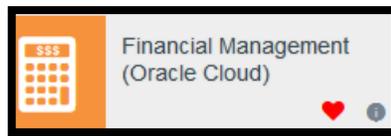
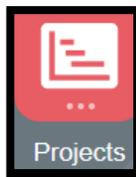


GL to Project Transaction Job Aid-

Project to GL	Description
	<p>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. The debit fields will always be the COA string for the project. 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.</p>



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

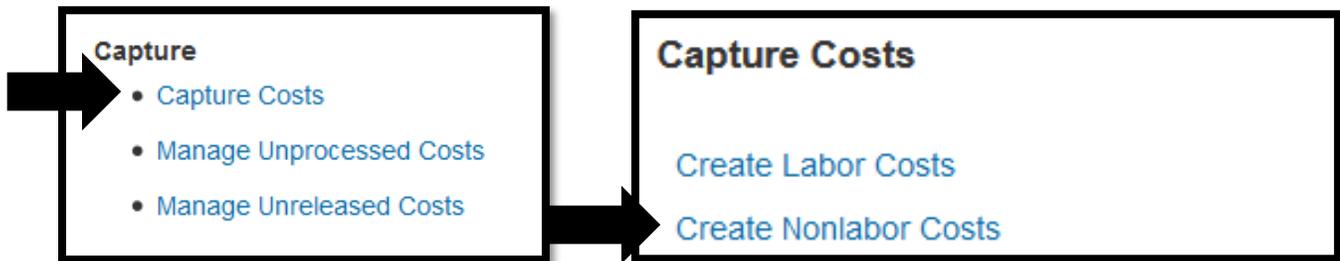


Click on the "Projects" icon

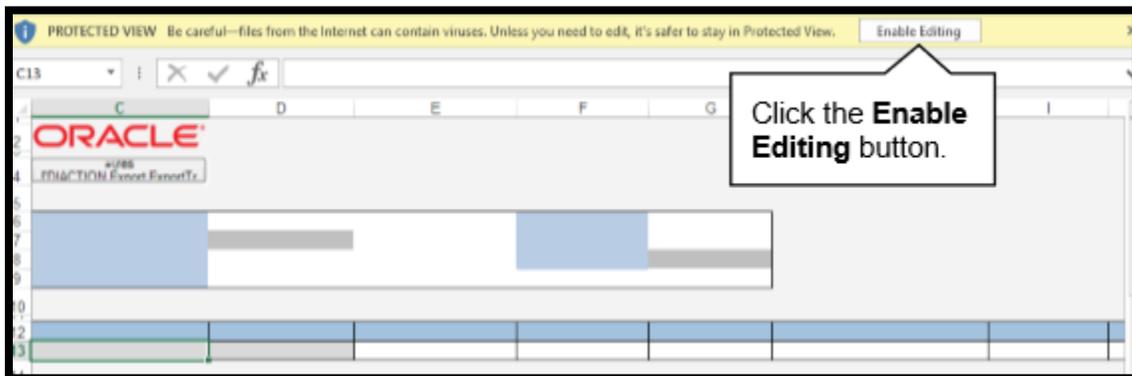


and then the "Costs" icon

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	
*Source	Oracle Fusion Projects	Batch Description	
*Document	Miscellaneous Expenditure	Worksheet Status	
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 1 line entry

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

Expenditure Item date is date of transfer

*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.

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	Tran Fini
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-

*Expenditure Type[...]

Enter the "Expenditure Organization" of the project you are using The "Expenditure Organization" is the Unit, Division, and Organization as 1 number.

Expenditure Organization[...]

In the "Quantity" field, enter the dollar amount as a negative value. The project will be credited.

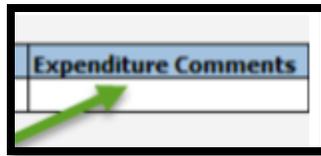
*Quantity	W	zable
-500.000		

Enter as a negative number

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

Unmatched Negative Item
Yes

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



Fill in the "Raw Cost Debit Account" and the "Raw Cost Credit Account" In the "Raw Cost Credit Account" enter the GL string you are debiting.



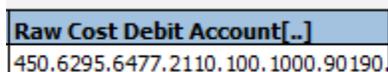
If you are having issues with formatting your string, you can search on it, by double clicking on the cell underneath the Raw Cost Debit Account or the Raw Cost Credit Account. Click on the search icon-



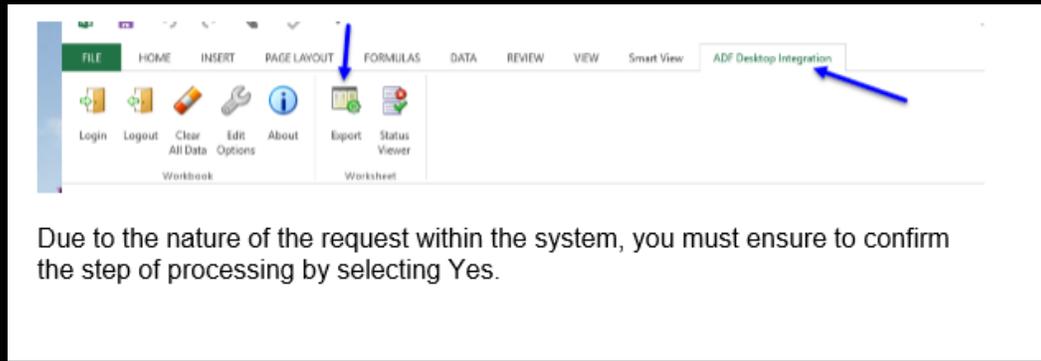
Type in your numbers, and when you are done, click on OK to see the string, then click on OK to add to your spreadsheet

A "Key Flexfield" dialog box with a "Hide Segments" button. It contains several dropdown menus with the following values and descriptions:

- 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)

Buttons at the bottom include Search, Reset, OK, and Cancel.

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



The screenshot shows the Oracle Fusion Project Costing software interface. The top navigation bar includes tabs for FILE, HOME, INSERT, PAGE LAYOUT, FORMULAS, DATA, REVIEW, VIEW, Smart View, and ADF Desktop Integration. Below the navigation bar, there are two main sections: 'Workbook' and 'Worksheet'. The 'Workbook' section contains buttons for Login, Logout, Clear All Data, and Edit Options. The 'Worksheet' section contains buttons for About, Export, and Status Viewer. A blue arrow points to the 'ADF Desktop Integration' tab, and another blue arrow points to the 'Export' button in the 'Worksheet' section.

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?



The screenshot shows a confirmation dialog box titled 'Export Expenditure Batch to Oracle Fusion Project Costing'. The dialog contains the text: 'The expenditure batch will be exported to Oracle Fusion Project Costing. It can be reviewed and released after exporting. Do you want to continue?'. At the bottom right of the dialog, there are two buttons: 'Yes' and 'No'. A blue arrow points to the 'Yes' button.