



RUTGERS

Treasurer's Town Hall

J. Michael Gower

*Executive Vice President for Finance and Administration
and University Treasurer*

Cook Student Center

July 20, 2016

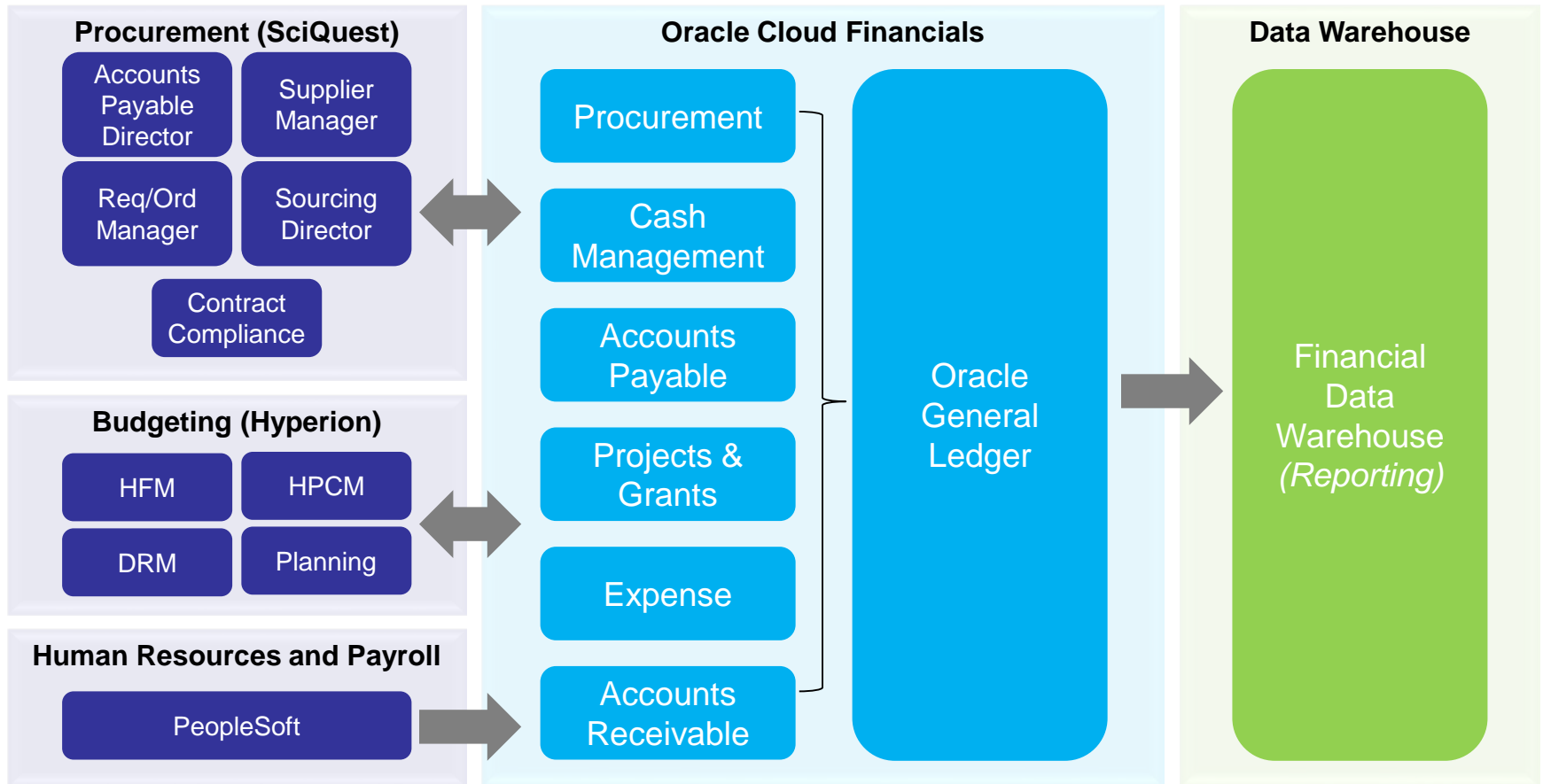
Agenda

- **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.

