

OVERVIEW

This job aid details the process for reconciling the **Project F&A Expense** to the **General Ledger F&A Revenue.** This will also help identify any projects that genereates F&A Expense and the F&A Revenue that is not being returned to Unit of the project

NAVIGATING WITHIN THE F&A RECONCILATION DASHBOARD

Direct Link to Dashboard:

https://go.rutgers.edu/50kx6e22

The Oracle manual path for the above link is as follow: **Shared Folders -> Custom -> RU Saved Queries -> Projects -> Sponsored Projects -> F&A Reconciliation Dashboard**

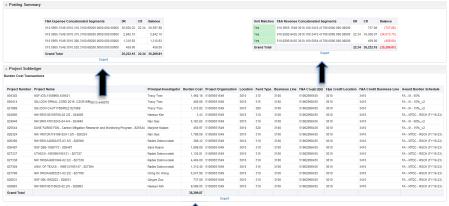
The OTBI Dashboard is made up of 3 separate views:

- A) GL
- B) By Setup UDO (Project UDO (Expense)
- C) By F&A UDO (General Ledger F&A Credit UDO (Revenue))

Important Notes:

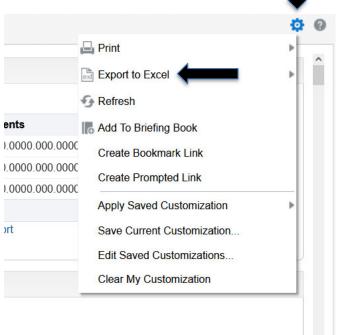
- A) Each of the tabs can only be ran by 1 Unit only
- B) The By Setup UDO and By F&A UDO tabs can be ran with one (1) or multiple Project Organization or F&A Credit UDO
- C) The By Setup UDO and By F&A UDO tabs can also be ran with one(1) multiple Accounting Period(s)
- D) Each of the sections of the tabs can be exported independently of all as one. Please see below.











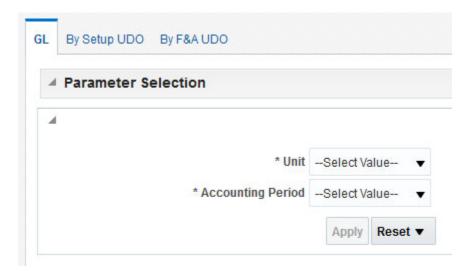


A) <u>General Ledger View</u> - This view to help identify and see any revenue that was adjusted via a general ledger journal entry. This tab enables the user to identify any manual entries to correct or adjust the F&A Revenue on the General Ledger.



The parameter as follow:

- 1) Unit (Based on the Unit receiving the adjustment)
- 2) Accounting Period (The Accounting Period(s) to be reconciled). This could be 1 or multiple periods.







■ Expenses

This section will show where all project expenses have posted. If you believe something is not correct, please use the "By F&A UDO" tab to investigate which projects from other units may be posting revenue to your unit.

Unit Matches	Concatenated Segments	Balance
No	240.6295.6435.2110.310.3110.69205.0000.000.00000	0.01
No	290.6025.5560.2500.310.3100.69200.0000.000.00000	(6,380.20)
No	450.6525.7128.2110.310.3100.69205.0000.000.00000	1,201.20
Yes	510.5615.3761.3010.315.3100.69200.0000.000.00000	(1,979.94)
Yes	510.5865.4643.3010.310.3100.69200.0000.000.00000	838.83
Yes	510.5865.4745.3010.310.3100.69205.0000.000.00000	(0.26)
Yes	510.5955.1549.3010.310.3100.69200.0000.000.00000	484,229.22
Yes	510.5955.1549.3010.310.3100.69205.0000.000.00000	(2,624.15)
Yes	510.5955.1549.3010.315.3100.69200.0000.000.000000	65,411.00
Yes	510.5955.1549.3010.315.3100.69205.0000.000.00000	(244.90)



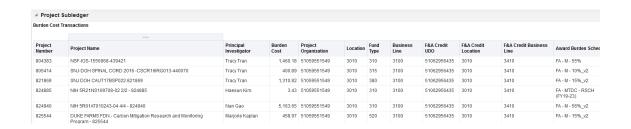


B) <u>By Setup UDO (Project UDO (Expense)</u> - This is view to help identify and see view the F&A Expense(s) generated by the Sponsored Project(s) and it corresponding General Ledger posting.

The parameter as follow:

- 1) Unit (Based on the Unit receiving the adjustment) and/or
- 2) Project Organization(s)
- 3) Accounting Period (The Accounting Period(s) to be reconciled). This could be 1 or multiple periods.







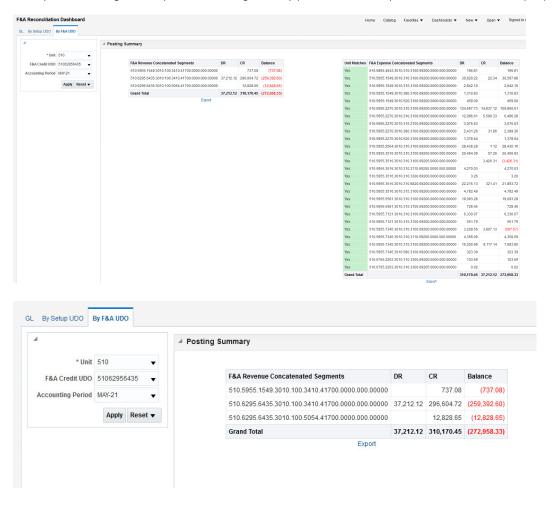




C) By F&A UDO (General Ledger F&A Credit UDO (Revenue)) - This is view to help identify and see view the General Ledger F&A Revenue and the F&A Expense(s) generated by the Sponsored Project(s).

The parameter as follow:

- Unit (Based on the Unit receiving the adjustment)
- 2) F&A Credit UDO(s)
- 3) Accounting Period (The Accounting Period(s) to be reconciled). This could be 1 or multiple periods.









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∡ F&A Revenue Details														
Accounting Period	Trx	Concatenated Segments	Journal Category Name	Journal User Source Name	Journal Batch	Journal	Journal Line Number	Line Description	Project	Expenditure Comment	DR	CR	Balance	
MAY-21	14050503	510.6295.6435.3010.100.3410.41700.0000.000.0000	Supplier Cost	Projects	Projects A 6544064000001 6544067 2 Y	MAY-21 Supplier Cost 22-6001086	25	Project Expenditure Project< 820193 > Task< 800 > Trx Source < Oracle Fusion Payables > Trx Doc < Expense Report>	820193	ICLR 2021 Conference Fee, see attached receipt.		55.00	(55.00)	
MAY-21	14052587	510.6295.6435.3010.100.3410.41700.0000.000.0000	Supplier Cost	Projects	Projects A 6540606000001 6540607 2 Y	MAY-21 Supplier Cost 22-6001086	47	Project Expenditure Project 826357 > Task 800 > Trx Source Coracle Fusion Payables > Trx Doc Supplier Invoice >	826357	NMR TUBE 5MM 60MHZ 7IN		104.48	(104.48)	
MAY-21	14053203	510.6295.6435.3010.100.3410.41700.0000.000.0000	Supplier Cost	Projects	Projects A 6540606000001 6540607 2 Y	MAY-21 Supplier Cost 22-6001086	47	Project Expenditure Project< 824256 > Task< 800 > Trx Source < Oracle Fusion Payables > Trx Doc < Supplier	824256	Oil-Resistant Buna-N O-Ring 1/16 Fractional Width Dash Number 027 Packs of 100		2.38	(2.38)	