Treasurer’s Town Hall

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

Camden Campus Center
December 9, 2016
Agenda

• **Cornerstone Project Updates**
  – RU Marketplace (Procurement)
  – Financial Management
  – Expense Management

• **Resources and Contacts**
RU MARKETPLACE (PROCUREMENT)
How do I handle my converted POs?

<table>
<thead>
<tr>
<th>STATUS</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>• POs created before July 1, 2015 were not scheduled for conversion to new system (not in RU Marketplace), including POs, blanket orders updated after July 1, 2015</td>
<td>• Create a new PO in the amount of the remaining balance on the PO that existed in the legacy system</td>
</tr>
<tr>
<td>• POs created after July 1, 2015 and not in RU Marketplace were not converted due to error that caused conversion to fail</td>
<td></td>
</tr>
<tr>
<td>• POs created after July 1, 2015 that are in RU Marketplace, but have discrepancies between the original and converted PO</td>
<td>• Send email to <a href="mailto:specialprojects@finance.rutgers.edu">specialprojects@finance.rutgers.edu</a> for assistance</td>
</tr>
<tr>
<td>• Require further action by Procurement</td>
<td></td>
</tr>
<tr>
<td>• All converted POs will be closed on June 30, 2017</td>
<td>• Create new POs after that date</td>
</tr>
</tbody>
</table>
RU Marketplace (continued)

How will my outstanding invoices be paid?

• **Issue:** Vendor payments have not been processed and issued in timely and consistent manner
• **Solution:** 13,000+ will be processed through Oracle; paid invoices will display in RU Marketplace in 2-3 business days; Procurement will reconcile account balances

For emergency payments, contact your unit's business manager to prioritize and coordinate submissions to Procurement

What is the status on supplier records?

• **Issue:** Supplier records for international vendors have not converted
• **Solution:** Procurement working with SciQuest and Oracle vendors to complete the conversions

How do I get access to the system?

• **Role:** People with a valid NetID and password can log in to the system as a “shopper”, no access request is needed
• **Solution:** Access requests are channeled through dedicated Procurement resources
  – myRutgers → Request Access (Cornerstone) → follow posted instructions
Primary and secondary approvers are responsible for ensuring the expense is justified and allowable under the terms of the funding source.
Supplier Troubleshooting

How do I troubleshoot my supplier record?

- **Issue:** Missing/Incorrect supplier information is causing some POs to fail or not be distributed
- **Solution:** Procurement Services is working with units to obtain valid supplier information
  - **To modify an existing supplier:** complete the RU Marketplace “Supplier Maintenance” form
  - **To add a new supplier:** complete the “Request New Supplier” form
  - Wait 24-48 hours after the supplier is notified or the update request has been processed before submitting a requisition for that supplier
FINANCIAL MANAGEMENT
Financial Management System: Approval Routing

Oracle Cloud

- Expense Requests
  - Expense Request Submitted
  - Do Project Lines Exist?
  - Yes
    - Project Approver
    - Finance Approver
  - No
    - Finance Approver

- Journal Entries
  - Journal Entry Submitted
  - Finance Approver

- Project Adjustments
  - Project Adjustment Submitted
  - Finance Approver
Financial Management System

• How do I make changes to my approval routing (including expense management)?
  – Issue: Financial transactions were caught in loop due to named preparers and approvers; delayed processing expense reimbursements and check requests
  – Solution: One-time, mass clean up is complete. Units can submit changes to Finance Approver or access changes to cloudaccess@finance.rutgers.edu

• How do I correct general ledger conversions?
  – Process: Controller’s Office and Chancellor units remediating conversion issues to avoid recording duplicative corrections and to ensure chart of accounts fields are used correctly and consistently
  – Next Steps: One-time, mass clean up is complete. Units can submit further changes to conversioncorrections@finance.rutgers.edu

• When will the Payroll Distribution report be available?
  – Next Steps: Access to the report and instructions will be sent this week
Methods for Creating Standard Journals

There are two ways in which standard journals can be created in the Financial Management System.

