Treasurer’s Town Hall

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

Douglass Student Center
October 4, 2016
Agenda

• RU Marketplace Is Open!
• Chart of Accounts Mapping Tool
• Procurement Services Website
• October 10 Launches
• Training
• Managing Change
• Next Steps and How You Can Be Involved
RU MARKETPLACE IS OPEN!
Access to Cornerstone Applications via myRutgers portal

Step 1: Go to my.rutgers.edu.
Access to Cornerstone Applications via myRutgers portal

Step 2: Log in using your NetID and password.
Access to Cornerstone Applications via myRutgers portal

Step 3: Select the Cornerstone tab, and click the RU Marketplace (SciQuest) app.
RU Marketplace: Known Issues and Resolutions

- Activity code in GL string is left blank, as a result the requisition is rejected
  - Resolution: Users need to enter the Activity segment as five zero’s (00000)
  - Project team is exploring the system default these numbers

- “Deliver to” field does not work correctly, as a result users cannot see delivery location
  - Resolution: Exploring use of “Ad Hoc Ship to Location,” user will need to manually enter “Deliver to” location

- A few supplier punch outs do not work, including: Sigma-Aldrich, Benco Dental, and ThermoFisher Scientific
  - Resolution: Technical team will reload data

- Converted purchase orders from Banner will be available on Friday
  - Same as RIAS

- **Procurement Help Desk**
  - Monday-Friday
  - 8:00 a.m.-6:00 p.m. Eastern
  - (848) 932-4375
  - procurement_helpcenter@finance.rutgers.edu

Calls and emails will be returned within one business day.
CHART OF ACCOUNTS MAPPING TOOL
Chart of Accounts Mapping Tool
## Banner Chart of Accounts Mapping

### Banner COA Mappings

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## RIAS Chart of Accounts Mapping

### RUTGERS Chart of Accounts Mapping Lookup Tool

Please enter legacy information to lookup new COA mappings:

- **Legacy Fund or Pool Category:**
- **Legacy Org/Unit (Optional):**
- **Legacy Account (Optional):**
- **Legacy RIAS:**

### RIAS COA Mappings

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<tr>
<th>Code</th>
<th>Legacy Fund</th>
<th>Legacy Org/Unit</th>
<th>Legacy Account</th>
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PROCUREMENT SERVICES WEBSITE
University Procurement Services Redesigned Website

Quick Links
- Staff Directory
- University Purchasing Policy 201.11 (PDF)
- myRutgers Portal
- Cornerstone

Contact Us
If you have any purchasing questions, need more information, or would like to offer a suggestion, please contact us. We welcome your feedback and look forward to hearing from you!

Strategic Sourcing, Efficient Payment
University Procurement Services supports the University’s mission of education, research, and service through fair and competitive procurement processes.

We develop strategic and diverse supplier business relationships, and implement cost-effective contracts to bring added value and savings to the University community.

Introducing RU Marketplace
Rutgers has replaced its existing online procurement platforms with RU Marketplace, a single universitywide purchasing and accounts payable system. With this transparent online system, we can process transactions more effectively, reduce risks, and better manage spending.

To use the new RU Marketplace system, you must complete a short training program.

procurementservices.rutgers.edu
University Procurement Services Redesigned Website

procurementservices.rutgers.edu
OCTOBER 10 LAUNCHES
Integrated Human Resources/Payroll System and Processes

- Paper timesheets will be eliminated and replaced with electronic time keeping
- HR transaction forms will align with PeopleSoft requirements
- Electronic Personnel Action Form will be replaced by streamlined process, forms
- Significant step toward unifying faculty and staff, and creating a more consistent employee experience
- Precursor for upgrading to Oracle cloud-based HR/Payroll system in phase 2

*Business Process Review*
Streamlined Financial Management System and Processes

- New chart of accounts will be used consistently across the University
- Mapping tool helps map legacy accounts to new chart
- Projects sub-ledger will be used to route most transactions before they are recorded in the general ledger
- All journal entries, expense reports, and project adjustments will be routed to the same Finance Approver for approval
Electronic Expense Management System

- No more paper TABER reports! Expense requests will be entered online through Oracle Cloud.
  - Student and non-employee expenses will be processed through check requests
- For direct deposit, personal bank information must be entered to receive reimbursement.
- Completed requests will be routed automatically for approval.
TRAINING
Financial Management Course Pathway
(Financial Management System)

<table>
<thead>
<tr>
<th>Non-Sponsored Project Users</th>
<th>Sponsored Project Users</th>
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<tbody>
<tr>
<td><strong>PA010: Financial Management for Non-Sponsored Projects</strong>&lt;br&gt;Instructor-Led (4 hours)</td>
<td><strong>GM010: Financial Management for Sponsored Projects</strong>&lt;br&gt;Instructor-Led (4 hours)</td>
</tr>
<tr>
<td><strong>GN010: General Navigation in Oracle Cloud</strong>&lt;br&gt;Web-based (2 hours)</td>
<td></td>
</tr>
<tr>
<td><strong>GL030: Financials Inquiries and Reports</strong>&lt;br&gt;Virtual-Led/Webinar (3 hours)</td>
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</tr>
<tr>
<td><strong>GL020: Journal Entry Processing</strong>&lt;br&gt;Web-based (3 hours)</td>
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<tr>
<td><strong>GN020: Approval Management</strong>&lt;br&gt;Web-based (1 hour)</td>
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</table>

*General ledger users only

**Approvers only. GN020 is also noted on the Expense Management pathway. Users only need to take this course once.
## Procurement Course Pathway (RU Marketplace)

