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Additional training classes for Journal Creation in the new General Ledger and the RIAS Gateway and Key Features of Discoverer Viewer have been added to the UHR Enrollment Management system.

Go to the UHR Website:
<http://uhr.rutgers.edu/profdev/crypt/login.asp>

After logging in, select **Business/Accounting Courses** and then select **Enroll** next to the class/date you wish to attend.

Can't make a class?
Online training for these classes is available on the RIAS Website.

View online training:
<http://rci.rutgers.edu/~riasteam/RIASPhaseII/training.html>

How to Correct Receiving

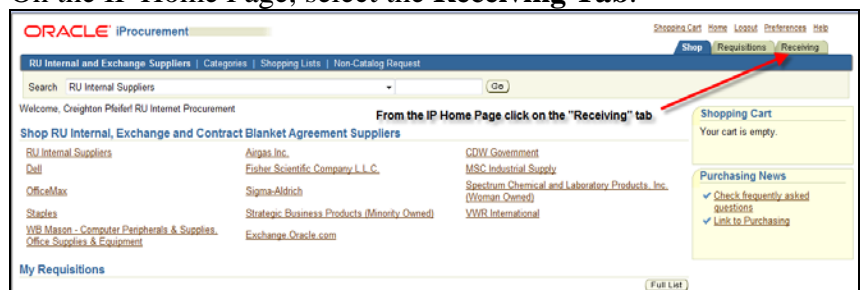
Purchase Orders should be received online only for the goods or services that have been delivered to date. Do not fully receive online for an order unless all goods and services have been delivered. If you have received a partial shipment or services for an order that requires online receiving, you should only receive for the amount/quantity that has actually been received to date.

It is also important to understand that if you no longer need an order opened and want to get rid of the encumbrance/commitment balance; Purchasing cannot cancel the remaining balance of a fully received purchase order that was billed for less than the actual quantity or amount delivered. This will allow partial billing and payment to the supplier.

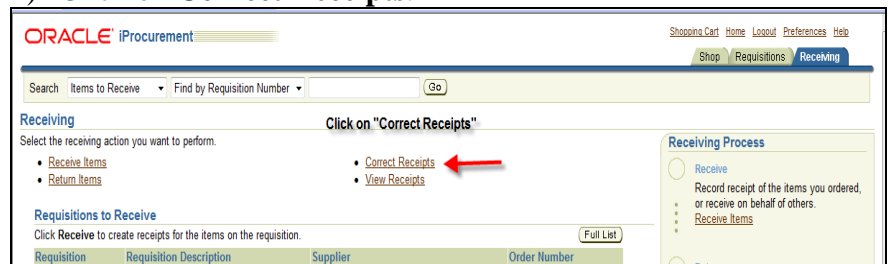
For example, if a PO is \$15,000 and you fully receive it, but you are invoiced for only \$14,900, Purchasing cannot cancel the remaining \$100 balance. A receipt correction will need to be done, as demonstrated below, to reduce the quantity received to equal the partial quantity actually delivered and billed.

Here are the steps to correct receipts:

- 1) On the IP Home Page, select the **Receiving Tab**.



- 2) Click on **Correct Receipts**.



- 3) In the **Receipt Created by** leave your name. Next, under **Items Received** alter it to **Change to Any Time**. Now place the **PO Number** in the **Order Number** section. Select **Go**. After selecting **Go**, past receiving transactions will appear.

Correct Receipts: Select Receipts

Receipt Created By: [Name] **Leave your name or just remove name**

Items Received: Any Time **Change to Any Time**

Order Number: 885207 **Put in PO Number**

Supplier: [Name]

Click on Go

After clicking on GO, past receiving transactions will appear.

