Treasurer’s Town Hall

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

Cook Student Center
July 20, 2016
Agenda

• Transformation at-a-Glance

• Changes to Business Processes

• Training

• Managing Change

• Next Steps and 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)
BUSINESS PROCESS CHANGES
What Does It Mean to Me?

Greater Detail and Transparency Associated with Transactions
• Users can see detailed transactional information associated with the Requisitioning and Expense Management end-to-end process

Greater Ability to Control Expenditures
• Systems provide robust controls to manage transactions more closely before they impact financials
  ✓ SciQuest (system controls and workflows)

Enhanced Reporting Capabilities
• Enhanced, real-time reporting and more data to support analysis and decision making
  ✓ SciQuest and Oracle Expense
What Is A Change Impact Assessment?

A Change Impact Assessment (CIA) identifies how and to what extent the process, people, structure, and technology of an organization will change as a result of an enterprise resource planning implementation.

<table>
<thead>
<tr>
<th>Process</th>
<th>People</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Changes in...</strong></td>
<td><strong>Changes in...</strong></td>
</tr>
<tr>
<td>• The way the work gets done (process / policy)</td>
<td>• The skills required to perform job activities</td>
</tr>
<tr>
<td>• Data sources or inputs</td>
<td>• Behavior or culture required to perform job activities</td>
</tr>
<tr>
<td>• Reports or outputs</td>
<td></td>
</tr>
<tr>
<td>• Work frequency</td>
<td></td>
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<tr>
<td>• Communication or interaction</td>
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Business Process Changes
Create Requisition (Procure-to-Pay, Procurement)

People and Process Implications

• SciQuest will be the primary point of entry for requesting goods and services
• Requisitions are electronically routed for approval based on multiple criteria, including dollar amount, commodity, etc.

What It Means to Me…

• System-driven workflow; providing more timely approval of requisitions and increased visibility of approval status
• Flexibility for units to have multiple levels of requisition approval
Business Process Changes
Invoice Approval (Procure-to-Pay, Procurement)

People and Process Implications

• The individual listed as the “prepared for” on a requisition will be listed as the approver for invoices over $5,000
• The individual listed as the “prepared for” on a requisition will be notified of the payment of invoices under $5,000
• Invoices for capital assets require receipt in SciQuest prior to authorization of payment

What It Means to Me…

• Units will need to define internal business processes for how the “prepared for” field on the requisition is utilized
• Decreased invoice processing times as a result of electronic approval and notification
• Increased visibility into status of invoice approvals
Business Process Changes
Receiving Procedure (Procure-to-Pay, Procurement)

People and Process Implications

- Receipts are only required for capital assets
- Receiving non-capitalized goods and services in SciQuest is encouraged, but not required to initiate payment

What It Means to Me…

- Oracle will reflect the liability associated with an invoice after it is fully processed and approved for payment in SciQuest
- Recording the receipt of goods and services in SciQuest will result in an accrual of the liability in Oracle
Business Process Changes
Check Requests (Accounts Payable)

People and Process Implications

- Check requests will be initiated in SciQuest and upload the required supporting documentation directly into the application
- Departments will select the requested payee from a list of existing payees

What It Means to Me…

- Increased visibility of the status of the check request
- Departments will need to establish payees prior to initiating a check request in SciQuest
Business Process Changes
Purchase Order Change/Cancel Procedure (Procure-to-Pay, Procurement)

People and Process Implications

• All requests for changes to purchase orders will be initiated directly in SciQuest

• Requests for modifications to purchase orders will be routed for departmental approval based on the revised document amount

• University Procurement Services (UPS) staff will process PO revisions in SciQuest

What It Means to Me…

• A single electronic form will be used to capture the change order request in SciQuest

• Change order requests no longer limited to the initiator of the originating requisition; any authorized user can initiate a change order request in SciQuest

• Improved visibility into the status of the change request, including electronic notification of completed requests
TRAINING
Training Approach

- Central functions (Controller’s Office, Human Resources/Payroll, Procurement) will deliver all instructor-led training classes universitywide

- Delivery
  - Instructor Led: delivered by instructor to small audience in classroom setting
  - Virtual Instructor-Led: delivered by instructor to large audience via web conference
  - Web-Based Training: self-paced e-learning completed by participant, without support of instructor

- Details on Instructor-Led
  - Class size ~25
  - Locations in Camden, New Brunswick, Newark, RBHS (Newark, New Brunswick)

<table>
<thead>
<tr>
<th></th>
<th>Procure-to-Pay</th>
<th>Human Resources and Payroll</th>
<th>Financial Management</th>
<th>Expense Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Opens</td>
<td>Jul. 20 (High-volume requisitioners)</td>
<td>Jul. 20 (Intro/Time &amp; Labor)</td>
<td>Jul. 20 (Web-based intro. class)</td>
<td>Aug. 1 (Web-based, all classes)</td>
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<td>Aug. 10 (University-wide)</td>
<td>Aug. 5 (Intro/Commitment Acctg)</td>
<td>Aug. 1 (All classes)</td>
<td></td>
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<tr>
<td></td>
<td>Aug. 17 (University-wide)</td>
<td>Sept. 1 (Intro/Commitment Acctg)</td>
<td>Aug. 15 (All classes)</td>
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Note: Registration open dates and training start dates may change.
Financial Management Course Pathway (Oracle Cloud)

Non-Sponsored Project Users

PA010: Financial Management for Non-Sponsored Projects
Instructor-Led Training
4 hours

