



RUTGERS

Treasurer's Town Hall

J. Michael Gower

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

November 7, 2017
Busch Student Center

- **Cornerstone Phase 1**
 - Stabilization Activities

- **Cornerstone Phase 2**
 - Timeline of Current and Planned Projects
 - Human Resources Business Process Redesign
 - Student Experience Improvement Initiative

- **Ongoing Operations**
 - Reporting Optimization
 - Training Refresh
 - Website Enhancement
 - Chart of Accounts

CORNERSTONE: PHASE 1

Stabilization Effort	Resolution
<ul style="list-style-type: none">FY 2017 year-end activities	<ul style="list-style-type: none">Completed year-end adjustments, accruals and reconciliations to complete the annual audit for FY 2017. Some reclassification entries being finalized within line item (no net impact on consolidated financial statement).
<ul style="list-style-type: none">Budget, revenue and demographic adjustments to correct conversion	<ul style="list-style-type: none">Project review has started and will take several months to: reconcile and make each project “whole”; and allow GCA to move forward using Oracle and its delivered services/ functionality. Projects are prioritized to address federal and state awards and expiring awards first.

Priority 1:
4,825 Projects

GCA

Invoice-able Cost-Reimbursable (931)

Huron

Legacy RBHS Closeout (1,630)

Letter of Credit (2,264)