**Forms**

Journals can be entered directly into the GL via the Create Journal form.

**Spreadsheet**

Journals can be entered in a spreadsheet template and uploaded into the GL.
Reporting Crosswalk

Following is a sample list of reports from the crosswalk

<table>
<thead>
<tr>
<th>Legacy Report Heading Name or Report Description</th>
<th>Report Name in Cloud</th>
<th>Tool</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart of Accounts Segment Listing</td>
<td>003 Chart of Accounts Segment Listing</td>
<td>BI Publisher</td>
</tr>
<tr>
<td>Encumbrance Summary Report</td>
<td>010 Encumbrance Summary Report</td>
<td>BI Publisher</td>
</tr>
<tr>
<td>Suspense Transaction from every interface</td>
<td>014 Suspense Transactions Report</td>
<td>BI Publisher</td>
</tr>
<tr>
<td>RBHS P&amp;L By Function</td>
<td>030 RBHS P&amp;L by Business Line with Unit Page Parameter</td>
<td>Financial Reporting Center</td>
</tr>
<tr>
<td>Encumbrance Report</td>
<td>032 Management P&amp;L with Encumbrances</td>
<td>Financial Reporting Center</td>
</tr>
</tbody>
</table>

Access the complete crosswalk and additional resources on reporting at http://cornerstone.rutgers.edu/reporting-and-analytics
# Report Definitions (sample list)

<table>
<thead>
<tr>
<th>Name</th>
<th>Report Description</th>
<th>Parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL 003 Chart of Accounts Segment Listing</td>
<td>Provides excel listing of current chart of account (COA) segments. Includes all Parent and Child relationships as well as descriptions. COA segments can be queried one at a time or for all segments.</td>
<td>Unit; Division; Organization; Location; Fund Type; Business Line; Account; Activity; Intra-Unit; Future</td>
</tr>
<tr>
<td>GL 010 Encumbrance Summary Report</td>
<td>Displays the count of commitments and total amount based on parameters chosen.</td>
<td>Encumbrance Type; Unit; Division; Organization</td>
</tr>
<tr>
<td>GL 014 Suspense Transactions Report</td>
<td>Displays Chart Detail information for transactions in suspense by journal category.</td>
<td>Journal Category; Journal Source; Accounting Period; Period Start Date; Period End Date</td>
</tr>
</tbody>
</table>

See a complete list report definitions at [http://cornerstone.rutgers.edu/reporting-and-analytics](http://cornerstone.rutgers.edu/reporting-and-analytics)
EXPENSE MANAGEMENT
Expense Management System

- **How do I get my reimbursements processed?**
  - **Solution:** For emergency payments, contact your unit's business manager to prioritize and coordinate submissions to Procurement

- **How do I delegate approval requests?**
  - **Reassign (employee level)**
    - Transfers approval request to one alternate approver
    - Original approver loses the ability to see, approve or reject the transaction
  
  - **Delegate (approver level)**
    - Transfers approval request to one alternate approver
    - Original approver can see, approve / reject the transaction. If delegate approves, the system lists the delegate as the approver, not the person who delegated.
RESOURCES AND CONTACTS
Resources and Contacts

- **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](http://cornerstone.rutgers.edu)
Cornerstone Help Desks

**Human Resources and Payroll**
Monday-Friday
7:30 a.m.-5 p.m. Eastern
(848) 932-3888
hrpayroll_helpcenter@hr.rutgers.edu

**Procurement and Expense**
Monday-Friday
8 a.m.-5 p.m. Eastern
(848) 932-4375
procurement_helpcenter@finance.rutgers.edu

**Financial Management**
Monday-Friday
8 a.m.-5 p.m. Eastern
(848) 445-2100
finance_helpcenter@finance.rutgers.edu
QUESTIONS?
APPENDIX
Procurement
Requisition Troubleshooting: Process Flow