Process	People
	
<p>Changes in...</p> <ul style="list-style-type: none">• The way the work gets done (process / policy)• Data sources or inputs• Reports or outputs• Work frequency• Communication or interaction	<p>Changes in...</p> <ul style="list-style-type: none">• The skills required to perform job activities• Behavior or culture required to perform job activities

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

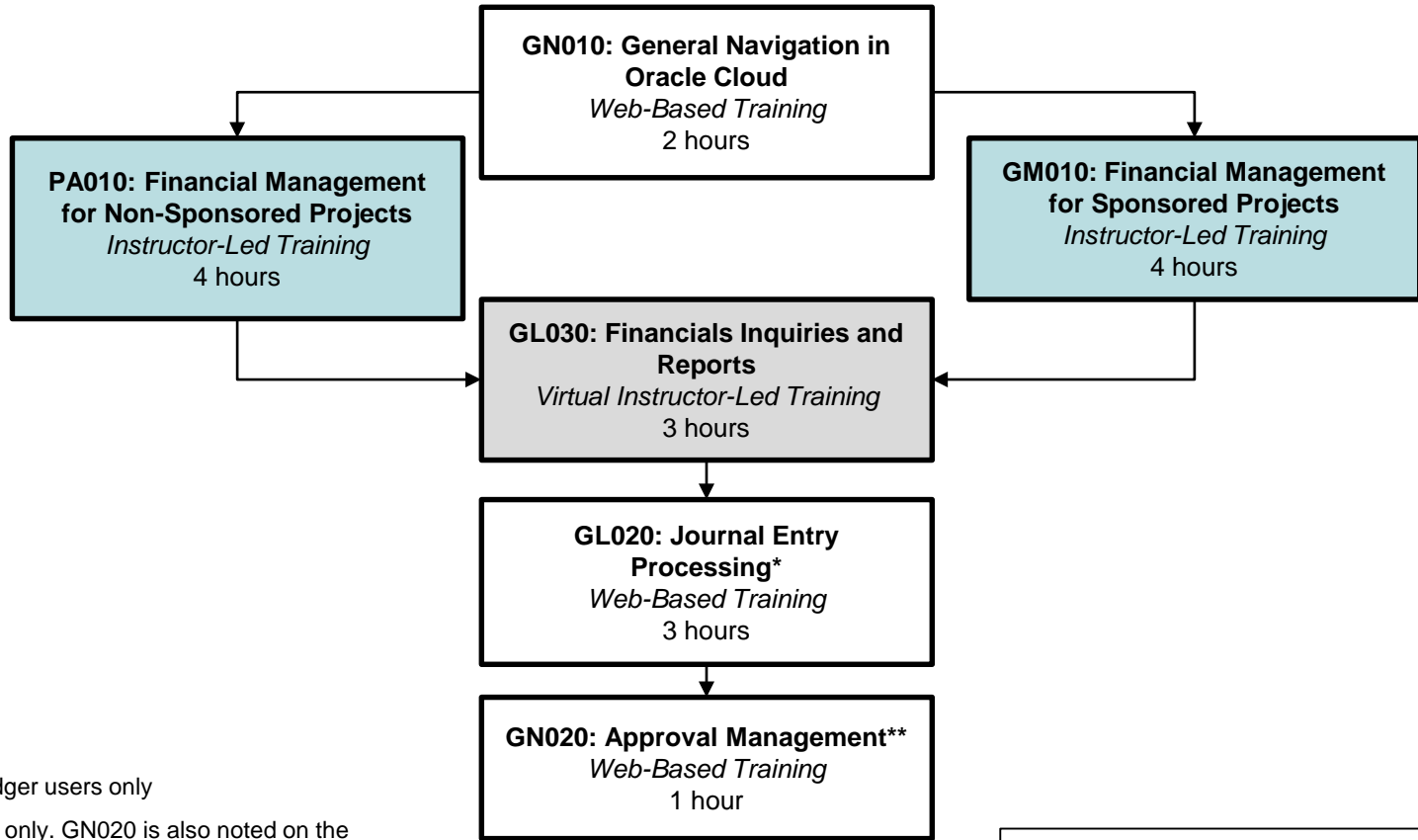
- Central functions (Controller’s Office, Human Resources/Payroll, Procurement) will deliver all instructor-led training classes universitywide
- Delivery
 - Instructor Led: delivered by instructor to small audience in classroom setting
 - Virtual Instructor-Led: delivered by instructor to large audience 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)

