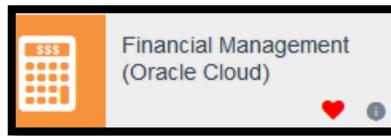


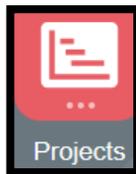
Project to Project Transaction Job Aid-

Project to Project	Description
	<p>Using this guide you will debit a COA string for a project and credit a COA string for a project.</p> <p>This journal is a two line entry for each cost transaction you are trying to move. Line one enter the project you want to debit and line two enter the project that you want to credit. What ever was entered in the Expenditure type and Expenditure Organization fields must be used in the COA string for the project.</p> <p>Use a positive number to debit a project.</p> <p>Use a negative number to credit a project.</p>

Log onto <https://my.rutgers.edu>, click on



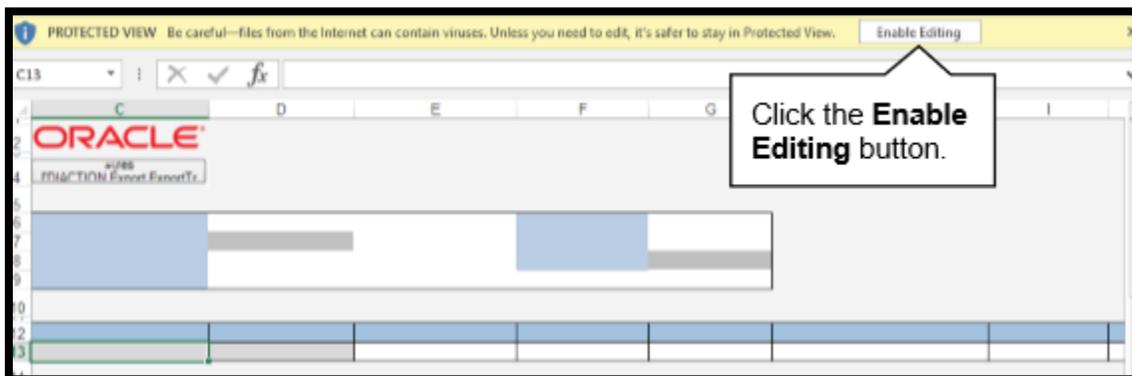
Click on the "Projects" icon and then the "Costs" icon



From the "task" icon  select "Capture Costs" from the menu list and then click on "Create Nonlabor Costs"-



Click on "OK" to open up the excel spreadsheet, and logon with your net id and password.

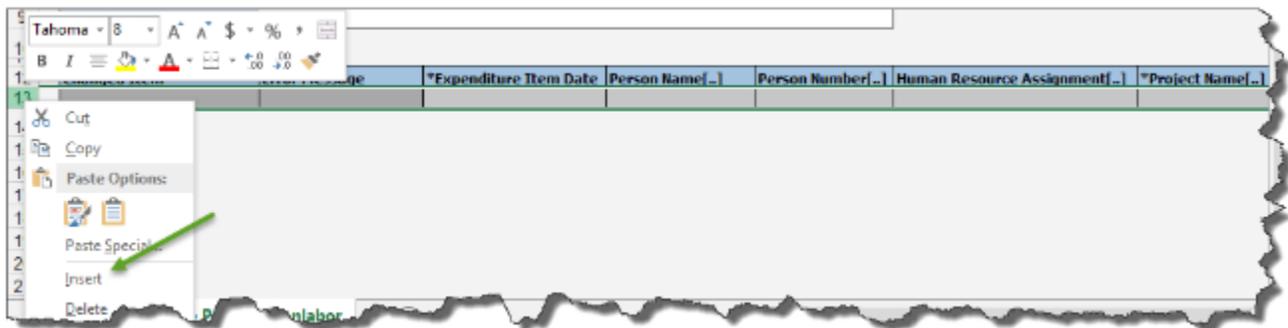


From the batch section-

*Required		*Business Unit Rutgers BU	*Expenditure Batch <input type="text"/>
	*Source Oracle Fusion Projects		Batch Description <input type="text"/>
	*Document Miscellaneous Expenditure		Worksheet Status <input type="text"/>
	Accrual Batch		

- Business Unit- Select Rutgers BU
- Source- leave as "Oracle Fusion Projects"
- Document- Select Miscellaneous Expenditure
- Expenditure Batch- enter in your batch name

Move down to your entry- this will be a 2 line entry- to add the second line- click on line 13, right click to open the menu, and click on 'insert' to insert your line



Expenditure Items		
Changed Item	Error Message	*Expenditure Item Date
		1/25/2019

Expenditure Item date is date of transfer (you will

need to add these to both lines)

*Project Name[...]	*Project Number[...]	*Task Name[...]	*Task Number[...]