Requisition Submitted

UDO / Project Provided? Yes
No

Primary / Secondary Approver? Yes
No

One Time Address w/ Enabled Supplier? Yes
No

Auto Reject

Auto Reject

Auto Reject

Check with Oracle Cloud

Auto Reject
Procurement
Requisition Troubleshooting: RU Marketplace
Procurement
Requisition Troubleshooting: Process Flow with Oracle

Check with Oracle Cloud

Valid UDO / Project Combo?
- Yes
- No
  - Requisition Returned

Is the Supplier Record Correct?
- Yes
- No
  - Requisition Returned
  - Requisition Returned

Yes

Requisition Moves to Primary Approval
Procurement
Requisition Troubleshooting: Oracle
## Procurement

### Requisition Troubleshooting: Types of Error Messages

<table>
<thead>
<tr>
<th>Line No</th>
<th>Date/Time</th>
<th>User</th>
<th>Step(s)</th>
<th>Action</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11/2/2016</td>
<td>System</td>
<td>Funds Encumbrance Validation</td>
<td>Message transmission to external system was successful.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>11/2/2016</td>
<td>System</td>
<td></td>
<td>Requisition returned</td>
<td>The attribute Charge Account is required.</td>
</tr>
<tr>
<td></td>
<td>12:54 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Procurement

### Requisition Approval Routing: Primary Approvals

<table>
<thead>
<tr>
<th>UDO(F)/Project</th>
<th>All Dollar Amounts</th>
<th>Between $0 and $5K</th>
<th>Between $5 and $10K</th>
<th>Greater than $10K</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matthew</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sharon</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Secondary Approvals

<table>
<thead>
<tr>
<th>UDO(F)/Project</th>
<th>All Dollar Amounts</th>
<th>Greater than $50K</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Procurement
Requisition Approval Routing: RU Marketplace Workflow

1. **Funds Encumbrance Validation**
   - Completed ✔

2. **Wait for Validation**
   - Approved ✔

3. **Primary Approvals**
   - Active •
     - view approvers

4. **Purchasing Approval**
   - Future ↔
     - view approvers
     - Expedite

5. **Create PO**
   - Future ↔
   - Expedite

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**Workflow Step Approvers (Primary Approvals)**

- **Approver Group**: Primary Approver - 803869 - All Dollar Amounts
  - Matthew Leonardelli: mattleo@rwjms.rutgers.edu  +1 (848) 445-9853
  - Sharon Pulz: pulzsh@rwjms.rutgers.edu

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Submitted
Barbara Shaver
11/2/2016 6:51 AM

Finish
Expedite
## Procurement

### Requisition Approval Routing: Primary Approvals

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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Bruce</td>
<td>Nicholas</td>
<td>Sherri</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stephen</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Secondary Approvals

<table>
<thead>
<tr>
<th>UDO(F)/Project</th>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Procurement
Requisition Approval Routing: RU Marketplace Workflow

- Submitted
  Sherri Zimmerman
  11/2/2016 6:34 AM

  Funds Encumbrance Validation
  Completed ✓

  Wait for Validation
  Approved ✓

  Primary Approvals
  Active
  view approvers

  Accounts Payable Review
  Future
  view approvers
  Expedite

  Create PO
  Future
  Expedite

  Workflow Step Approvers (Primary Approvals)

  Approver Group: Primary Approver - 478|5500|7737|110 - Between $0 and $5,000

  Bruce Johnson  brucej@dining.rutgers.edu  +1 (848) 932-8639
  Nicholas Emanuel  nick.emmanuel@dining.rutgers.edu  +848 (932) 8034
  Sherri Zimmerman  skolpan@dining.rutgers.edu  +1 (848) 932-7966
  Stephen Riecks  sriecks@dining.rutgers.edu  +1 (848) 445-7200

  Close
Procurement: Supplier Management
The Financials tab of the Projects Overview page provides a consolidated view of transactions charged to a non-sponsored project.