### Instructor-Led vs. Web-Based Video Tutorial

<table>
<thead>
<tr>
<th>Instructor-Led</th>
<th>Web-Based Video Tutorial</th>
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</thead>
<tbody>
<tr>
<td><strong>P2PRQ010: End-to-End Procure-to-Pay for Requisitioners</strong></td>
<td><strong>P2P020: Requisitioning</strong> Web-based (30 minutes)</td>
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<tr>
<td>Instructed-Led (3 hours)</td>
<td><strong>P2P0160: Supplier Request</strong> Web-based (30 minutes)</td>
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<tr>
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<td><strong>P2P080: Reporting via Document Searches</strong> Web-based (30 minutes)</td>
</tr>
<tr>
<td><strong>P2P060: Receiving</strong> Web-based (30 minutes)</td>
<td><strong>P2P0100: Active Contract Mgmt &amp; Inquiry</strong> Web-based (30 minutes)</td>
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<td><strong>P2P0110: Supplier Request</strong> Web-based (30 minutes)</td>
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<tr>
<td><strong>P2P040: Invoice Approval</strong> Web-based (30 minutes)</td>
<td><strong>P2P0120: Managing Notification Preferences</strong> Web-based (30 minutes)</td>
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<tr>
<td><strong>P2P0130: Resubmit Returned Requisitions</strong> Web-based (30 minutes)</td>
<td><strong>P2P0130: Wire Transfer Requests</strong> Web-based (30 minutes)</td>
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<td><strong>IM010: Invoice Inquiries</strong> Web-based (20 minutes)</td>
<td><strong>P2P0140: Setting Accounting Favorites</strong> Web-based (30 minutes)</td>
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<td><strong>P2P070: Accounts Payable Inquiries</strong> Web-based (30 minutes)</td>
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<td><strong>P2P0150: Supplier Maintenance Request</strong> Web-based (30 minutes)</td>
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</table>

**Approvers**

| **P2P030: Approval Processing** Web-based (20 minutes)                        |
| **P2P0170: Approval Delegation** Web-based (30 minutes)                       |

**Internal Purchase Order Processors**

| **P2P050: Internal Purchase Orders (IPO)** Web-based (30 minutes)             |

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Web-based video tutorials can be taken in any sequence. **P2P030 is also noted on the Procurement Pathway for Approvers. Users only need to take this course once.**

<table>
<thead>
<tr>
<th>For Approver</th>
<th>The classes noted in purple are for specific employee who approve in RU Marketplace</th>
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<tr>
<th>KEY</th>
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<th>Virtual-Led</th>
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<td>✭</td>
<td>Required to access the new system</td>
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Expense Management Course Pathway

**GN020: Approval Management (Financial Management System)**
- Web-based (1 hour)

**EXS010: Check Requests**
- Web-based (20 minutes)

**P2P030: Approval Processing**
- Web-based (20 minutes)

**For Approver**
- The classes noted in purple are for specific employee who approve in RU Marketplace

**KEY**
- Required to access the new system

**Request for a Rutgers Employee (Financial Management System)**

- EX010: Enter and Submit Expense Reports
  - Web-based (1.5 hours)

- GN020: Approval Management (Financial Management System)**
  - Web-based (1 hour)

**Request for a Non-Employee (RU Marketplace)**

- EXS010: Check Requests
  - Web-based (20 minutes)

- P2P030: Approval Processing*
  - Web-based (20 minutes)

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

**P2P030 is also noted on the Expense Management Pathway for Approvers. Users only need to take this course once.**

Online training can be taken in any sequence.
Human Resources and Payroll Course Pathway (PeopleSoft)

**Instructor-Led**

- **PS101: PeopleSoft Fundamentals: Bridging the Gap from Banner to PeopleSoft**
  - Instructor-Led (1 hour)
  - Prerequisite: Web-based video will be made available

- **TL020: Time Entry and Approval**
  - Instructor-Led (2.5 hours)
  - Required to access the new system

- **CA020: Commitment Accounting**
  - Instructor-Led (2.5 hours)
  - Required to access the new system

**Virtual-Led and Web-Based Video Tutorial**

- **AR010: PeopleSoft Absence System**
  - Virtual-Led/Webinar (1 hour)

- **WC010: Web Clock**
  - Web-based Video Tutorial (20 minutes)

- **ESS010: Employee Self-Service**
  - Web-based Video Tutorial (20 minutes)

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*Offered by invitation only to staff who will be responsible for time entry and approval, and employee charging instructions

Online training can be taken in any sequence
MANAGING CHANGE
A New Way of Working

Where We Are Today

• Transformation requires changing how we get work done (systems, 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 AND HOW YOU CAN BE INVOLVED
Next Steps

• More new systems launch
  – October 8: Human Resources and Payroll
  – October 10: Financial Management
  – October 10: Expense Management

• **Participate in training**

• Work within your Chancellor or central administration unit to determine how the changes will **impact your unit**

• Mobilize at the **local level**, utilizing available guidelines and tools
How You Can Be Involved

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

• Send questions, suggestions and feedback to:
  – cornerstone@rutgers.edu
  – Help Desk Staff
    • Procurement and Expense Management
    • Human Resources and Payroll
    • Financial Management

cornerstone.rutgers.edu
Cornerstone Help Desks

**Human Resources and Payroll**
Monday-Friday
7:30 a.m.-6 p.m. Eastern
(848) 932-3888
hrpayroll_helpcenter@hr.rutgers.edu

**Procurement and Expense**
Monday-Friday
8 a.m.-6 p.m. Eastern
(848) 932-4375
procurement_helpcenter@finance.rutgers.edu

**Financial Management**
*(beginning Oct. 10)*
Monday-Friday
8 a.m.-6 p.m. Eastern
(848) 445-2100
finance_helpcenter@finance.rutgers.edu

*Calls and emails will be returned within one business day.*
QUESTIONS?