Priority 2:
7,209 Projects

Huron

BR3: 1,187

TBD

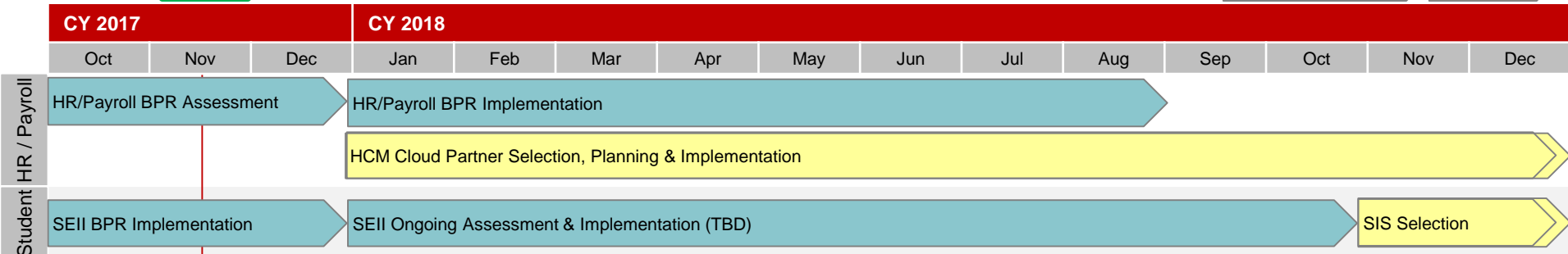
Other: 5,589
New Projects: 433