	Procure-to-Pay	Human Resources and Payroll	Financial Management	Expense Management
Registration Opens	Jul. 20 (High-volume requisitioners)	Jul. 20 (Intro/Time & Labor)	Jul. 20 (Web-based intro. class)	Aug. 1 (Web-based, all classes)
	Aug. 10 (University-wide)	Aug. 5 (Intro/Commitment Acctg)	Aug. 1 (All classes)	
Training Starts	Jul. 28 (High-volume requisitioners)	Aug. 1 (Intro/Time and Labor)	Aug. 1 (Web-based intro. class)	Aug. 15 (Web-based, all classes)
	Aug. 17 (University-wide)	Sept. 1 (Intro/Commitment Acctg)	Aug. 15 (All classes)	

Note: Registration open dates and training start dates may change.

Financial Management Course Pathway (Oracle Cloud)

Non-Sponsored Project Users | **Sponsored Project Users**



*General ledger users only

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

KEY:

Instructor Led	Virtual Instructor Led	Web-Based
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Procurement Course Pathway (SciQuest)

Procure-to-Pay

P2P010: SciQuest (Procure-to-Pay) 101
Web-Based Training
 2 hours

P2PRQ010: End-to-End Procure-to-Pay for Requisitioners*
Instructor-Led Training
 3 hours

P2P070: Accounts Payable Inquiries
Web-Based Training
 30 minutes

P2P060: Receiving
Web-Based Training
 30 minutes

P2P080: Accounts Payable Inquiries and Reports
Web-Based Training
 30 minutes

P2P030: Requisition Approval
Web-Based Training
 30 minutes

P2P0110: Active Contract Management & Inquiry
Web-Based Training
 30 minutes

P2P020: Requisitioning
Web-Based Training
 30 minutes

P2P050: Internal Purchase Orders (IPO) Process
Web-Based Training
 30 minutes

P2P090: RFx Management and Inquiry
Web-Based Training
 30 minutes

P2P040: Invoice Approval
Web-Based Training
 30 minutes

P2P0100: Sourcing Event Review and Approval
Web-Based Training
 30 minutes

IM010: Invoice Inquiries
Web-Based Training
 20 minutes

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

KEY:

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

Expense Management

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

1 hour

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

1.5 hours

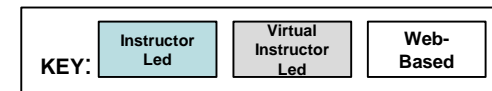
EXS010: Check Request Submittal*Web-Based Training*

