

Project Costs Adjustments Quick Guide

1. Use the **Nonlabor Costs for Third-Party Applications** spreadsheet to create a project cost adjustment and have the ADFDI Plugin enabled on your computer ([ADFDI Installation Job Aid](#)).
2. Complete the header section fields:
 - **Business Unit** = Rutgers BU
 - **Source** = RU Project Transactions
 - **Document** = Depending on the entry you are trying to create:
 - **01 - Project to Project Cost Transfer**
 - **02 - Project and GL Cost Transfer**
 - NOTE:** Document Options noted as for RFS Use Only are for Research Financial Services use only. If a Preparer uses these options in error, the entry will be auto rejected.
 - **Expenditure Batch** = Give your journal a unique name. **Do Not reuse a previous name.**
3. Complete the line section fields:
 - **Document Entry** = Copy what was previously entered in the Document field (either 01 - Project to Project Cost Transfer or 02 - Project and GL Cost Transfer)
 - **Expenditure Item Date** = today's date unless there are other fiscal periods open and you trying to get the entry into a prior fiscal year period
 - **Project Number**
 - **Task Number**
 - **Expenditure Type** = Account segment
 - **Expenditure Organization** = UDO (Unit, Division, Organization) for the project
 - **Quantity** = dollars to be transferred (positive quantity debits project, negative quantity credits project)
 - **Original Transaction Reference** = Organization segment for the project
 - **Unmatched Negative Item** = Yes (only if the Preparer entered a negative quantity)
 - **Expenditure Comments** = Enter comments to explain the reason for the adjustment. Include your NetID for reference to make it easier to identify who completed the entry
 - **Transaction Currency** = USD
4. **Project and GL Cost Adjustment is a one-line entry**
 - **Raw Cost Debit Account Field** = Leave blank
 - **Raw Cost Credit Account Field** = The GL string is only needed for the GL side of the project to GL cost adjustment or the GL to project cost adjustment.

Fill out GL string only when creating Project to GL or GL to Project costs adjustments	
Raw Cost Debit Account[...]	Raw Cost Credit Account[...]
Leave Blank	900.1510.8325.1000.100.5054.52950.0

5. **Project to Project Cost Adjustment is a two-line entry**
 - **Raw Cost Debit Account Field** = Leave blank on both lines
 - **Raw Cost Credit Account Field** = Leave blank on both lines

Raw Cost Debit Account[...]	Raw Cost Credit Account[...]	Burdened Cost Debit Account[...]	Burdened Cost Credit Account[...]	Burdened Cost Credit Account[...]
Leave Blank	Leave Blank			

Raw Cost Debit Account[...]	Raw Cost Credit Account[...]	Burdened Cost Debit Account[...]	Burdened Cost Credit Account[...]	Burdened Cost Credit Account[...]
Leave Blank	Leave Blank			

6. After exporting the spreadsheet, be sure to attach supporting documentation and submit the entry to a finance approver in the Financial Management System. **Save a copy of the submitted spreadsheet for your records.**