

OVERVIEW

This job aid provides details on how to perform Project Expense Accruals for Year End (JUN-17) and Month End.

PROJECT EXPENSE ACCRUALS JOURNAL ENTRIES

To process project expense accruals navigate to the Non Labor Expenditure Batch spreadsheet by selecting Projects>Costs>Create Nonlabor Expenditure Batch hyperlink.

Follow the [job aid](#) for Project to GL cost transactions with the following exceptions:

- In the header of the journal ensure that Accrual Batch = Yes (auto reverses entry). The Nonlabor Expenditure Batch spreadsheet does not have a category field, therefore, by selecting “Yes” in the Accrual Batch field, the system recognizes the journal as a cost accrual.
- Always use last day of the month as the Nonlabor Expenditure Batch Date. Use the date of 6/30/17 to process year end accruals (JUN-17).

Tip: 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 in the Manage Expenditure Items.

ORACLE Create Uncosted Nonlabor Expenditure Batch

Export

*Required

*Business Unit	Rutgers BU	*Expenditure Batch	Test-Accrual and Reversal
*Source	Oracle Fusion Projects	Batch Description	Sig123
*Document	Miscellaneous Expenditure	Worksheet Status	
Accrual Batch	Yes		

Expenditure Items

Changed Item	Error Message	*Expenditure Item Date	Person Name[...]	Person Number[...]	Human Resource Assignment[...]	*Project Name[...]	*Project Number[...]	*Task Name[...]	*Task Number[...]	*Expenditure Type[...]
	Row inserted	5/31/2017					202112		200	54010
	Row inserted	5/31/2017					600067		601	54230

MANAGE EXPENSITURE ITEMS

Note: The example below, the transaction was posted and reversed (although the date reads 5/31/17 for both the accrual and reversal – the actual GL date is 6/1/17 for the reversal) visible when you click on the transaction, the open the costing tab and select the View Accounting button.

Manage Expenditure Items

Contract Name	Equals		Expenditure Category	Equals	
Contract Number	Equals		Person Name	Equals	
Funding Source	Equals		Job	Equals	
Expenditure Item Date	Equals		Expenditure Type	Equals	
** Transaction Number	Equals		Nonlabor Resource	Equals	
** Expenditure Batch	Contains	Test-Accrual and Reversal	Nonlabor Resource Organization	Equals	
Transaction Source	Equals		Purchase Order	Equals	
Document	Equals		Receipt Number	Equals	
Document Entry	Equals		Receiver Business Unit	Equals	
** Supplier Name	Equals		Funds Status	Equals	
** Supplier Invoice Number	Equals				

Search Results

Transaction Number	Last Updated Date	Project Name	Project Number	Task Number	Raw Cost in Receiver Ledger Currency	Purchase Order	Expenditure Type	Expenditure Item Date	Expenditure Organization
1008128	6/27/17	288324-SSW Continuing Education Courses	202112	200	9,009.09 USD		54010	5/31/17	90015103103
1008129	6/27/17	288324-SSW Continuing Education Courses	202112	200	-9,009.09 USD		54010	5/31/17	90015103103
1008130	6/27/17	061000-Alumni Memorial Fund	600067	601	1,212.21 USD		54230	5/31/17	90016201766
1008131	6/27/17	061000-Alumni Memorial Fund	600067	601	-1,212.21 USD		54230	5/31/17	90016201766
Total					0.00 USD				

Example of Accounting Transferred to GL for the Accrual, see below:

Overview **Manage Expenditure Items** x

Expenditure Item: 1008128

Expenditure Item

General **Costing** Billing Borrowed and Lent Intercompany Billing Adjust

Costing Details

Raw Cost Rate 1
Burden Cost Rate 1

Distributions

Line Number	Raw Cost in Receiver Ledger Currency (USD)	Burdened Cost in Receiver Ledger Currency (USD)	Award Budget Period
1	9,009.09	9,009.09	
Total	9,009.09	9,009.09	

Columns Hidden 24

View Accounting

Transaction Source: Oracle Fusion Projects
Document: Miscellaneous Expenditure
Accounted in Source Application: No
Create Raw Cost Accounting Journal Entries: Yes
Create Adjustment Accounting Journal Entries: Yes
Project Type: Designated
Create Burden Cost Accounting Journals: No
Create Total Burdened Cost Accounting Journals: No

Project Accounting Lines: Miscellaneous Expenditure 1008128

Ledger: Rutgers Ledger Journal Source: Project Accounting Status: Draft

Line	Date	Event	Account	Class	Accounted (USD)	Debit	Credit
1	5/31/17	Miscellaneous Co...	900.1510.3103.0001.150.8000.54010.0000.000.00	Raw cost	9,009.09		
2	5/31/17	Miscellaneous Co...	900.1510.3103.0001.100.9999.10499.0000.000.00	Intercompany	9,009.09		
3	5/31/17	Miscellaneous Co...	900.1510.3103.0001.150.9999.10499.0000.000.00	Intercompany			9,009.09
4	5/31/17	Miscellaneous Co...	900.1550.8724.0001.100.9999.20306.0000.000.00	Raw cost clearing			9,009.09

Example of Reversal of Accrual in next open Period, see below:

Expenditure Item: 1008129 Action

Expenditure Item

General **Costing** Billing Borrowed and Lent Intercompany Billing Adjustment History

Costing Details

Raw Cost Rate 1 Labor Cost Multiplier
 Burden Cost Rate 1 Costing Job

Distributions

Actions View Format View Accounting Freeze

Line Number	Raw Cost in Receiver Ledger Currency (USD)	Burdened Cost in Receiver Ledger Currency (USD)	Award Period
1	-9,009.09	-9,009.09	
Total	-9,009.09	-9,009.09	

Columns Hidden 24

View Accounting ×

Transaction Source Orade Fusion Projects Create Adjustment Accounting Journal Entries Yes
 Document Miscellaneous Expenditure Project Type Designated
 Accounted in Source Application No Create Burden Cost Accounting Journals No
 Create Raw Cost Accounting Journal Entries Yes Create Total Burdened Cost Accounting Journals No

Project Accounting Lines: Miscellaneous Expenditure 1008129

Ledger Rutgers Ledger Journal Source Project Accounting Status Draft

View View T-Accounts Detach

e	Date	Event	Account	Class	Accounted (USD)	
					Debit	Credit
1	6/1/17	Miscellaneous Co...	900.1510.3103.0001.150.9999.10499.0000.000.00	Intercompany	9,009.09	
2	6/1/17	Miscellaneous Co...	900.1550.8724.0001.100.9999.20306.0000.000.00	Raw cost clearing	9,009.09	
3	6/1/17	Miscellaneous Co...	900.1510.3103.0001.100.9999.10499.0000.000.00	Intercompany		9,009.09
4	6/1/17	Miscellaneous Co...	900.1510.3103.0001.150.8000.54010.0000.000.00	Raw cost		9,009.09

Done