GN010: General Navigation in Oracle Cloud
Web-Based Training
2 hours

GL030: Financials Inquiries and Reports
Virtual Instructor-Led Training
3 hours

GL020: Journal Entry Processing*
Web-Based Training
3 hours

GN020: Approval Management**
Web-Based Training
1 hour

Sponsored Project Users

GM010: Financial Management for Sponsored Projects
Instructor-Led Training
4 hours

*General ledger users only

**Approvers only. GN020 is also noted on the Financial Management Pathway. Users only need to take this course once.
Procurement Course Pathway (SciQuest)

**Procure-to-Pay**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>P2P010</td>
<td>SciQuest (Procure-to-Pay) 101</td>
<td>Web-Based Training 2 hours</td>
</tr>
<tr>
<td>P2P070</td>
<td>Accounts Payable Inquiries</td>
<td>Web-Based Training 30 minutes</td>
</tr>
<tr>
<td>P2P080</td>
<td>Accounts Payable Inquiries and Reports</td>
<td>Web-Based Training 30 minutes</td>
</tr>
<tr>
<td>P2P0110</td>
<td>Active Contract Management &amp; Inquiry</td>
<td>Web-Based Training 30 minutes</td>
</tr>
<tr>
<td>P2P050</td>
<td>Internal Purchase Orders (IPO) Process</td>
<td>Web-Based Training 30 minutes</td>
</tr>
<tr>
<td>P2P040</td>
<td>Invoice Approval</td>
<td>Web-Based Training 30 minutes</td>
</tr>
<tr>
<td>P2PRQ010</td>
<td>End-to-End Procure-to-Pay for Requisitioners*</td>
<td>Instructor-Led Training 3 hours</td>
</tr>
<tr>
<td>P2P060</td>
<td>Receiving</td>
<td>Web-Based Training 30 minutes</td>
</tr>
<tr>
<td>P2P030</td>
<td>Requisition Approval</td>
<td>Web-Based Training 30 minutes</td>
</tr>
<tr>
<td>P2P020</td>
<td>Requisitioning</td>
<td>Web-Based Training 30 minutes</td>
</tr>
<tr>
<td>P2P090</td>
<td>RFx Management and Inquiry</td>
<td>Web-Based Training 30 minutes</td>
</tr>
<tr>
<td>P2P0100</td>
<td>Sourcing Event Review and Approval</td>
<td>Web-Based Training 30 minutes</td>
</tr>
<tr>
<td>IM010</td>
<td>Invoice Inquiries</td>
<td>Web-Based Training 20 minutes</td>
</tr>
</tbody>
</table>

*Initially, classes will be offered by invitation only to high-volume requisitioners

**KEY:**

- **Instructor Led**
- **Virtual Instructor Led**
- **Web-Based**
Expense Management Course Pathway (Oracle Cloud)

** Expense Management **

** GN020: Approval Management**
Web-Based Training
1 hour

** EXS010: Check Request Submittal**
Web-Based Training
20 minutes

** EX010: Enter and Submit Expense Reports**
Web-Based Training
1.5 hours

** EXS020: Check Request Approval and Processing**
Web-Based Training
20 minutes

** GN020 is also noted on the Financial Management Pathway. Users only need to take this course once.**
# Human Resources and Payroll Data Migration Course Pathway (PeopleSoft)

<table>
<thead>
<tr>
<th>Instructor Led</th>
<th>Web-Based/Job Aids</th>
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</table>
| **PS101: PeopleSoft Fundamentals:** Bridging the Gap from Banner to PeopleSoft  
  Instructor-Led Training  
  Video recorded for later viewing  
  Prerequisite  
  1 hour | **AR010: PeopleSoft Absence System**  
  Virtual Instructor-Led/Webinar  
  Video Job Aids  
  1 hour |
| **TL020: Time Entry and Approval**  
  Instructor-Led Training  
  2.5 hours | **WC010: Web Clock**  
  Web-Based Training  
  20 minutes |
| **CA020: Commitment Accounting**  
  Instructor-Led Training  
  2.5 hours | **ESS010: Employee Self-Service**  
  Web-Based Training & Job Aids  
  20 minutes |

*Offered by invitation only to staff who will be responsible for time entry and approval, and employee charging instructions
MANAGING CHANGE
A New Way of Working

Where We Are Today

- Transformation requires changing how we get work done (practices, organizations)
- Vast and diverse population with significant needs for ongoing education and intensive training
- Successful implementation requires personal ownership and accountability by everyone

What We Must Do

- Empower units to modify practices to align with new business processes
- Standardize practices within schools, departments and units as much as possible
- Reinforce the networks of change agents to mobilize this effort, and communities of practice to share best practices
- Provide tools and resources to enable change to occur locally
NEXT STEPS & HOW YOU CAN BE INVOLVED
Next Steps

• In addition to existing projects and priorities, we need your involvement to implement the new systems
  – Data verification
  – Business process change review
  – Role mapping
  – System testing
  – Training

• Attend **road shows**
  – July, 21, 22 and 27 (P2P, Expense)
  – July 26, 28 (HR/Payroll)

• Work within your Chancellor or central administration unit to **plan for the changes**

• Mobilize your unit at the **local level**, utilizing available guidelines and tools

• Participate in **testing and training**
How You Can Be Involved

• **Stay connected**
  – Cornerstone website
  – Road shows
  – Newsletters
  – Treasurer’s Town Hall

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

• **Reach out to a Business Advisory or School/ Unit Representative Group member**
  – Visit Cornerstone for contacts

  cornerstone.rutgers.edu
Questions?
Next Treasurer’s Town Hall
August 17
9:30-11:00 a.m.
Camden Campus Center
Multipurpose Room – Left