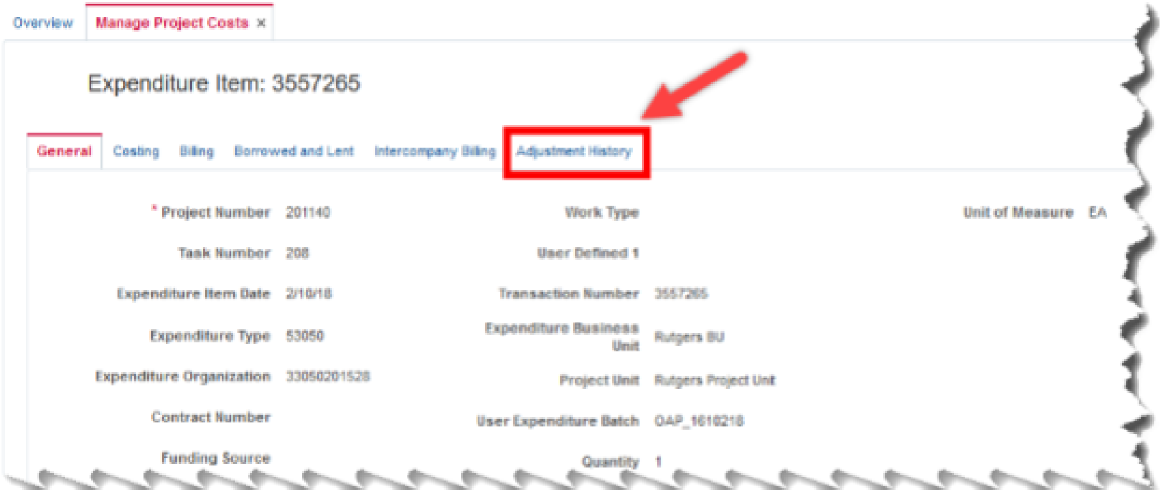
ADJUSTMENT HISTORY

To confirm the submission of your transaction, cancel the adjustment or to view the adjustment history for a cost transaction, select the Adjustment History tab.



Expenditure Item: 3557265

* Project Number	201140	Work Type		Unit of Measure	EA
Task Number	208	User Defined 1			
Expenditure Item Date	2/10/18	Transaction Number	3557265		
Expenditure Type	53050	Expenditure Business Unit	Rutgers BU		
Expenditure Organization	33050201528	Project Unit	Rutgers Project Unit		
Contract Number		User Expenditure Batch	OAP_1610218		
Funding Source		Quantity	1		

The Adjustment History tab displays:

- the date of the transaction
- Preparer of the adjustment
- the adjustment type – Transfer or Split Transfer
- the adjustment status – Pending Approval, Approved or Rejected
- the justification
- the adjustment source
- the rejection reason if any

Note: An adjustment can be withdrawn, if it has not been approved, by selecting Cancel Adjustment.

Expenditure Item: 3557265

Date	Adjusted By	Adjustment Type	Adjustment Status	Justification	Adjustment Source	Rejection Reason or Warning
8/6/18	[redacted]	Transfer	Pending Approval	Sample Transac...	Cost transaction work area single item	

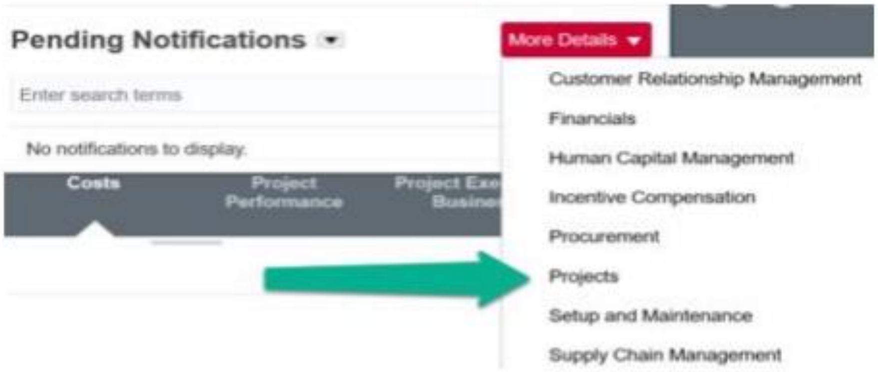
Adjustment Errors

Message
No data to display.

APPROVAL - ACTIONS MENU

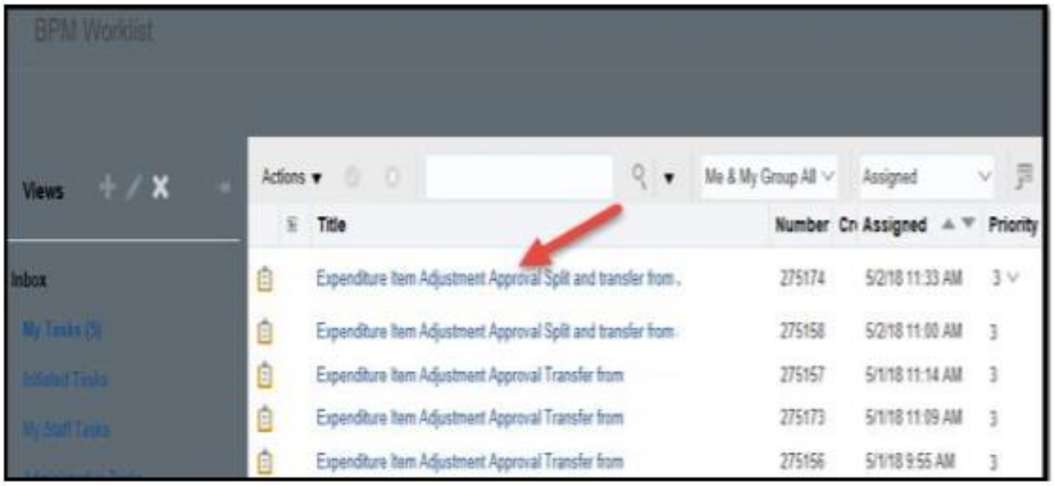
1. After an Approver logs into the Financial Management system, select the **Bell** from the home page to view your pending notifications.

2. Click on the **More Details** drop-down menu. Select **Projects** from the list.



No notifications to display.

3. The Worklist will display a list of hyperlinks for transactions requiring approval. **Click on a transaction hyperlink**.



Title	Number	Cr	Assigned	Priority
Expenditure Item Adjustment Approval Split and transfer from .	275174		5/2/18 11:33 AM	3
Expenditure Item Adjustment Approval Split and transfer from	275158		5/2/18 11:00 AM	3
Expenditure Item Adjustment Approval Transfer from	275157		5/1/18 11:14 AM	3
Expenditure Item Adjustment Approval Transfer from	275173		5/1/18 11:09 AM	3
Expenditure Item Adjustment Approval Transfer from	275156		5/1/18 9:55 AM	3

4. Review the transaction details. Click **Approve** to process the transaction or click **Reject** if the transaction is incorrect. An approver can request additional information from the preparer instead of rejecting the transaction.