



## Enter a Miscellaneous Actuals Batch

These batches are used to transfer expenditures from one award, project or task to another.

### Prerequisites

- You must have the **ORG Expenditure Entry Transfer** responsibility to enter a miscellaneous actuals batch.
- The "Transfer of Costs Approval" form ([Word version](#), [PDF version](#)) must be completed for cost transfer.
- You need to know the organization of the project/task/award that the charge is currently applied to.
- The expenditure item must fall between active dates for the project/task/award.
- The date transaction processed must be prior to the close date on the award and installments.
- The project status must be **Approved**, the award status must be **Active**, and the task must be chargeable.
- If there are project/task transaction controls, check to see if the expenditure type is allowed.
- You should ensure that the funds are available based on the budget and any existing budgetary controls.

### To enter a miscellaneous actuals batch

1. Select **Expenditures: Pre-approved Batches > Enter Actuals** to open the **Expenditures Batches** form.
2. Enter the following fields on the **Expenditures Batches** form:
  - **Batch Name** (Use a standard naming convention, such as dd-mmm-yyyy and your initials. For Example: 03-NOV-2000 BL. **Note:** Batch names can have a maximum of 20 characters.)
  - **Ending Date** (Enter the ending date of the expenses. If the ending date selected is not a Friday, this field will default to the first Friday after the item date.)
  - **Class** (choose Miscellaneous Transactions.)
  - **Description** (Defaults when **Class** is selected, but the description can be changed.)
  - **Control: Totals** (Enter the total dollar amount of the expenditure batch.)
  - **Control: Count** (Enter the total number of lines in the batch.)

3. Click **Expenditures** to open the **Expenditures** form.
4. Enter the following fields on the **Expenditures** form:

Note: You'll need to use the horizontal scroll bar to view all of the fields.

- **Employee Name** (Enter the name of the employee for whom you are entering the expenditures, optional.)
  - **Employee Number** (This defaults from the value you select for the Employee Name field.)
  - **Organization** (This defaults from the value you select for the Employee Name field.)
  - **Expenditure Ending Date** (This defaults to the value from the Ending Date field on the Expenditure Batches form.)
  - **Expnd Item Date** (The item date of the expenditure. This field defaults to the Ending Date field on the Expenditure Batches form, but the date should be changed to reflect the actual expenditure item date.)
  - **Project Number**
  - **Task Number**
  - Award Number
  - **Expnd Type**
  - **Non-Labor Resource** (The system automatically fills in this field based on the value you selected for the Expnd Type field.)
  - **Non-Labor Org** (This field defaults to The Research Foundation of SUNY.)
  - **UOM** (This field defaults to dollars.)
  - **Quantity** (Enter a negative amount to decrease the burden amount.)
5. Click **Yes** at the decision window to return to the **Expenditures** form.
  6. Select **File > Save** to save your expenditure data.
  7. Click the next blank line under the **Expnd Item Date** field in the **Expenditure Items** region.

Note: The system will copy the information from the line above into the fields of the line you selected.

8. Enter the following information for the line you selected on the **Expenditures** form:
  - **Quantity** (Enter a negative amount to decrease the burden amount. Enter a positive amount to increase the burden amount.)
9. Click **Yes** at the decision window to return to the **Expenditures** form.

NOTES: The amount you enter in this field should be the opposite of the amount you entered in the **Quantity** field for the line above this one, e.g., if you entered a negative amount in the **Quantity** field for the line above the this line, than you should enter a positive amount in the **Quantity** field for this line. The line that contains the negative amount reflects where the money is coming from, and the line that contains the positive amount reflects where the money is going.

10. Select **File > Save** to save your expenditure data.
11. Select **File > Close Form** to return to the **Expenditure Batches** form.
12. Click **Submit** to submit the expenditure batch.

Note: The **Status** field will change to a status of **Submitted**.

13. If you need to revise entries in the batch: Click **Rework**.
14. Click **Expenditures** to return to the **Expenditures** form.
15. Select **File > Close Form**.
16. Send an e-mail to central office requesting that the batch be released. Your e-mail must contain the batch name and should be sent to [actualsmiscbatches@rfsuny.org](mailto:actualsmiscbatches@rfsuny.org).

Note: Only released batches are processed.