Total Projects:
12,034

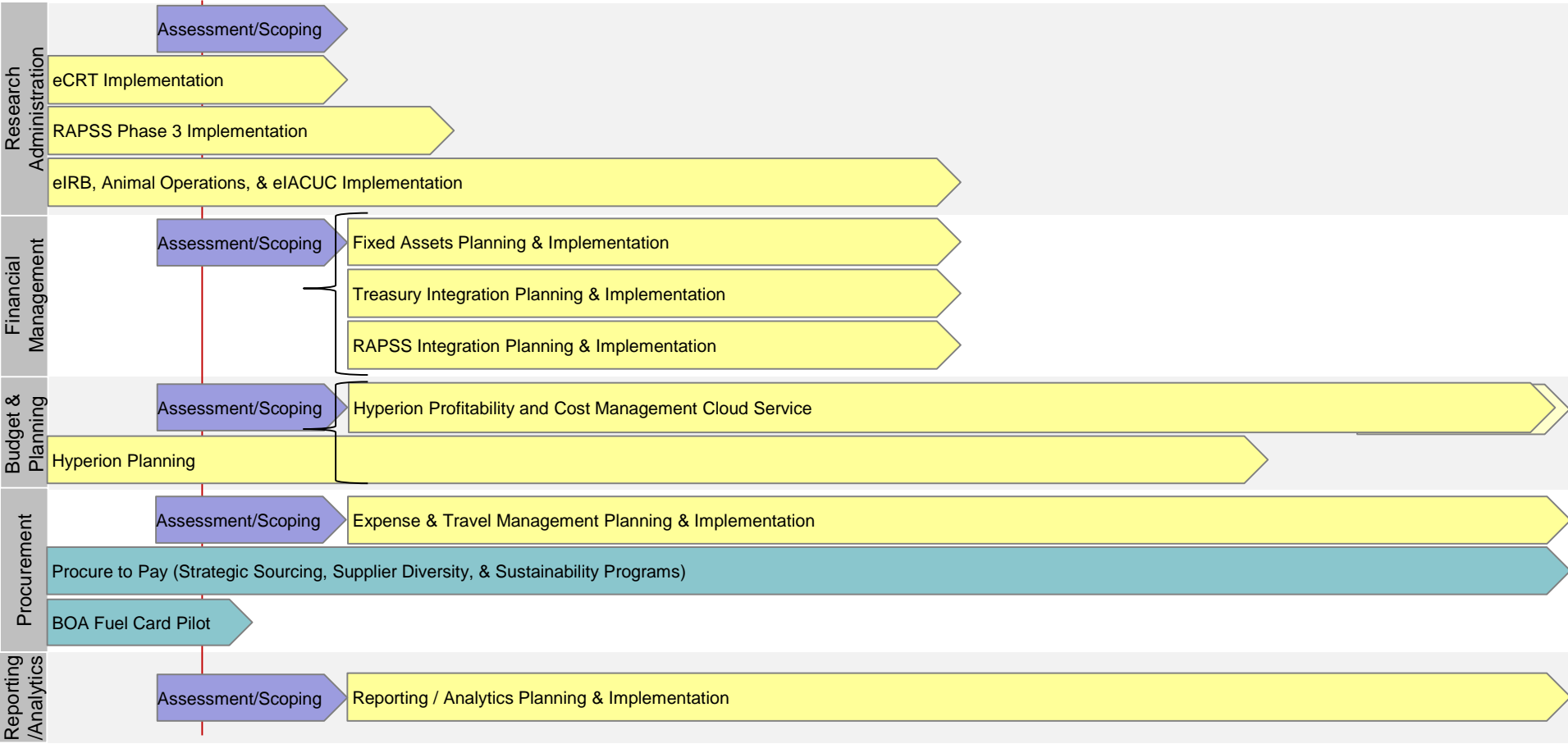
CORNERSTONE: PHASE 2

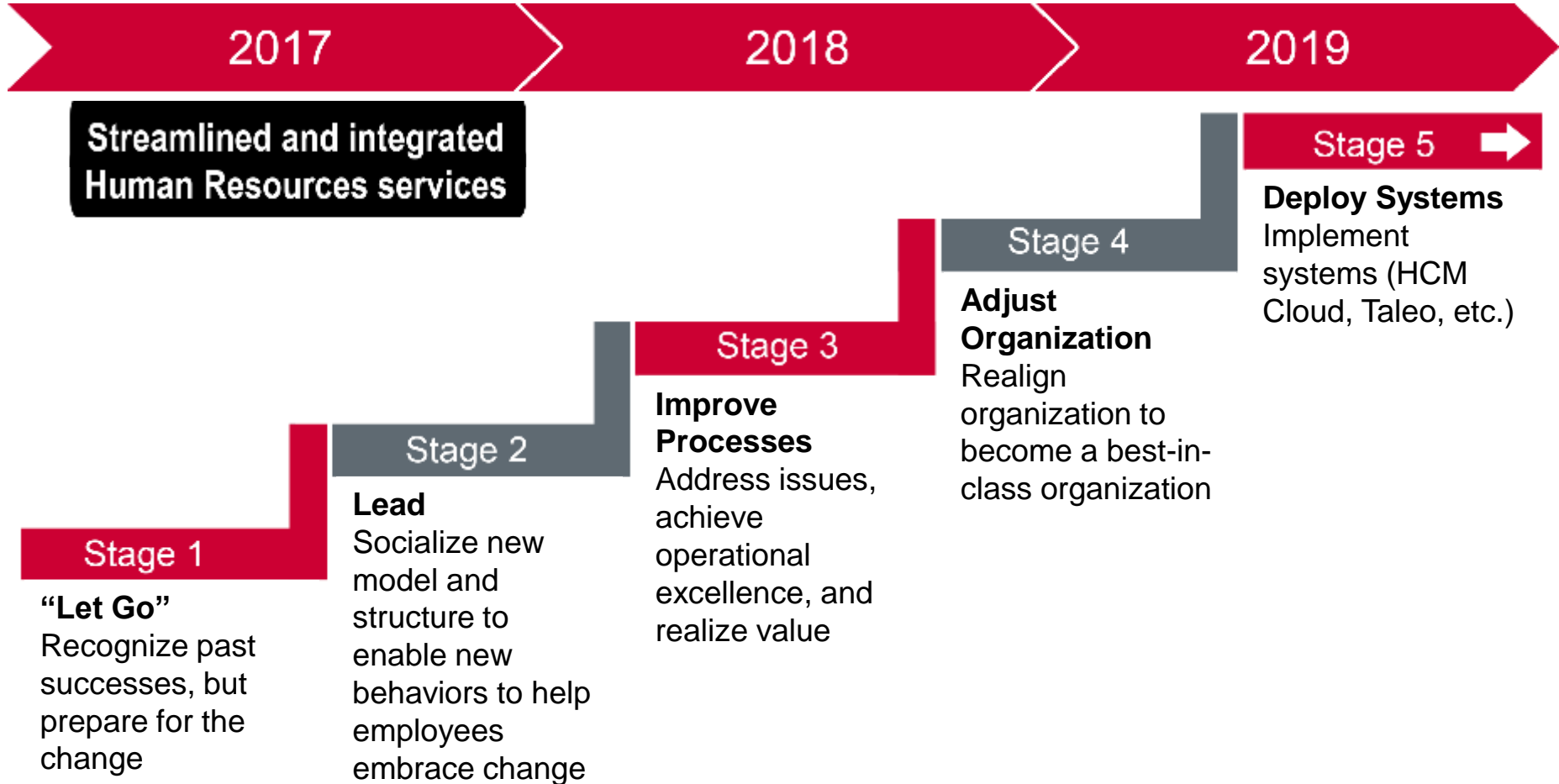