Project name, project number, task name, task number are the project and tasks associated with the project that you are debiting; this will have to be done also for the project name, project number, task name, and task number for the project and task associated with the project that you are crediting

If you do not know the exact spelling/spacing of your project, it is best you search for the information by double clicking on the cell.

Search Advanced

** At least one is required

** Project Name

** Project Number

** Project Manager

Search Reset

Project Name Project Number Organization Start Date

No data to display.

<

OK Cancel

Enter your project number, click on 'search'- this will bring up your project. Highlight the project and click ok. This will populate both the project number and project name in your spreadsheet.

If you do not know the exact spelling/spacing of your task, it is best you search for the information by double clicking on the cell.

Search Advanced

Name

Number

Search Reset

Name Number Transaction Start Date Transaction Finish Date

No data to display.

<

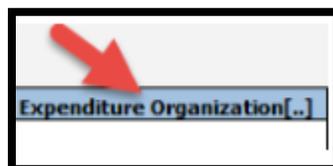
OK Cancel

Enter your task number, click on 'search'- this will bring up your task. Highlight the task and click ok. This will populate both the task number and task name in your spreadsheet.

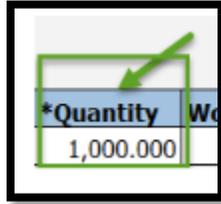
Enter your "Expenditure Type" in the spreadsheet. "Expenditure Type" is the account code where the transfer will be recorded (this will need to be done for both the debit and credit lines)-



Enter the "Expenditure Organization" of the project you are using The "Expenditure Organization" is the Unit, Division, and Organization as 1 number. This should be the "Expenditure Organization" that matches the project for the "credit side" and the project for the "debit side"



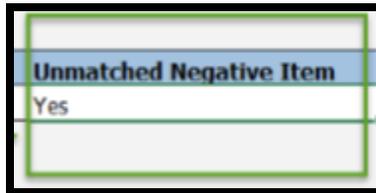
In the "Quantity" field, enter the dollar amount as a positive value for the project you want to debit. Do not enter anything in the "Unmatched Negative Item" Cell.



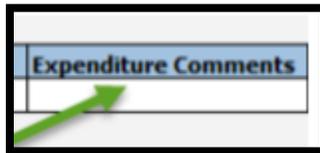
In the "Quantity" field, enter the dollar amount as a negative value for the project you want to credit.



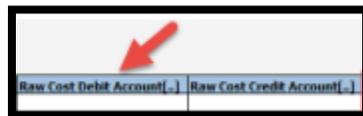
In the "Unmatched Negative Item" cell, select "Yes" from the drop down menu



Enter your "Expenditure Comments" This should be a description of the transfer and will appear on the project reports. This must be done on both lines.



Fill in the "Raw Cost Debit Account" and the "Raw Cost Credit Account" In the "Raw Cost Credit Account" enter the GL string you that is associated with each project.



If you are having issues with formatting your string, you can search on it, by double clicking on the cell underneath the Raw Cost Debit Account or the Raw Cost Credit Account. Click on the search icon-



Type in your numbers, and when you are done, click on OK to see the string, then click on OK to add to your spreadsheet

Key Flexfield

▲ Hide Segments

Unit 450 ▼ NB SAS School of Arts & Sciences

Division 6295 ▼ Office of the Dean

Organization 6477 ▼ Office of the Executive Dean

Location 2110 ▼ New Brunswick NonHealth Sciences Campus

Fund Type 100 ▼ Unrestricted Operating General

Business Line 1000 ▼ Instruction General

Account 90190 ▼ Transfers Within Unrestricted Operating Funds

Activity 0000 ▼ None

IntraUnit 000 ▼ Unit Default

Future 00000 ▼ None

Search Reset | OK Cancel

Raw Cost Debit Account[...]
 450.6295.6477.2110.100.1000.90190.

When you are done with your entry, you will need to export it to your approver-

Due to the nature of the request within the system, you must ensure to confirm the step of processing by selecting Yes.

Export Expenditure Batch to Oracle Fusion Project Costing

The expenditure batch will be exported to Oracle Fusion Project Costing. It can be reviewed and released after exporting. Do you want to continue?

Yes No