Treasurer’s Town Hall

J. Michael Gower
Executive Vice President for Finance and Administration
and University Treasurer

College Avenue Student Center
May 23, 2016
Agenda

• Transformation at-a-Glance
  – Transaction Flows
  – Changes to Business Processes

• System Integration and User Acceptance Testing

• Training

• How You Can Be Involved

• Q&A
TRANSFORMATION AT-A-GLANCE
Administrative Information Systems
Financial, Procurement, and Human Resources and Payroll Environment

NOTE: HFM (Hyperion Financial Management), HPCM (Hyperion Profitability and Cost Management), DRM (Data Relationship Management), Planning (Hyperion Planning)
**Procurement: Transaction Flow**

**Transaction Types**
- Purchasing needs
- Payment requests from external systems, i.e., student and patient refunds
- Expense requests

**SciQuest**
- Requisitions
- Purchase Orders
- Receipts
- Invoices
- Suppliers

**Oracle Cloud Fusion**
- SciQuest data, and approval to pay invoice
- Payments
- Expense requests
- Payments

**PeopleSoft HR and Payroll**
- Employees

**Data Warehouse**
- Procurement and Expense
  - Accounts Payable and Purchase Orders
  - Transaction Detail
  - Suppliers
  - Chart of Accounts Values

Payment requests from external systems, i.e., student and patient refunds.
Business Process Changes
Procure to Pay (1/2)

Create Request for Proposal (RFP)

• Electronic “RFx Request Form” in online procurement system (SciQuest) used by units to originate request
• Electronic RFP drafted in SciQuest by Procurement Services
• Evaluation scorecard attached to RFP for electronic routing, review, and approval

This improvement means…

• Units can track status of RFP events from creation to award
• One electronic system for sourcing, contracting, and procuring items
• Increased efficiency, leading to shorter processing times
Business Process Changes
Procure to Pay (2/2)

Manage RFP
• Suppliers must register in SciQuest to participate in RFPs
• Supplier questions and bid responses entered and submitted electronically via supplier portal

Evaluate RFP
• Evaluation report attached to electronic RFP record
• Electronic awarding of RFP and notification to winning bidder

This improvement means...
• Visibility into sourcing activities, including previous evaluations and awards
• Standard email templates for Intent to Award and Non-Intent to Award
• Ability to implement and measure key performance indicators for strategic sourcing
Business Process Changes
Expense Management (1/2)

Expense Entry

- Expenses entered online by employee (or delegate) via Oracle
- Receipts can be uploaded electronically
- Retention of paper receipts determined by units

This improvement means...

- Elimination of manual entry and scanning for Accounts Payable processors
- Ability to track and report on expenses
- Ability to enter expenses details via mobile device
- Pre-approval process within units may continue
Business Process Changes
Expense Management (2/2)

**Approve Expense Entry**

- Expense reports routed automatically to UDO Business Manager for approval
- Assignment of employees to UDO Business Manager identified and updated in Oracle
- UDO Business Managers will receive more expense reports for approval

**This improvement means...**

- System-driven workflow for expense approval
- More timely approval of expenses
Financial Management: Transaction Flow

Transaction Types
- Time & Labor
- Internal Source Systems
  - Journal Entries
  - Project Detail
- Grants

PeopleSoft HR and Payroll
- Employees
- Commitment Acctg/Payroll
- Time & Labor
- Benefits

SciQuest
- Procurement Data

RAPSS
- Pre-awards

Oracle Cloud Fusion
- Journal Entries
  - Cloud Subledgers
  - Source Systems
  - Manual Project Detail
  - Bank Statements
  - Grants

Data Warehouse
- General Ledger Balances
- Project Detail
- Payroll Detail
- Reporting
Business Process Changes
Create and Manage Projects

- Need to establish guidelines to assist units with tracking projects
- Additional set-up required before transactions can be recorded
- Transactions charged to project strings instead of general ledger strings

This improvement means...
- Increased detail and transparency associated with transactions
- Greater control of transactions and expenditures
- Ability to drill down from general ledger to projects
Business Process Changes
Process Accounting Transactions

Process Manual Journal Entry
- Journal entries entered directly in online financial system (Oracle)
- Project adjustments entered in the projects module
- Journals can be created automatically for financial transactions recorded in Oracle sub-ledgers

Approve Manual Journal Entry
- Journals routed automatically to Unit-Division-Organization (UDO) Business Manager for approval
- Journals approved directly in Oracle
- Journals can be posted to other units/departments, UDO Business Manager responsible for notification outside of Oracle