Receipt	Requisition	Item Description	Correct Quantity	Unit	Quantity Received	Supplier	Order Number
115279	780590	Consultant Michael Carr will finish the construction drawings and telescope interface design for the ARIES instrument under the terms of the consultant agreement with Ted Williams RU CONTACT: Cardinale / vcardinale@physics.rutgers.edu		Each	13999	Term Engineering	885207
114981	780590	Consultant Michael Carr will finish the construction drawings and telescope interface design for the ARIES instrument under the terms of the consultant agreement with Ted Williams RU CONTACT: Cardinale / vcardinale@physics.rutgers.edu		Each	1	Term Engineering	885207

RU GL Key Journal



Since the capabilities of the RU GL Journal role and the RU GL Key Journal role are the same, the Key Journal role will be eliminated.

Anyone currently assigned to the RU GL Key Journal will automatically be converted to the RU GL Journal role. This change is scheduled for the week of October 13th.

- 4) Enter the correct **Quantity** from packing list or invoice. If more than one receiving line exists for the **same** item, place the correct Quantity in just **one** box. A **zero** can be placed in the additional quantity boxes. Next select **Continue**.

Correct Receipts: Select Receipts

Receipt Created By: [Name]

Items Received: Any Time

Order Number: 885207

Supplier: [Name]

Enter correct Quantity from packing list or invoice. If more than one receiving line exists for the same item, a zero can be placed in those Quantity boxes, and put the correct Quantity in just one box.

When finished click on "Continue"

Receipt	Requisition	Item Description	Correct Quantity	Unit	Quantity Received	Supplier	Order Number
115279	780590	Consultant Michael Carr will finish the construction drawings and telescope interface design for the ARIES instrument under the terms of the consultant agreement with Ted Williams RU CONTACT: Cardinale / vcardinale@physics.rutgers.edu	6013	Each	13999	Term Engineering	885207
114981	780590	Consultant Michael Carr will finish the construction drawings and telescope interface design for the ARIES instrument under the terms of the consultant agreement with Ted Williams RU CONTACT: Cardinale / vcardinale@physics.rutgers.edu	0	Each	1	Term Engineering	885207

- 5) The changes are shown. Select **Submit** to finalize the change and correct the receiving.

Correct Receipts: Review and Submit

The changes are shown then click on "Submit" to finalize the change and correct the receiving.

Receipt	Item Description	Correct Quantity	Unit	Change	Quantity Received	Supplier
115279	Consultant Michael Carr will finish the construction drawings and telescope interface design for the ARIES instrument under the terms of the consultant agreement with Ted Williams RU CONTACT: Cardinale / vcardinale@physics.rutgers.edu	6013	Each	-7986	13999	Term Engineering
114981	Consultant Michael Carr will finish the construction drawings and telescope interface design for the ARIES instrument under the terms of the consultant agreement with Ted Williams RU CONTACT: Cardinale / vcardinale@physics.rutgers.edu	0	Each	-1	1	Term Engineering

- 6) A page will appear confirming the receiving change has been completed successfully.

Confirmation

Your corrections have been submitted. This page confirms the receiving change has completed successfully.

Correct Receipts: Confirmation Details

Receipt	Item Description	Correct Quantity	Unit	Change	Quantity Received	Supplier
115279	Consultant Michael Carr will finish the construction drawings and telescope interface design for the ARIES instrument under the terms of the consultant agreement with Ted Williams RU CONTACT: Cardinale / vcardinale@physics.rutgers.edu	6013	Each	-7986	13999	Term Engineering
114981	Consultant Michael Carr will finish the construction drawings and telescope interface design for the ARIES instrument under the terms of the consultant agreement with Ted Williams RU CONTACT: Cardinale / vcardinale@physics.rutgers.edu	0	Each	-1	1	Term Engineering

Manual Encumbrance/Open Commitment Balances

We are now reporting open requisition and purchase order commitments directly from the RIAS Purchasing and General Ledger system. This is the most accurate way of recording open commitments. We have also included a column called "**Over/<Under> Billed Amount**" on the new **FD Encumbrance Detail (CI, CD)** report. This is used to represent price changes or over/under quantities that may have been shipped and billed.

There are some encumbrance/open commitment issues which have resulted in the display of negative balances or, in some cases, penny balances on some requisitions or purchase orders. The RIAS Phase II team is actively working to address these issues.