Today

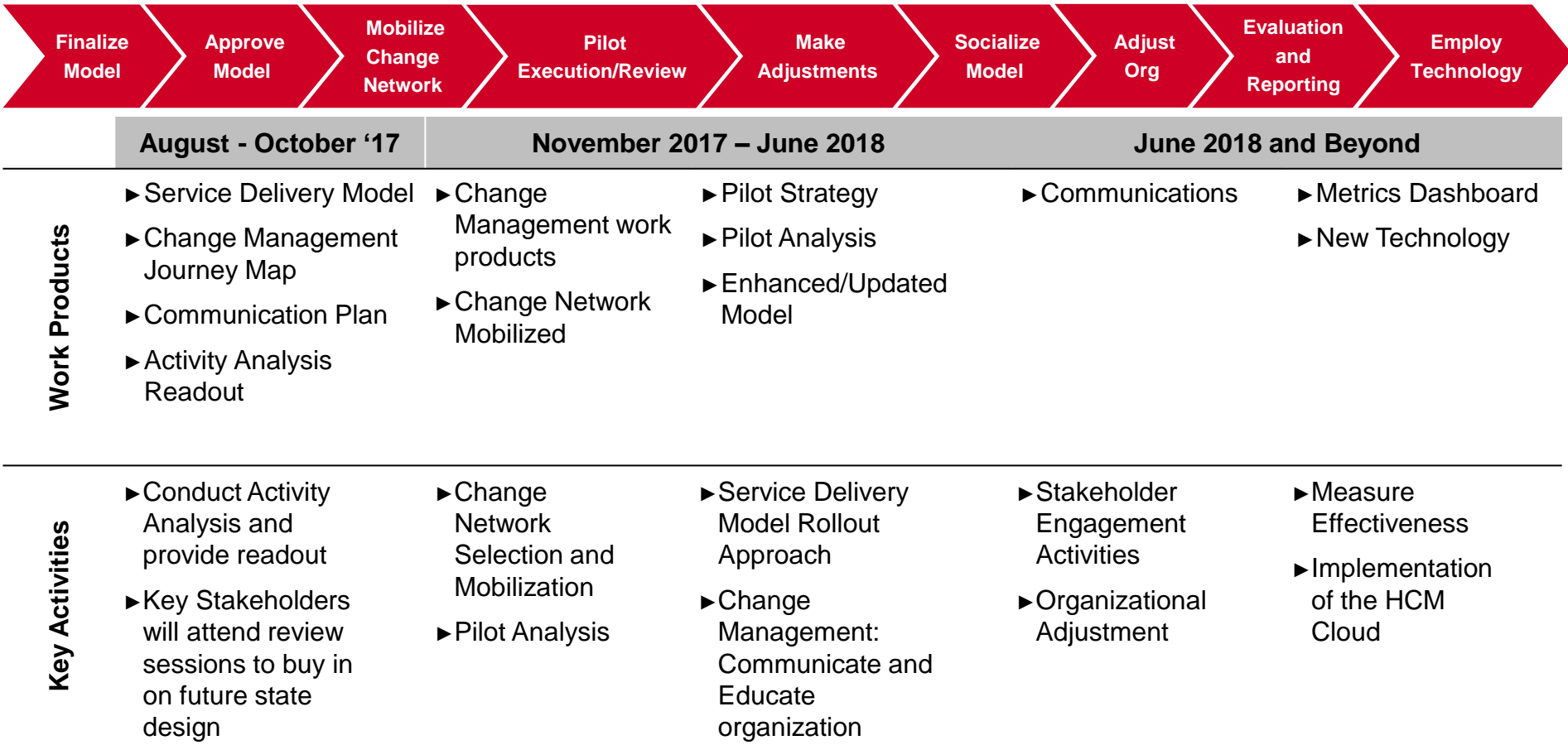
Process & Programs Systems



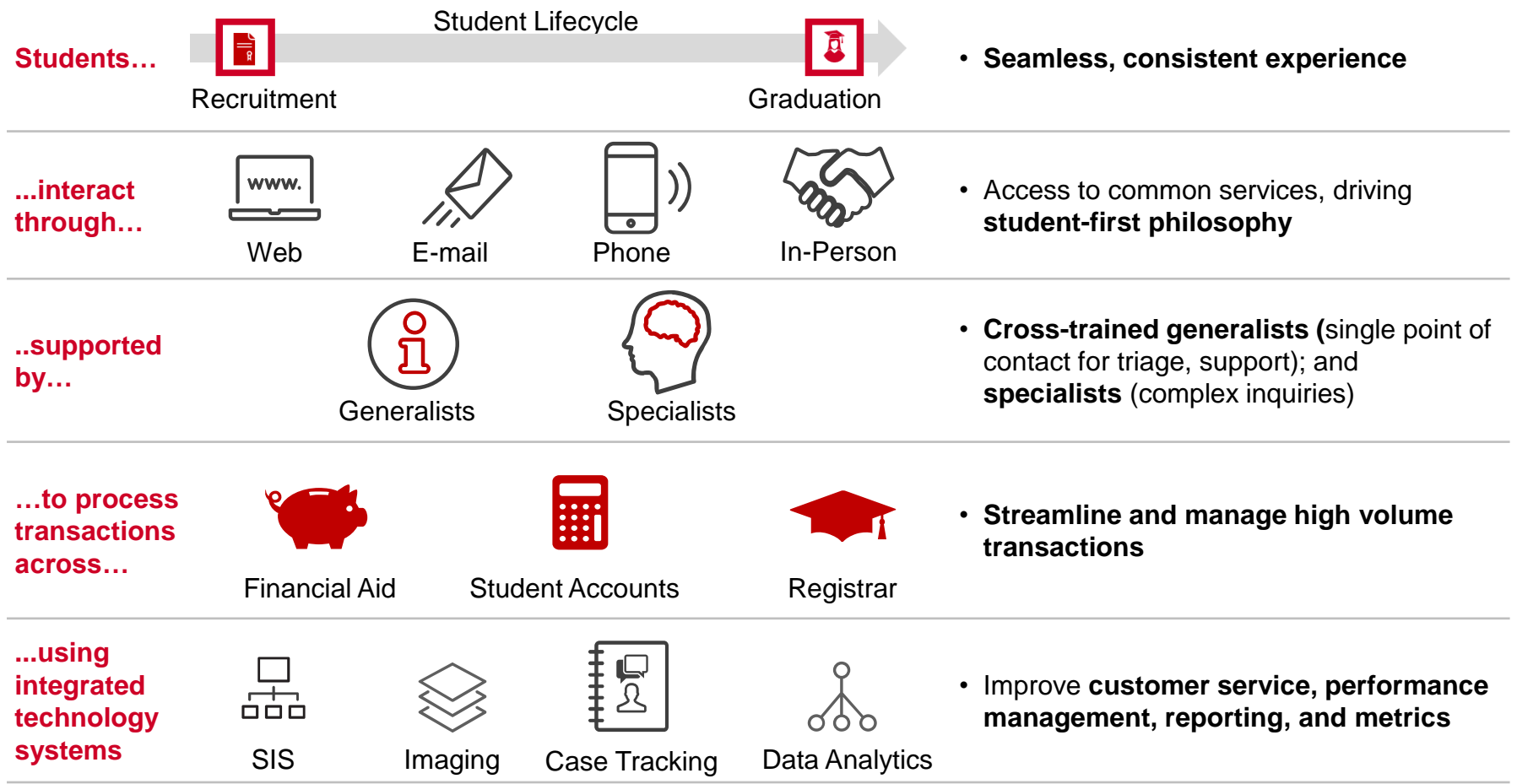
Timelines below are under review. Assessment and scoping will occur in November/December 2017. Final schedule TBD.







