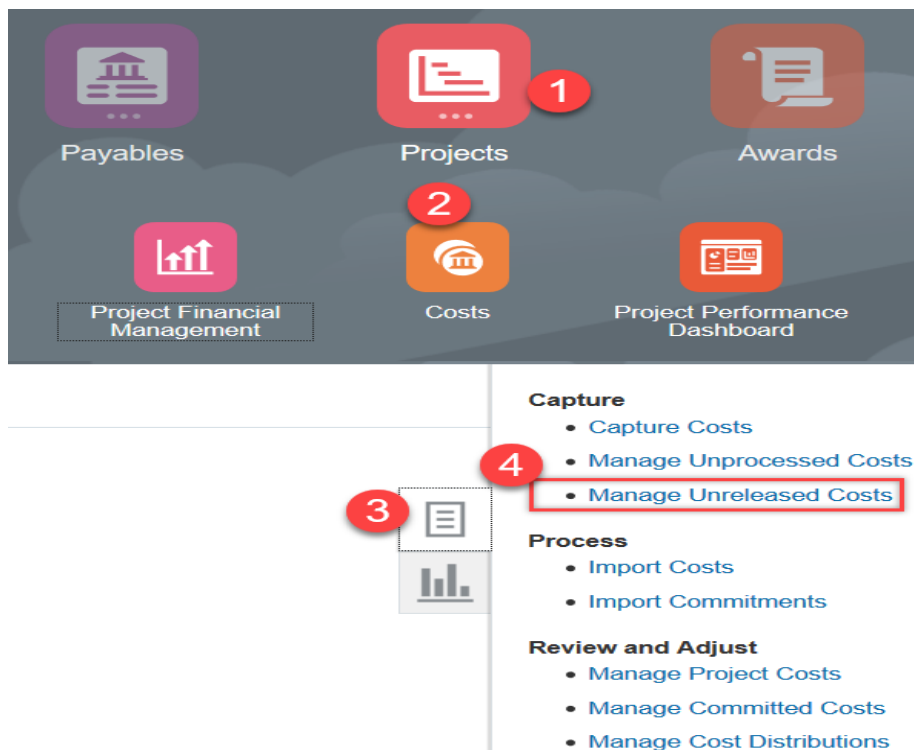
If a preparer of a nonlabor cost spreadsheet uploads the template and can't find the transaction on a project report or the approver is looking to approve a project transaction, the transaction could be held in one of the two areas:

- 1- Unreleased Costs (Approving project costs transactions)
- 2- Unprocessed Costs (Costs with errors)

## SEARCHING FOR A PROJECT JOURNAL IN UNRELEASED COSTS

Once a preparer creates a project cost transaction, a notification is not sent to an approver. The Approver needs to do the following to approve the transaction:

- 1- Login to the Financial Management System with your NetID and password. Click the **Projects>Costs>Tasks Menu>Manage Unreleased Costs**



A. The **Manage Unreleased Costs** overview page will then display.

- In the **Business Unit** field dropdown menu, select **Rutgers BU**.
- In the **Imported By** field dropdown menu, search your preparer's name.
- Then click **Search**.

Manage Unreleased Costs

Search

Advanced Manage Watchlist Saved Search Unreleased Costs

\*\* At least one is required

\*\* Batch Name

\*\* Business Unit Rutgers BU

\*\* Document

\*\* Status

Batch Ending Date

Imported By NetID

Search Reset Save...

B. The **Search Results** will display. Scroll down to view the list of the transactions. Click on the desired transaction and review the details.

**Note:** When you click on any transaction, the transaction's details will be displayed at the bottom of the page.

Manage Unreleased Costs

Search

Advanced Manage Watchlist Saved Search Unreleased Costs

Search Results

Create in Excel Save and Release Release Save and Reject Save and Submit

Batch Name	Business Unit	Document	Batch Ending Date	Status	Import Date	Imported By
NASPA CI 6.30.18	Rutgers BU	Miscellaneous Expenditure	6/3/18	Rejected	7/13/18	Net ID

NASPA CI 6.30.18: Expenditure Items

View + - X

* Expenditure Item Date	Project Number	* Project Name	Task Number	* Task Name	* Expenditu Type	* Quantity
6/1/18	821819	NASPA - Assessm	800	NASPA - Assessment of The Revol	90190	3,721

Click to Highlight

Transaction Details

C. To approve click the **Save and Release** button to post it to the system. Your transaction is now released to the system and can be tracked by running any project report.

