OVERVIEW

This job aid details the process of performing a project cost adjustment from Projects to the General Ledger. The steps detailed will provide a step-by-step guide to the essential measures necessary.

PROJECT TO GL TRANSACTION

<table>
<thead>
<tr>
<th>Cost Adjustment Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project to GL</td>
<td>For example, cost was charged to a project account string but should have been charged to a general ledger account string.</td>
</tr>
</tbody>
</table>

TIPS

<table>
<thead>
<tr>
<th>Project to GL</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Using this guide you will credit the project and debit a GL string. This journal is a one line entry for each cost transaction you are trying to move. The debit and credit strings will be on one line. The debit fields will always be the COA string for the project. What ever was entered in the Expenditure type and Expenditure Organization fields must be used in the COA string for the project. Use a negative number to credit a project. Use a positive number to debit a project.</td>
</tr>
</tbody>
</table>

NAVIGATION

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

1. The Costs icon is located within the Projects section, and can be accessed from the home page. Select the Projects>Costs.
2. The Project Costs overview page will then display. Within this page, on the right hand side click Tasks>Capture Cost>Create Nonlabor Costs hyperlink.
3. 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.

4. 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.
5. 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.

![Click the Yes button to connect.]

6. A login window may appear. Enter your NetID and password to login into the Financial Management System.

7. The spreadsheet will then connect and allow entry in preparation of uploading the Project to GLTransaction 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. Instructions for this are on the controller’s website.
8. The first piece of information that is necessary is the **Business Unit**. Select **Rutgers BU** from the drop down menu.

9. Select **Miscellaneous Expenditure** from the drop down menu in the **Document field**.

10. In the **Expenditure Batch** enter in a date and your name or some other information that would help you to search for this transaction if needed.
11. Moving down within the spreadsheet to the **Expenditure Items** region, begin with the **Expenditure Item Date**. This is either today’s date or the last date of the prior month, if the period is open.

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

12. Moving the scroll bar to the right will reveal additional fields that are required to be completed. The **Project Number** should reflect the Project from which the cost will be credited. Type in the Project Number.

*Tip:* Any cell that has (..) dots, it indicates there is a drop down menu. You can double click within that cell or type the information directly.

13. Next, enter the **Task Number**. This should reflect the Task in conjunction with the Project where the expenditure will be moved.

**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, project number, task number and COA segment listing for the project.

<table>
<thead>
<tr>
<th>Person Number</th>
<th>Human Resource Assignment</th>
<th>Project Name</th>
<th>Project Number</th>
<th>Task Name</th>
<th>Task Number</th>
<th>Expenditure Type</th>
<th>Expenditure Organization</th>
<th>Labor Resource 1</th>
<th>Labor Resource 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of University</td>
<td>200101</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director of University</td>
<td>200</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

14. **Expenditure Type.** This is the Natural Account where the cost will be recorded.

15. Enter **Expenditure Organization.** Remember that this is a concatenation of the **Unit, Division, and Organization** numbers from the Chart of Account segments for the Project to which the cost will be credited. 

**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, project number, task number and COA segment listing for the project.
16. In the **Quantity** field, enter the dollar amount as a *negative value* by adding the negative sign “-” in front of the value to remove the cost from the project.  

**Tip:** A negative expense equals a credit. The Project will be credited.

17. In the **Unmatched Negative Item** cell double click and select **Yes**.

18. The **Expenditure Comments** is an optional field for you to enter additional information about the transaction. As an example if the charge occurred in a prior closed period enter a comment with the correct expenditure date.

19. In the **Raw Cost Debit Account**, **Burdened Cost Debit Account** and **Burden Cost Debit Account** enter the COA project string. Even though you don’t apply Burdent (F&A) to a nonsponsored project, this template requires that the burden and burdened field be completed. There will be no F&A calculation for non-sponsored projects.
**IMPORTANT:** Make sure your Account segment matches what you entered in the expenditure type field.

Tip: If you double click in the cell it will bring up the COA screen to make it easier for you to enter your project COA string. You can enter your information and click **OK** when done.

Tip: The accounting string that was selected as the Raw Cost Debit Account, can then be copied to the additional remaining debit fields. These fields include:

- Burdened Cost Debit Account
- Burden Cost Debit Account

20. In the **Raw Cost Credit Account**, **Burdened Credit Account** and **Burden Cost Credit Account** enter the GL string you are debiting. Once you selected your Raw Cost Credit Account you can copy the information in the other credit account fields. Even though you don’t apply Burden (F&A) to a nonsponsored project, this template requires that the burden and burdened field be completed. There will be no F&A calculation for non-sponsored projects.
21. Add as many lines as necessary to complete your GL to project transactions. Once all of the required fields have been completed, the information can be exported from the spreadsheet into the Financial Management System by clicking the Export button under the ADF Desktop Integration.

Due to the nature of the request within the system, you must ensure to confirm the step of processing by selecting Yes.

If there are no errors in the **Error Message column** it will say Row Inserted. If there is an error the Error Message column will say Insert Row Failed. Double click in the cell and will give you more detail about the error. Fix the error(s) and re upload your spreadsheet.
The transaction will need to be released by your Finance Approver, let them know that you have created this transaction as there is no email/notification functionality like you have with the regular journal entries.
RELEASE THE EXPENDITURE BATCH TRANSACTION

Release the Expenditure Batch Transaction is done by the Finance Approver.

1. From the Home Page select the Projects> Costs and select Manage Unreleased Expenditure Batches hyperlink

2. A search screen displays. In the Business Unit field, use the drop down menu to select Rutgers BU. Type the NetID of the person who prepared the expenditure batch in the Imported By field or you can use the drop down arrow to search for the information. Click the Search button.

3. In the search results, review the expenditure batch. If there are no problems, click the Save and Release button. Then click the Save and Close button. If there are problems click the Save and Reject button to reject the transaction and then notify the preparer.
Once the transaction has been you can search for this transaction using the **Manage Expenditure Items in the Projects Module**. The GL impact will be visible after the create accounting process is run.