**Please note that this is a high level journey timeline and dates are still being determined.*



Purpose & Scope

- Improve process/function for the future. Understand how work is done today, including time and effort required to perform key activities to deliver services.
- SEII team conducted Activity Analysis survey **to clarify the effort performed in the Offices of the Registrar, Financial Aid, and Student Accounts to inform the future state One Stop service model.**
 - Example: the survey will provide a data-based approach to developing the future state centralized Financial Aid packaging and processing operational model.

Activity Analysis Benefits

Near-Term Benefits

- Opportunity to proactively participate in process of improving the student experience and defining One Stop model.
- Identify effort needed to perform key activities.
- Help determine how departments could benefit from having certain services supported through the One Stop.
- Identify opportunities to enhance professional development or training.



Current status

ONGOING IMPROVEMENT INITIATIVES

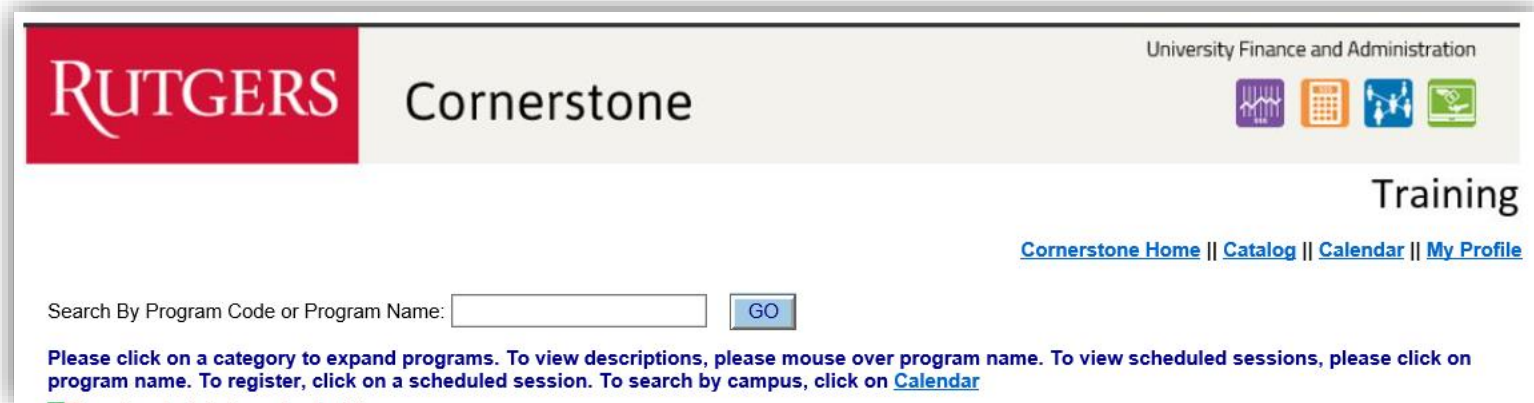
- The Enhanced Reporting Initiative team continues to create new and improved reports based on user requests and requirements, and will continue to be an integral part of the larger Cornerstone Reporting Optimization program.
- We are developing a streamlined reports matrix to make it easier for staff and faculty to determine which report to use for specific tasks. The matrix is being reviewed by the Enhanced Reporting group, and we anticipate delivering the matrix by the end of November.
- The team is preparing recommendations on reports to use by role.
- As part of this Optimization process we are also doing a full review and analysis of all current and proposed reports in an effort to reduce the number of reports and queries to those that are most effective for staff and faculty to manage their accounts.
- This effort includes review of not only Oracle reports but we are also looking at other systems and tools (such as RU Marketplace, data warehouse, Tableau).
- Another outcome of this initiative will be the creation of a Reporting Center of Excellence.

Report Number	Report Name / Description	New / Enhanced	Reporting Tool
RU GL 073	Monthly Transaction Report (similar to legacy MAR)	New	BI
RU GL 088	Trial Balance with Account Number	New	FRC
N/A	Employee Status Report	Enhanced	Financial Data Warehouse via Discoverer
RU GL 071	Transaction Detail Report (Similar to legacy SD, CRL 9 and CRL 168)	Enhanced	BI
RU PJ 072	Sponsored Period Actual Report	New	BI
RU PJ 073	Project Costs Detail Report	Enhanced	BI

RU PJ 071 Sponsored Summary - Budget Cost and Encumbrance

Targeted release:
November 17

- We are launching an enhanced University wide training initiative, with a redesigned curriculum of courses to help the University community better understand the Cornerstone systems and business processes.
- All class schedules will be posted on the Cornerstone course registration page. You can begin registering now at: hrservices.rutgers.edu/CornerstoneTraining.



The screenshot shows the Rutgers Cornerstone Training page. At the top left is the Rutgers logo. To its right is the word "Cornerstone" in a large, bold font. In the top right corner, it says "University Finance and Administration" with four small icons: a purple bar chart, an orange calculator, a blue group of people, and a green globe. Below this is the word "Training" in a large font. Underneath "Training" are four blue links: "Cornerstone Home", "Catalog", "Calendar", and "My Profile". At the bottom left, there is a search bar with the text "Search By Program Code or Program Name:" followed by an input field and a blue "GO" button. Below the search bar is a paragraph of instructions: "Please click on a category to expand programs. To view descriptions, please mouse over program name. To view scheduled sessions, please click on program name. To register, click on a scheduled session. To search by campus, click on [Calendar](#)".

**FINANCIAL MANAGEMENT**

New and redesigned courses to cover a wide range of topics: general ledger and Projects, reporting, charts of accounts, cash management, time entry, and commitment accounting (PeopleSoft).

Open for registration.

**BUDGET PLANNING AND FORECASTING**

New session to educate business managers on use of Hyperion forecasting system. Sessions include navigating forecasting entry forms and reports to complete quarterly forecasting, and multi-year forecasting. Access to Hyperion Planning Budget system is a pre-requisite.

Registration by invitation; Nov. 27-Jan. 12

**PROCUREMENT****EXPENSE MANAGEMENT**

New courses – Just the Basics for expense management and procure-to-pay – to support requisitioner, approvers, inquirers and internal purchase order processors. Offered monthly at 33 Knightsbridge (Piscataway), and other locations as requested.

