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. <strong>The debit fields will always be the COA string for the project.</strong> 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.

![Image of Microsoft Excel window with options to open the file and a note to click the OK button.]

**Click the OK button.**

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.

![Image of Microsoft Excel window with Enable Editing button highlighted.]

**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.

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 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. 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.

![Image of ORACLE Create Nonlabor Costs]

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.

![Image with arrows pointing to fields]

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.

14. Expenditure Type. This is the Natural Account were 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.

<table>
<thead>
<tr>
<th>*Project Number[.]</th>
<th>*Task Name[.]</th>
<th>*Task Number[.]</th>
<th>*Expenditure Type[.]</th>
<th>Expenditure Organization[.]</th>
</tr>
</thead>
</table>

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**.

<table>
<thead>
<tr>
<th>*Quantity</th>
<th>Work Type</th>
<th>Billable</th>
<th>Capitalizable</th>
<th>Unmatched Negative Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>-500.000</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

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.

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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

19. In the **Raw Cost Debit Account** enter the COA project string. Leave the **Burdened Cost Debit Account** and **Burden Cost Debit Account** cells blank.

**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.

![Image showing the COA screen]

Press the **OK** button to confirm the accounting string selection.

20. In the **Raw Cost Credit Account**, enter the GL string you are debiting. Leave the **Burdened Credit Account** and **Burden Cost Credit Account** cells blank.

![Image showing spreadsheet]

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.

![Image showing Export button]

Due to the nature of the request within the system, you must ensure to confirm the step of processing by selecting Yes.
If the error is not 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. Note: Currently this functionality is not in production. This journal should post automatically, however if it does not then your Finance Approver would have to release the transaction
Release the Manage Unreleased Costs Batch Transaction is done by the Finance Approver.  

**Note:** Currently this functionality is not in production. This journal should post automatically, however if it does not then follow these steps below.

1. From the Home Page select the Projects>Costs>Tasks and select Manage Unreleased Costs 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 Costs in the Projects Module. The GL impact will be visible after the create accounting process is run.