Treasurer’s Town Hall

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

Stanley S. Bergen, Jr. Building (Newark)
December 15, 2016
Agenda

• **Cornerstone Project Updates**
  – Financial Management
  – RU Marketplace (Procurement)
  – Expense Management
  – Human Resources and Payroll

• **Resources and Contacts**
FINANCIAL MANAGEMENT
• **When will I see correct expenses and revenue for my award?**
  – **Issue:** 5200 RBHS awards were converted with incorrect billable expenses and revenue.
  – **Solution:** 70% of RBHS awards have been corrected; once complete, we will run revenue recognition. All other accounts are correct and revenue is scheduled to run manually by the end of the week.

• **When will PI and Project Manager roles be updated?**
  – **Issue:** Expense report approvals may have been “stuck” in the Project Manager approval queue due to incorrect data
  – **Solution:** PIs are being added at the project level (RU, RBHS); 8,000 project managers were updated on Dec. 14; approvals will be routed to new PM on Dec. 17 (available next business day)
  – To request an emergency payment, please send an email to procure@finance.rutgers.edu, and enter “Emergency Payment Request” in the subject line

• **UDO updates for sponsored projects are complete**
Financial Management System: Grant and Contract Accounting

• The team is working to resolve...
  – Payroll transactions that are not posting because the transaction is after the award end date
  – Indirect costs from grants that are not being posted
  – Accrual of hours held on guaranteed academic base for faculty and all staff
  – Many subcontract POs were not converted due to the dated (prior to the agreed upon conversion date); being corrected manually
  – Data dictionary of award and project screens
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 near complete; managing exceptions. Run Finance Approver report to view their assignments. 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**: Controller’s Office is working through submissions for non-RBHS units. RBHS units should coordinate with the Chancellor’s office.

- **When will the Payroll Distribution report be available**?
  - **Next Steps**: Access to the report and instructions will be sent this week.
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)
RU MARKETPLACE (PROCUREMENT)
### RU Marketplace

#### 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>Include original PO number in “Internal Notes;” Procurement will review documents in legacy system and attach them to the successor PO</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

Why did my requisition fail after it was validated in Oracle?

- **Issue**: A requisition will fail if an approver changes the general ledger or project string after a requisition is submitted and processed in RU Marketplace and goes to the financial management system for validation.

- **Solution**: The approver must return the requisition to the preparer to make necessary changes to the general ledger or Project chart string and re-submit the requisition. The approver should NOT change the chart of accounts or project string.

How will my outstanding invoices be paid?

- **Issue**: Vendor payments have not been made in timely and consistent manner

- **Solution**: Approximately 13,000 are being processed through Oracle; a third of the invoices have been successfully processed; paid invoices will display in RU Marketplace in 2-3 business days; Procurement will reconcile account balances

  Email emergency payment requests to procure@finance.rutgers.edu, and enter “Emergency Payment Request” in the subject line
RU Marketplace

What is the status on supplier records?

- **Issue**: Supplier records for international vendors were not converted initially
- **Solution**: Procurement working with SciQuest and Oracle to complete 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
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
  – **Multiple records on file:** Contact Procurement to determine which record(s) are correct
  – **Modify an existing supplier:** complete the RU Marketplace “Supplier Maintenance” form
  – **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
RU Marketplace

Process Update: Student Award/Stipends Payments

• **Solution:** Units that need to pay 10 or more awards/stipends at a single time should submit their request to payables@finance.rutgers.edu
  
  – A W9 is not required as a part of a student award/stipend payment request. A valid social security number is required for a U.S. citizen in order to establish the payee in the RU Marketplace. Compensation for a student who is not a U.S. citizen may be subject to withholding tax.

  – The system requires an attachment to student awards/stipends records. When submitting a new payee request in RU Marketplace, attach a document stating the payee is a student who will be compensated for an award/stipend.

  – To initiate payment for a student award/stipend (fewer that 10 requests)
    • New supplier request process and the check request process within RU Marketplace
    • Postpone the submission until you have 10 or more payments to process, time permitting
RU Marketplace

Process Update: Payments to One Time Payees

- **Solution:** RU MarketPlace provides units the capability to generate payments to one-time payees without requiring a supplier record be established prior to payment. One-time payees are typically receiving payments that do not have tax reporting implications (e.g., refunds).

- The one-time payee process is managed by University Procurement Services and facilitated via a spreadsheet upload process based on information provided by the school/unit. Schools/units needing to initiate payments to one-time payees should submit their request to payables@finance.rutgers.edu.