Open for registration; courses start Nov. 13

Office of Research and Sponsored Programs

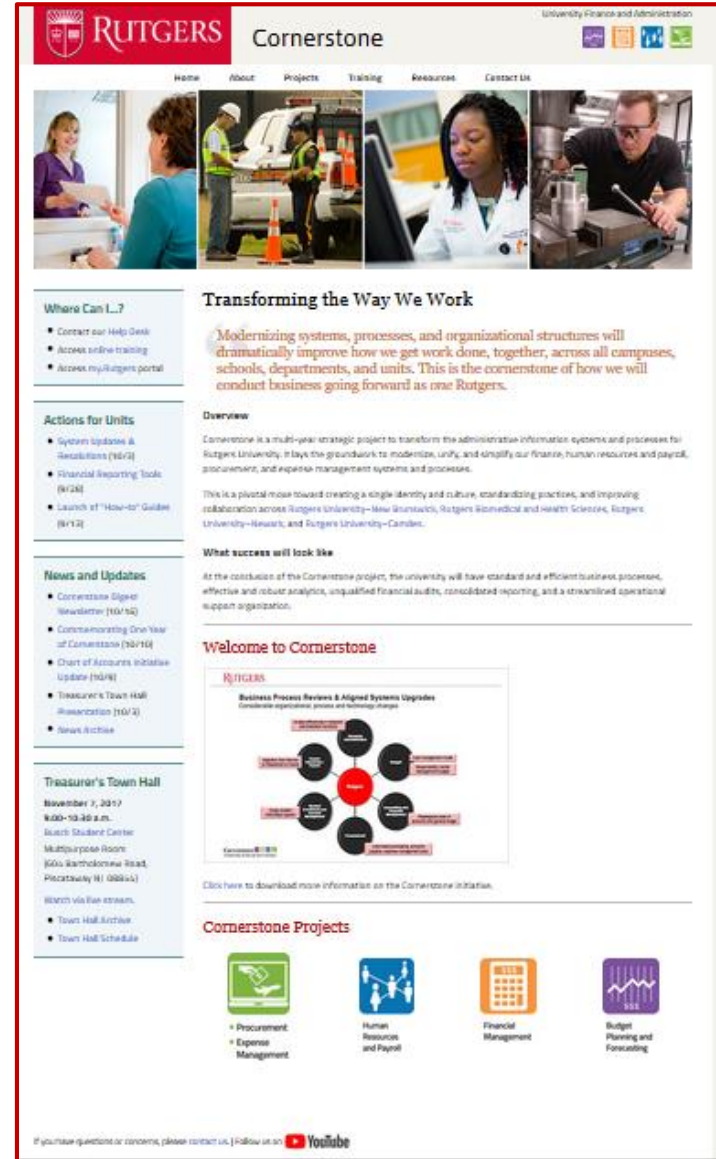
New courses provide overview of Office of Research and Economic Development (ORED), life cycle of sponsored programs and other services to support research and the university's economic development activities.

***Registration by invitation only;
Nov./Dec. 2017. Roll out – Jan. 2018***

- Launched refreshed website on October 30. Reorganized information and resources to make it easier for you to find what you need.
 - Refreshed homepage layout, top navigation
 - Simplified and reorganized content throughout the site
 - Improved the way content from Cornerstone is linked to related sites, such as University Finance and Administration Division websites and Canvas
- **Next Steps:** Update training section, create content for targeted groups (business managers, research administrators and faculty, for example)

Suggestions or feedback?

Send an email to the Cornerstone team at cornerstone@rutgers.edu.

