**GL to Project Transaction Job Aid-**

| Project to GL | Description |
|---|---|
| | Using this guide you will credit the project and debit a GL string.<br>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.<br><span style="color:red">The debit fields will always be the COA string for the project.</span><br>What ever was entered in the Expenditure type and Expenditure Organization fields must be used in the COA string for the project.<br>Use a negative number to credit a project.<br>Use a positive number to debit a project. |
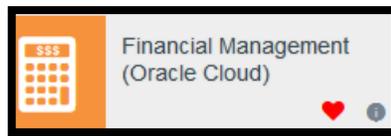
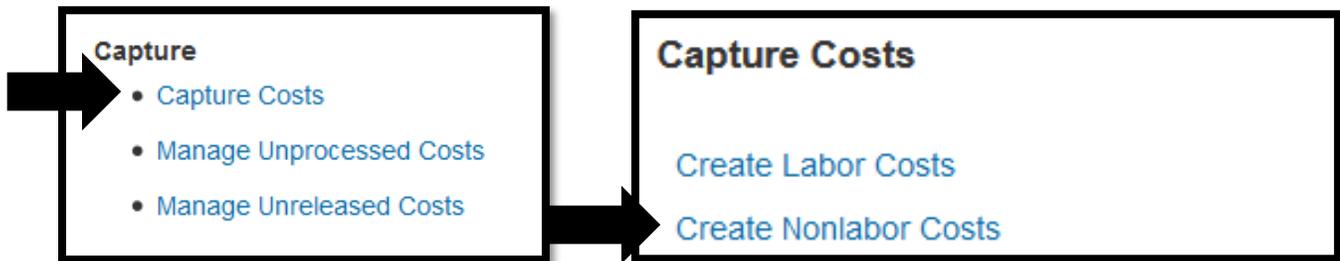Log onto https://my.rutgers.edu, click on
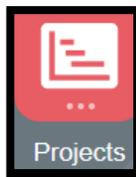
Click on the "Projects" icon            and then the "Costs" icon
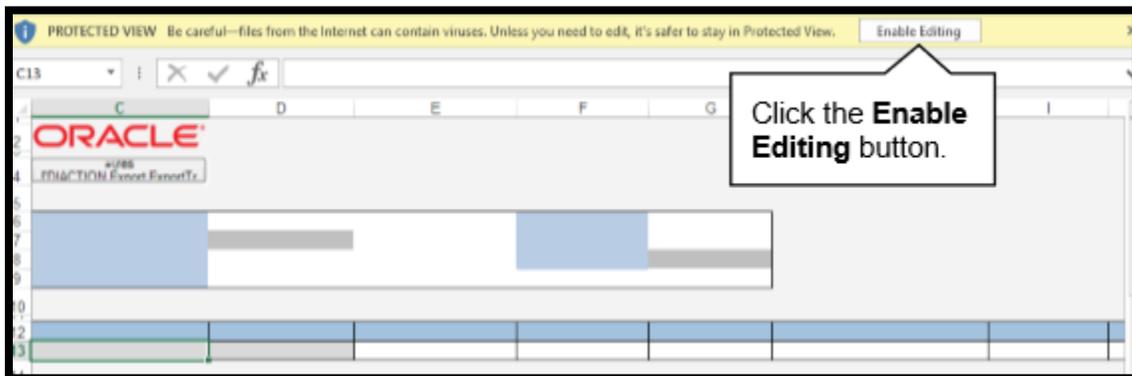
From the "task" icon            select "Capture Costs" from the menu list and then click on "Create Nonlabor Costs"-

**Capture**

- Capture Costs
- Manage Unprocessed Costs
- Manage Unreleased Costs

**Capture Costs**

Create Labor Costs

Create Nonlabor Costs

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

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.     Enable Editing

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 1 line entry

 Expenditure Item date is date of transfer

 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.



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-



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



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



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.
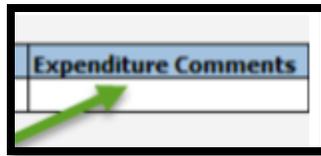


Fill in the "Raw Cost Debit Account" and the "Raw Cost Credit Account" In the "Raw Cost Credit Account" enter the GL string you are debiting.
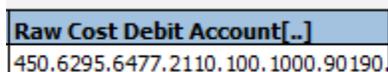


If you are having issues with formatting your string, you can search on it, by double clicking on the cell underneath the

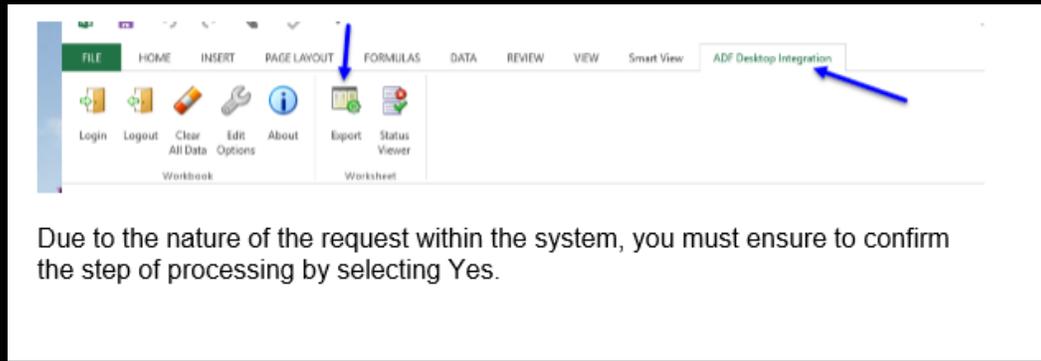Raw Cost Debit Account or the Raw Cost Credit Account. Click on the search icon-

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





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