OVERVIEW

This job aid details the process of transferring and/or adjusting non sponsored revenue from General Ledger to Projects.

REVENUE TRANSFER AND ADJUSTMENT DETAILS

<table>
<thead>
<tr>
<th>Revenue Adjustment Type</th>
<th>Journal Category</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer Revenue from GL to Projects</td>
<td>RU PGM Rev Transfer</td>
<td>A department is moving internal funding for a research project from a general ledger departmental account to a designated project.</td>
</tr>
<tr>
<td>Adjust Revenue from GL to Projects</td>
<td>RU PGM Revenue Adj</td>
<td>A department is adjusting revenue which was fully recorded in a departmental account and some of the funding should have been allocated to a project or the amount of funding given to the project was incorrect.</td>
</tr>
</tbody>
</table>

GETTING STARTED

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

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

If you are 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 for the revenue adjustment.
CREATE A JOURNAL – USING A JOURNAL FORM

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 form.

Under the Tasks menu, click the Create Journal link.

ENTER THE REQUIRED INFORMATION

The Create Journal page will display. The Description field under the Journal Batch section should be updated to reflect the accurate nature of the entry. As an example, you may enter “GL to Project Revenue Transfer” with more details about the entry in the description field. The Accounting Period and Balance Type default and the Journal Batch field should remain blank.
You can add an attachment by selecting the plus (+) sign next to the Attachment field.

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

Additionally, you could use the same **description** you entered under the Batch section under the Journal region.
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.

The **Category** field is a required field. If you are transferring revenue from a GL account string to a COA project string use the category of **RU PGM Rev Transfer**. If you are adjusting revenue from a GL account string to a COA project string use the category of **RU PGM Revenue Adj**.

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

Click on Line 1 to enter the GL string funding the project.
**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

Enter the information into the desired fields or use the drop down menu to search for values.
Next, you can enter the original amount you are transferring or the amount you want to adjust in the Debit field as a positive number.

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

Moving to Line 2, you will now need to enter the COA string relating to the project that receives the funding or needs the adjustment and enter the amount as a positive number under the Credit field. IMPORTANT: Use the same natural account for the related transactions.
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 2 in order to expand and access the additional fields needed.

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

Select 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.

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**Account Details**

RU Revenue Interface

<table>
<thead>
<tr>
<th>* Contract Number</th>
<th>INT200501</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Project Number</td>
<td>200700</td>
</tr>
<tr>
<td>* Task Number</td>
<td>200</td>
</tr>
</tbody>
</table>

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**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 transactions by click the plus (+) sign to add additional lines or use the drop down menu under Action and select Add.

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Once the required information has been entered, you may submit the Revenue Transfer or Adjustment from GL to Projects by clicking the **Save, Complete and Post buttons**.

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Once posted, a revenue event will be created in Projects.

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.

Under the Tasks menu, click the Create Journal in Spreadsheet link.

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.

Click on the OK button.
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.

The spreadsheet will then connect and allow entry in preparation of uploading the revenue journal from **GL 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.
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.

In the Category field enter **RU PGM Rev Transfer** if you are transferring revenue from a GL string to a COA project string. If you are adjusting revenue from a GL string to a 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.

The **Journal Lines** section must be complete in order to notate the GL string from which the transfer or adjustment will come from.
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. Enter the original amount you are transferring or the amount you want to adjust in the Debit field as a positive number.

Scrolling over to column W, you can enter a Line Description. This field is optional.
**Moving to line 2**, enter the COA project string that receives the funding or needs the adjustment. **IMPORTANT:** Use the same natural account for the related transactions.

Enter **USD** in the Currency Field. Enter the amount as a **positive number** under the **Credit field**.

Scrolling over to column W, you can enter a **Line Description**. This field is optional.
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, double click in the **Line Descriptive Flexfield** (Column Z). 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 revenue is being transferred or 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.
You can enter multiple transactions by inserting lines in spreadsheet. After all information has been entered, click the **Submit** button.

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

Select Submission Option **Submit Journal Import**.

If you do not have an attachment, select **Submit Journal Import**. This will directly send your Journal to your Finance Approver 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).

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

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