- Review total recognized revenue for the non-sponsored project.
- Review actual expenditures versus budgeted amounts for the non-sponsored project.
Financial Management: Review Revenue

Use Financials tab of the Projects Overview page to review the revenue recognized for non-sponsored projects.

- Review total recognized revenue for the non-sponsored project.
- Review revenue by Period to Date and by Inception to Date.
Expense Management: Bank Account Setup

To enter bank account information:

- Navigate to the Travel and Expenses portal
- Click the “Manage Bank Accounts” link from the Task menu
- Click the + button to enter a new bank account
- Enter the required fields and click the Save and Close button
Expense Management: Establishing Delegates

People who routinely enter expense reports on behalf of someone else, must be setup as delegates

• Navigate to the Travel and Expenses portal
• Click the “Manage Delegates” link from the Task menu

[Image: Delegates and Permissions]

• Click the + button to enter a new delegate

• Click on the Magnifying Glass to expand the Search
Establishing Delegates (continued)

- Click on the Advanced button

- Under email, type the beginning of the delegate’s email address and click Search. The person’s name should come up below. Highlight the line with the email address by clicking on it and click OK.
Expense Management: Entering Expenses via Spreadsheet

Users can enter expense items in an Excel spreadsheet template, then import the expense items into the system. If creating report for someone else, Select Report Owner before Uploading.

REMINDER: User cannot add attachments to expense items in the spreadsheet. Receipts will need to be attached to expenses after they have been imported.

Once complete, click the Upload Expense Items button on the Create Expense Items tab to import the expense items into the system.
Expense Management: Review Expense Report and Reimbursement Status

To view the status of expense reports and cash advances from the Manage Expense Reports page:

- Click the magnifying glass icon on the right of the page
- Click the Advanced link
Human Resources and Payroll

• Hands-on (information) sessions for RBHS units on Dec. 1-2

• Targeted communications to faculty/staff who transitioned from Banner to PeopleSoft

• Completed meetings with schools to clarify PeopleSoft HR organizational structure
  – Units taking ownership of determining appropriate assignments of preparers and approvers

• Payroll Distribution report available through financial system
  – Next Steps: Instructions for access the report will be sent out this week
Human Resources and Payroll

Several PeopleSoft reports are available for departmental administrators, based on role

<table>
<thead>
<tr>
<th>PeopleSoft Preparer Reports</th>
<th>PeopleSoft Approver Reports</th>
<th>HR Data Warehouse Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Payable Time Summary</td>
<td>Preparer reports, plus:</td>
<td>Reports corresponding with PeopleSoft role, plus:</td>
</tr>
<tr>
<td>• Payable Time Detail</td>
<td>• Overtime Requests</td>
<td>• Employee Salary Distribution by Dept.</td>
</tr>
<tr>
<td>• Time &amp; Labor Launch Pad</td>
<td>• Roster of Employees Paid</td>
<td>• TBD</td>
</tr>
<tr>
<td>• Rutgers Time Certification</td>
<td>• Employee VISA Information</td>
<td></td>
</tr>
<tr>
<td>• Time Requiring Approval</td>
<td>• Appointments Ending</td>
<td></td>
</tr>
<tr>
<td>• Dept. Comp Time Report</td>
<td>• Employee Access by Dept.</td>
<td></td>
</tr>
<tr>
<td>• Dept. Overtime Report</td>
<td>• Employee Access by Employee</td>
<td></td>
</tr>
<tr>
<td>• Time and Labor Summary</td>
<td>• Active Payroll Employees</td>
<td></td>
</tr>
<tr>
<td>• Employee Charging Instructions Ending &lt;90 Days</td>
<td>• Employee Expense Reports Processed</td>
<td></td>
</tr>
<tr>
<td>• FWS Employees Paid by Dept.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>