## SEARCHING FOR A PROJECT JOURNAL IN UNPROCESSED COSTS

Project transactions that contain errors are held in Unprocessed Costs. To navigate to the Unprocessed Costs, select **Projects>Costs> Tasks Menu>Manage Unprocessed Costs** and select the **Advanced Menu**.


You can search by the Project Number, Expenditure Batch, and many other search criteria. After you have entered your search criteria, then click the **Search** button.

Manage Unprocessed Costs

Advanced Search





- Business Unit: Rutgers BU
- Project Unit: [Empty]
- Project Name: [Empty]
- Project Number: [Empty]
- Task Name: [Empty]
- Task Number: [Empty]
- Contract Name: [Empty]
- Contract Number: [Empty]
- Funding Source: [Empty]
- Expenditure Organization: [Empty]
- Expenditure Type: [Empty]
- Expenditure Item Date: [Empty]
- Capitalizable: [Empty]
- Funds Status: [Empty]
- Billable: [Empty]
- Expenditure Batch: Contains
- Error Stage: [Empty]
- Transaction Status: [Empty]
- Transaction Source: [Empty]
- Document: [Empty]
- Document Entry: [Empty]
- Person Name: [Empty]
- Person Number: [Empty]
- Nonlabor Resource: [Empty]
- Nonlabor Resource Organization: [Empty]
- Supplier Name: [Empty]
- Supplier Number: [Empty]
- Unprocessed Transaction Reference: [Empty]

In the search results, you will see all unprocessed costs related to your search.

Click the  to view the error.



Manage Unprocessed Costs


Search Results

Unprocessed Transaction Reference	Transaction Number	Errors Exist	Funds Status	Project Name	Project Number	Task Name	Task Number	Contract Number
100002023538686	7377250			Simons Fd. - Simons Simplex C...	800474	Simons Fd. - Simons-431581	800	Simon
100002023538685	7377249			Simons Fd. - Simons Simplex C...	800474	Simons Fd. - Simons-431581	800	Simon
100002023538684	7377248			Simons Fd. - Simons Simplex C...	800474	Simons Fd. - Simons-431581	800	Simon
100001998689812	7369137			Simons Fd. - Simons Simplex C...	800474	Simons Fd. - Simons-431581	800	Simon

To view more details on the displayed error, click the arrow next to the message to unfold the Message Detail.

300000121219383: Errors ✕

View ▾   Detach

 The transaction failed budget check because the budget date is not within the control budget date range.

**Message Detail**

The budget date 12/18/18 12:00 AM is not between the start date 9/1/12 12:00 AM and end date 6/23/18 12:00 AM of the control budgets for the project. For a nonsponsored project, you must either change the budget date or extend the project date. For a sponsored project, you must either change the budget date or extend the dates for the project and the award. If you extend the dates then the budget must be set to baseline such that the control budget dates are extended.

Cause

Action

Administrator Detail

Administrator Action

Message Details will contain more details related to this error.

## COMMON ERROR MESSAGES FOR THE UNPROCESSED TRANSACTIONS

- *Message: The expenditure item date is outside the project dates. **To correct the entry** - Update the expenditure item date of the transaction so it is in range of the project start and end date.*
- *Message: The accounting date XX/XX/19 XX:00 AM is in an accounting period that was never opened. **To correct the entry** ensure the date used on the transaction is in an open period.*
- *Message: The project status does not allow you to create transactions. **To correct the entry** ensure your project is in an open status by running the RU PJ013 Project Segment Report.-*
- *Message: The expenditure item date is outside the project dates. **To correct the entry** change the date of the journal.*

## COMMON ERROR MESSAGES WHEN USING THE NONLABOR COST SPREADSHEET

- *Message: The expenditure type does not exist because it does not have a valid expenditure type id. **To correct the entry** change the account (natural account) segment being used.*

- *Message: The project does not exist because it does not have a valid project. To correct the entry* ensure the project being used is opened and/or you have the project number in the project number field.
- *Message: The original transaction was not found to reverse the transaction. To correct the entry* ensure you have a negative quantity and yes in the unmatched negative item field.
- *Message: The expenditure item date is outside the project dates. To correct the entry* ensure your expenditure date is within the project start and end date.
- *Message: You must provide a unique batch name. To correct the entry* ensure your batch name is new and not used with another project transaction.