20 minutes

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

20 minutes

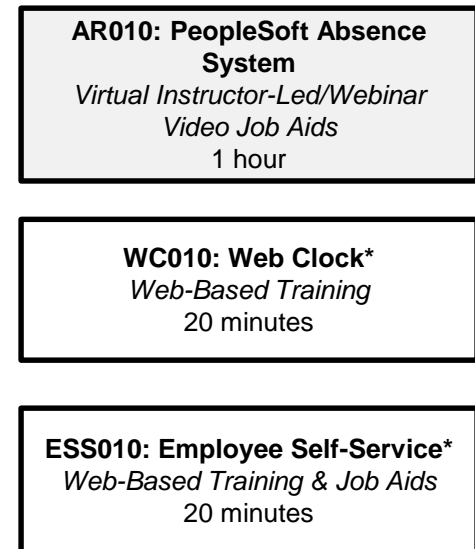
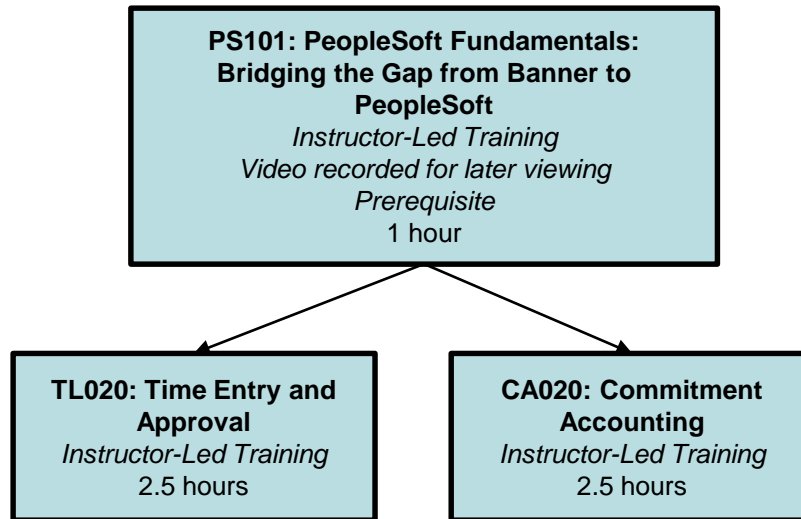
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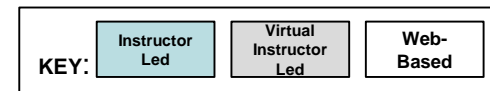
Human Resources and Payroll Data Migration Course Pathway (PeopleSoft)

Instructor Led

Web-Based/Job Aids



*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

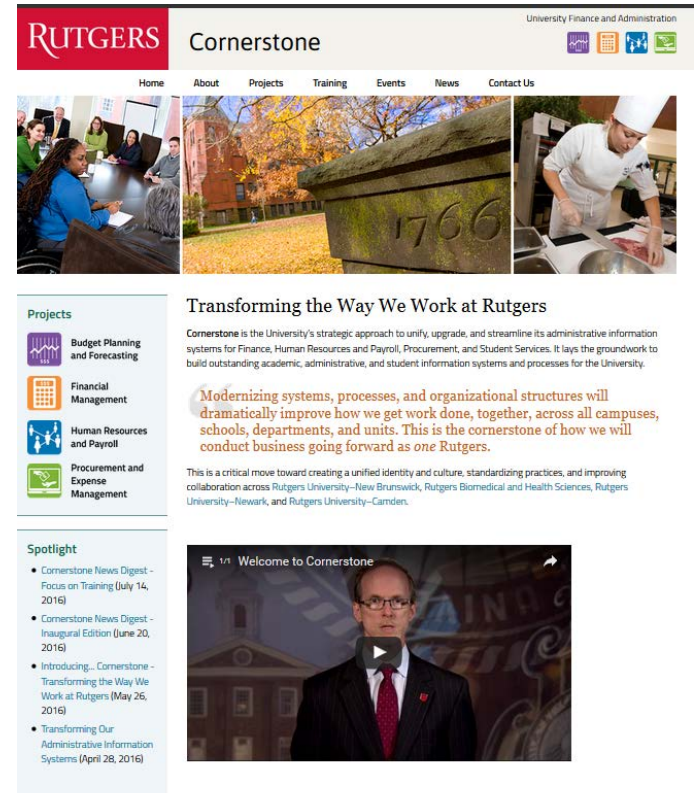
Next Steps

- 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



The screenshot shows the 'Cornerstone' website for University Finance and Administration. The header includes the Rutgers logo and navigation links: Home, About, Projects, Training, Events, News, and Contact Us. Below the header is a banner with three images: a meeting, a stone with '1766', and a chef. The main content area features a 'Projects' section with icons for Budget Planning and Forecasting, Financial Management, Human Resources and Payroll, and Procurement and Expense Management. A 'Spotlight' section lists recent news digests and articles. A video player is visible at the bottom right, titled 'Welcome to Cornerstone'.

cornerstone.rutgers.edu

Questions?

Next Treasurer's Town Hall

August 17

9:30-11:00 a.m.

Camden Campus Center

Multipurpose Room – Left