**Project to Project Transaction Job Aid**

<table>
<thead>
<tr>
<th>Project to Project</th>
<th>Description</th>
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<tbody>
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<td></td>
<td>Using this guide you will debit a COA string for a project and credit a COA string for a project. 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. Use a positive number to debit a project. Use a negative number to credit a project.</td>
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</tbody>
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Log onto [https://my.rutgers.edu](https://my.rutgers.edu), click on **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.

[Image of Financial Management (Oracle Cloud)]

[Image of capture costs]

[Image of excel spreadsheet]

Click the **Enable Editing** button.
From the batch section -

- **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 Item date is date of transfer (you will need to add these to both lines)

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.
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.

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.
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.