Oracle Release 12 Changes:
Grant & Contract Accounting and Controller’s Office
Introduction

On October 2, 2017, the Rutgers University financial management system and expense management platform, Oracle Cloud, will be updated to **Release 12**. This upgrade will not have a significant impact on how staff and faculty use the systems. However, certain modules and processes are different. This document highlights those changes with the most direct impact on a user’s workflow.
Module Name Changes

The names of some modules, or sections of modules, have changed.

Projects

<table>
<thead>
<tr>
<th>Release 11</th>
<th>Release 12</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Manage Expenditure Items</strong></td>
<td><strong>Manage Project Costs</strong></td>
</tr>
<tr>
<td><strong>Review Commitment Transactions</strong></td>
<td><strong>Manage Committed Costs</strong></td>
</tr>
<tr>
<td><strong>Review Cost Distributions</strong></td>
<td><strong>Manage Cost Distributions</strong></td>
</tr>
</tbody>
</table>

Tasks

- Expenditure Items
  - Import and Process Cost Transactions
  - Process Commitment Transactions
  - Manage Unprocessed Transactions
  - Manage Expenditure Items
  - Review Cost Distributions
  - Review Commitment Transactions
  - Manage Rate Schedules

Capture
  - Capture Costs
  - Manage Unprocessed Costs
  - Manage Unreleased Costs

Process
  - Import Costs
  - Import Commitments
  - Generate Borrowed and Lent Amounts
  - Generate Burden Costs

Review and Adjust
  - Manage Project Costs
  - Manage Committed Costs
  - Manage Cost Distributions
Menus and Navigation

Many modules now have tile-based navigation bars at the top of the page.

Release 11 – Project Costs

Release 12 – Project Costs
Menus in the Projects, Contracts, and Awards modules have been moved from the left-hand side to the right-hand side of the screen. They can be opened by clicking the Task button in the upper-right-hand corner of the screen.

Projects
Release 11 – Project Costs

Old Tasks Menu

Release 12 – Project Costs

New Task Menu
Expenditure Batch Actions have moved from a submenu on the left-hand side to a pop-up menu. You can open this by clicking **Capture Costs** in the Tasks Menu. Further information can be obtained from the Project Transaction job aids at [http://uco.rutgers.edu/learning-resources](http://uco.rutgers.edu/learning-resources).

**Release 11 – Expenditure Batch Actions**

**Release 12 – Capture Costs**

**Use this link to create Project Cost Adjustments**
Contracts

In addition to the menu changes, Search in the Contracts module has moved to the upper-right-hand corner under the Tasks button.

Release 11 – Contracts

Release 12 – Contracts
Organization

Contract Header Information has moved from a vertical menu on the left to the tab menu on top.

Release 11 Contract Information

![Old Header Info]

Release 12 Contract Information

![New Header Info]
Currency Issue in Projects, Contracts, and Awards

When exporting transactions from Manage Projects Costs, Contracts, or Awards into Microsoft Excel, columns with a dollar value now also have “USD” at the end, formatting the value as a text string instead of a number—e.g. 120.00USD.

<table>
<thead>
<tr>
<th>Raw Cost in Receiver Ledger Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>800.00USD</td>
</tr>
<tr>
<td>375.42USD</td>
</tr>
<tr>
<td>-375.42USD</td>
</tr>
</tbody>
</table>

This is a known issue with a fix in development. In the meantime, users can adjust values in the affected Excel columns with the following steps:

1. Highlight the affected columns.
2. Click Find & Select under the Home tab and select Replace.
3. Select the Replace tab.
4. Type “USD” into the Find What field.
5. Leave the Replace With field blank.
6. Click Replace All.
Spreadsheet Uploads (General Ledger Journals and Project Adjustments)

With the upgrade to Oracle Cloud Release 12, users will be prompted to upgrade the *ADF Desktop Integration* tool used to create spreadsheet entries—Journal Entries, AP invoices, Expenses, or Project Costs—from their current version (4.2) to a newer version (4.3).

This upgrade is recommended by Oracle. During our testing, however, we have found that 4.3 causes an issue that prevents users from completing Project Cost (Non-labor Expenditure Batch) transactions. If you will be completing such transactions, then you MUST upgrade to version 4.5 by following the steps below:

1. Before you begin the download, save any open files in Excel. Then, close all Excel files.

2. Download the ADFdi Add-in 4.5 .zip file that is available on the [University Controller’s Office website](#).

3. After the download is complete, click *Install* to complete the ADFdi upgrade. If you are prompted for administrative log in or if you have difficulty installing the add-in, consult your local IT representative.
If upgraded to version 4.3 or 4.5 of ADF Desktop Integration tool:

Spreadsheet buttons are now on the Task Bar under the *ADF Desktop* Integration tab in Excel in all spreadsheet upload templates.

**Release 11**

![ADF Desktop Integration Task Bar in Excel](image1)

**Release 12**

![ADF Desktop Integration Task Bar in Excel](image2)
Journal Entry

When entering a journal entry using the form in the Oracle application, users no longer need to select a value for Regional Information before being able to select values for the required line information—Contract Number, Project Number, and Task Number.

When entering a Journal Entry, labels appear next to the string segments.
Approve/Reject Journal Entry

You can approve/reject journal entries through the pending notification list. Once an Approver does this the notification is removed from the pending list.
Other Changes

There are new icons on the Manage Award Details screen to facilitate adding Additional Information.

Release 11 – Manage Award Details

Release 12 – Manage Award Details