In addition, some purchase order balances which showed as \$0 in the legacy system are now once again being displayed with a balance in the **FD Encumbrance Detail (CI, CD)** report. These balances are valid and to correct this situation, a Change Order Request form must be submitted to Purchasing as with any open balance. Please check the receiving on these orders to be sure that Purchasing can cancel them. (See Page 1).

Checking My Journal Status

Some ways you can check that your journal has been processed successfully from submission to approval are:

- Review the notifications in your worklist. You receive a notification every time:
 - you submit a journal for approval
 - no action has been taken by an Approver in 5 days
 - a journal has been approved or rejected
- If you have access to the financial data warehouse, you can check the **Daily Activity Report**. The journal will appear on this report after it has been approved and posted to the General Ledger.



Do you have questions about RIAS Phase II?

Any of the following resources can assist you in getting your questions answered:

Go to the RIAS website
<http://rias.rutgers.edu>

Contact your Business Manager

Contact the Help Desk: email:
rias2gl@rci.rutgers.edu or call
732-445-2100



Tips & Techniques

If you are getting confused on where to go to create an Actuals journal versus an Encumbrance journal, try creating a favorite URL on your RIAS Gateway.

Login to the RIAS Gateway. On the screen you will find a section called Favorites. Select the Customize link.

On the Customize Favorites screen, select the RU GL Journal responsibility.

ORACLE Home Logout

Customize Favorites

Portlet Name: Favorites [Cancel] [Apply]

Search and Select

Function Prompt: [] Responsibility: RU GL Journal [Go]

Select Functions: [Add]

Select All | Select None

Select Function Prompt	Description	Menu Hierarchy	Responsibility
<input checked="" type="checkbox"/> Enter	Enter journals	Journals	RU GL Journal
<input checked="" type="checkbox"/> Encumbrance	Enter encumbrances	Journals	RU GL Journal
<input type="checkbox"/> Journal	Inquire on journal entries	Inquiry	RU GL Journal
<input type="checkbox"/> RU Journal Approval History	RUGL Approval History		RU GL Journal

Selected to Display

TIP A favorite may not be updateable if the responsibility from which that favorite was originally added is not available from the current server hierarchy or is expired.

Select Favorites: [Remove]

Select All | Select None

Select	Up	Down	Favorite	Description	Responsibility	URL
<input type="checkbox"/>	(A) (v)	(v)	Enter (Journals)-Actuals	Enter journals	RU GL Journal	
<input type="checkbox"/>	(A) (v)	(v)	Encumbrance (Journals)	Enter encumbrances	RU GL Journal	

[Add URL] [Cancel] [Apply]

Checkmark the functions you want displayed in your Favorites section. Click the Add button. The functions are displayed under your Favorites URLs. You have the option to change the name of the URLs.

Select the Apply button to have your favorite URLs appear on the RIAS Gateway.

Links And Notifications Financial Dashboard

RIAS Links News and Announcements

RIAS Actuals Journal Template

RIAS System is Available from 7:00am Monday through 7:00pm Saturday

RIAS Discoverer Viewer

RIAS and Financial Data Warehouse News

RIAS Home Page

RIAS Users: Please note that the RIAS General Ledger implementation is now complete with the successful processing of June 2008 Adjusted activity. The financial data warehouse reflects FY2009 beginning balances, FY2008 adjusted balances, and all detail activity for the last two fiscal years.

RIAS Forms Repository

RIAS Newsletters

RIAS Training site

RIAS Website

Worklist Portlet

Application Links

Absence Reporting System

NETID Password Change

BEX

Time Reporting System

Applications Navigator

University Links

Administrative Gateway

Division of Grant & Contract Accounting

Office of Information Technology

Favorites

- Enter (Journals)-Actuals
- Encumbrance (Journals)

RIAS Phase II is looking for ideas, shortcuts, or tips you have discovered using the new General Ledger and Financial Reports. If you would like to submit tips and techniques to the RIAS Phase II project team for review and possible inclusion in a future newsletter or on the RIAS Phase II website, please send your ideas to the RIAS team at riasteam@rci.rutgers.edu.