  - Valid business needs for a one-time payments include: patient refunds, student tuition refunds (submitted by Student Financial Services), continuing education class refunds, and housing security deposit refunds.

  - The type of information required to initiate payment to a one-time payee, include: name of the recipient, mailing address, payment amount, and the source of funds for the payment.

  - Contact Accounts Payable for clarification on these types of payments.
EXPENSE MANAGEMENT
Expense Management System

• **How do I get my reimbursements processed?**
  – **Issue:** Financial transactions were caught in loop due to named preparers and approvers; delayed processing expense reimbursements and check requests.
  – **Solution:** Run Finance Approver report to view your assigned approver.
  – To request an emergency payment, please send an email to procure@finance.rutgers.edu, and enter “Emergency Payment Request” in the subject line.

• **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.
HUMAN RESOURCES AND PAYROLL
Human Resources and Payroll

• Hands-on (information) sessions for RBHS units were held 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
  – Instructions on how to access the report will be sent by end of the 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></td>
<td>• Payable Time Detail</td>
<td>• Overtime Requests</td>
</tr>
<tr>
<td></td>
<td>• Time &amp; Labor Launch Pad</td>
<td>• Roster of Employees Paid</td>
</tr>
<tr>
<td></td>
<td>• Rutgers Time Certification</td>
<td>• Employee VISA Information</td>
</tr>
<tr>
<td></td>
<td>• Time Requiring Approval</td>
<td>• Appointments Ending</td>
</tr>
<tr>
<td></td>
<td>• Dept. Comp Time Report</td>
<td>• Employee Access by Dept.</td>
</tr>
<tr>
<td></td>
<td>• Dept. Overtime Report</td>
<td>• Employee Access by Employee</td>
</tr>
<tr>
<td></td>
<td>• Time and Labor Summary</td>
<td>• Active Payroll Employees</td>
</tr>
<tr>
<td></td>
<td>• Employee Charging Instructions Ending &lt;90 Days</td>
<td>• Employee Expense Reports Processed</td>
</tr>
<tr>
<td></td>
<td>• FWS Employees Paid by Dept.</td>
<td></td>
</tr>
</tbody>
</table>
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
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

Help desks will be closed from Dec. 26, 2016 – Jan. 2, 2017
QUESTIONS?
APPENDIX
Primary and secondary approvers are responsible for ensuring the expense is justified and allowable under the terms of the funding source.
Procurement
Requisition Troubleshooting: Process Flow

1. Requisition Submitted
   - UDO / Project Provided? (Yes/No)
     - Yes: Primary / Secondary Approver? (Yes/No)
       - Yes: One Time Address w/ Enabled Supplier? (Yes/No)
         - Yes: Auto Reject
         - No: Check with Oracle Cloud
       - No: Auto Reject
     - No: Auto Reject
Procurement
Requisition Troubleshooting: RU Marketplace
Procurement
Requisition Troubleshooting: Process Flow with Oracle

- Check with Oracle Cloud
- Valid UDO / Project Combo?
  - Yes: Is the Supplier Record Correct?
    - Yes: Requisition Moves to Primary Approval
    - No: Requisition Returned
  - No: Requisition Returned
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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11/2/2016 12:54 PM</td>
<td>System</td>
<td>Funds Encumbrance Validation</td>
<td>Message transmission to external system was successful.</td>
</tr>
<tr>
<td></td>
<td>11/2/2016 12:54 PM</td>
<td>System</td>
<td></td>
<td>Requisition returned</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>The attribute Charge Account is required.</td>
</tr>
</tbody>
</table>
## Procurement
### Requisition Approval Routing: Primary Approvals

<table>
<thead>
<tr>
<th>UDO(F)/Project</th>
<th>Primary Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All Dollar Amounts</td>
</tr>
<tr>
<td>Matthew</td>
<td></td>
</tr>
<tr>
<td>Sharon</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UDO(F)/Project</th>
<th>Secondary Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All Dollar Amounts</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Procurement
Requisition Approval Routing: RU Marketplace Workflow
# 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></td>
<td>Bruce Nicholas</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sherri Stephen</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

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

- **Funds Encumbrance Validation**
  - Completed ✓

- **Primary Approvals**
  - Active
  - view approvers

- **Wait for Validation**
  - Approved ✓

- **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

**Finish**
- Expedite
Procurement: Supplier 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
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.
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

  * Create Expense Items in Spreadsheet
  * Manage Bank Accounts
  * Manage Delegates

• 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