This improvement means...
- Approvers can review and approve journals immediately
- Elimination of paper process for RBHS
- Electronic approval process
Human Resources and Payroll: Transaction Flow

Transaction Types

Time & Labor

PeopleSoft HR and Payroll
- Employees
- Commitment Acctg/Payroll
- Time & Labor
- Benefits

Oracle Cloud Fusion
- Payroll Journal Entries
- Payroll Project Detail

Payroll Detail

Data Warehouse
- General Ledger Balances
- Project Detail
- Payroll Detail
- Reporting
### Budget Planning and Forecasting: Transaction Flow

**Process Steps**

1. Cost Pool Budgets are input to Planning by Cost Centers.
2. Allocation Metrics and Cost Pool Budgets are loaded to HPCM.
3. Cost Pool Allocations are generated in HPCM and sent to Planning to inform the RC budget process.
4. Responsibility Center Budgets are input to Planning.
5. Budgets are passed from Planning to Cloud for reporting.
6. Actuals are passed to Forecasting and Planning from Cloud during period close. Forecasts are periodically passed back to Cloud.
SYSTEM INTEGRATION AND USER ACCEPTANCE TESTING
Testing: System Integration and User Acceptance

New systems will be thoroughly tested using a logical sequence that closely controls the introduction of new testing variables.

**Test Execution**

**System Integration Testing (SIT Cycle 1)**
- Confirms that business processes work as designed across an integrated set of modules and integration partner applications

**System Integration Testing (SIT Cycle 2)**
- Involves a second execution of the integration test plan with a second run of conversions and additional configurations identified during SIT1

**User Acceptance Testing (UAT)**
- Business scenarios confirm that individuals can perform their jobs and provides a “day-in-a-life” experience to the user before production go-live.

**All testing participants will be trained prior to the start of SIT1**

- Functional Teams and “Super Users”
- “Super Users”
- End Users

Testers will enter transactions, verify and reconcile data
Training Strategy: A Comprehensive Solution

- Process Documentation
- Attendance Tracking
- Campuses
- Roles
- Access to Training
- Availability
- Classrooms
- Class Schedule
- Projectors, PCs, etc.
- Instructors
- Instructor-led Training
- Hands-on activities
- E-learning
- Training Tools
- Super Users
- Virtual Help Desk
- Chat Room
- Curricula
- Courses
- Modules
- Process Documentation
- Attendance Tracking
- Tools
- Logistics
- Support
- Audience
- Delivery
- Content
Training Approach

Central Training
- Financial Management
- Procurement
- Human Resources and Payroll

Universitywide Training
- Oracle Financial Management
- SciQuest
- PeopleSoft
- Processes
- Transactions
- Reporting

Post-Training Support: Office Hours, Job Aids, Help Desk
# Training Delivery: Five Phases of an Effective Approach

## Before Training
- Road shows
- Communications
- Testing experience

## During Training
- Process overview and context
- Classroom dialogue
- Course slides
- Live system (training environment)
- How it fits into my work
- Transactional demonstrations
- Live system (training environment)
- Process flows
- Hands-on exercises
- Practice in training environment
- Exercise data sheet

## On the Job
- Support – phone, e-mail, live
- Simulations
- Training environment and exercises

## Timeline
- **April/May**
- **June/September**
- **September/Ongoing**
Next Steps

- Partner with schools, departments and units to operationalize new business processes  
  *(June through post-go live)*

- Continue to perform integration testing for all systems  
  *(Now-September)*

- Develop training curricula and materials, implement plan to support delivery  
  *(Now-go live)*

- Host road shows for Financial Management, Human Resources and Payroll, and Procurement  
  *(June-July)*

- Engage staff and faculty to form community in support of the rollout  
  *(ongoing)*
HOW YOU CAN BE INVOLVED
Stay Connected through Communications

- Message from President Barchi
- Finance and Administration Website
- Road shows
- Newsletters
- Treasurer’s Town Hall

Launching a new AIS Website!

finance.rutgers.edu/
Contact Us

• Send questions, suggestions and feedback to:
  – finance@rutgers.edu

• Reach out to a Business Advisory or School/ Unit Representative Group member

  Visit the Finance and Administration Website for contacts

• Email me
Questions?
Next Treasurer’s Town Hall
Monday, June 13
2:30-4:00 p.m.
Rutgers University-Newark
Paul Robeson Campus Center
Essex Rooms 231-232