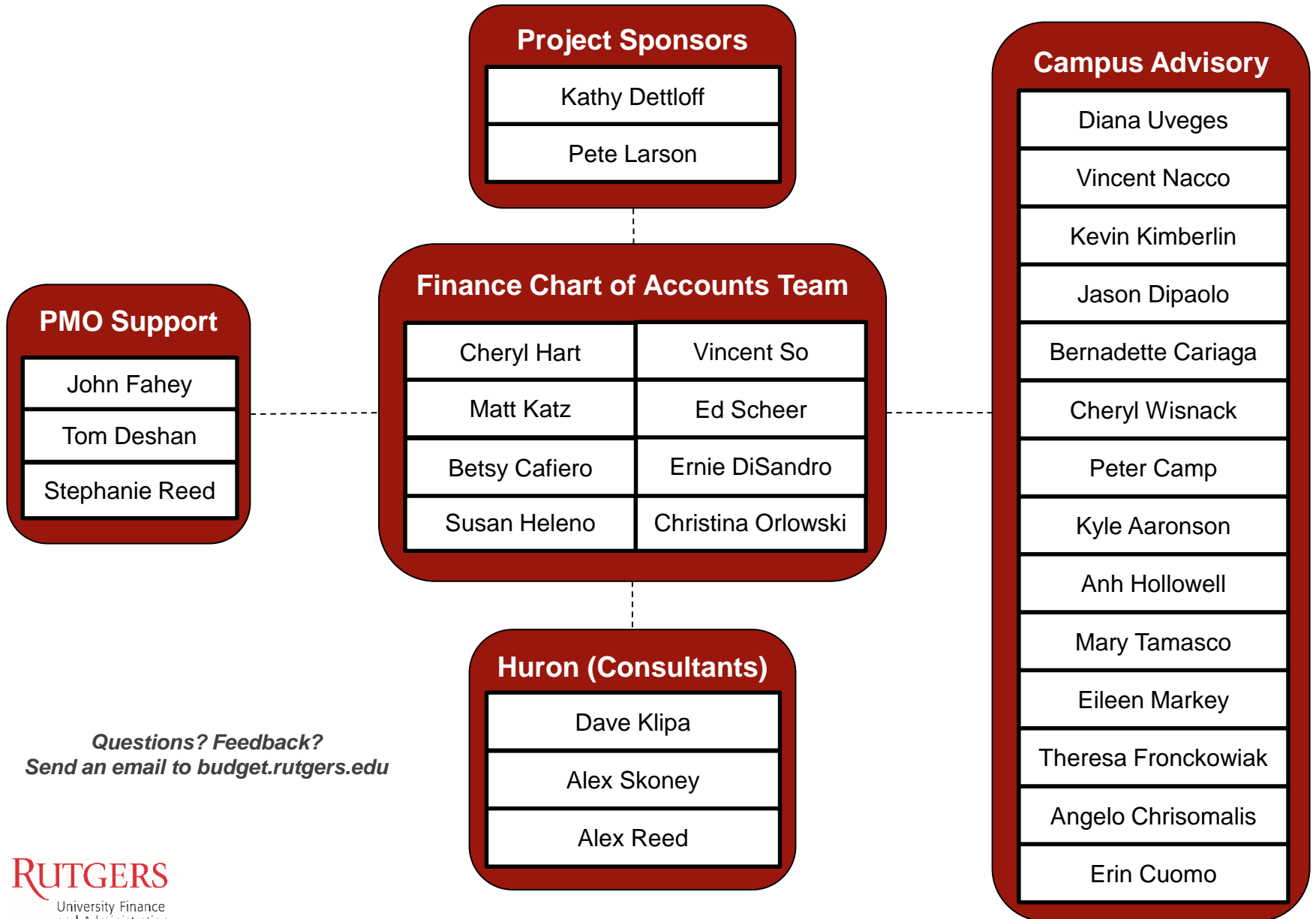


- After working with the chart of accounts during the past year, and hearing about the difficulties staff, faculty and central administration experienced with its use, we are exploring ways to better serve the University through chart of accounts changes, improved controls and education, guidance, support, and policies to ensure best use of the chart of accounts (COA).

Goal

Improve how we support our operations by making the chart of accounts simpler to use, ensuring the data are accurate and easily reportable across the University, and making certain that the project ledger interacts seamlessly with the general ledger.

- In this phase, we will:
 - Clearly define/redefine chart segments and values; identify and communicate how to use them.
 - Break out Central units currently identified in Unit 900 into separate units.
 - Provide guidance and directives on common business practices.
 - Establish cross validation rules and/ or segment security to systematically reject invalid chart segment combinations.
 - Optimize use of chart segments.
 - Develop more comprehensive training courses.



Questions? Feedback?
 Send an email to budget.rutgers.edu

RESOURCES

- **Updated support and help desk contacts**

- cornerstone.rutgers.edu

- **Stay connected**

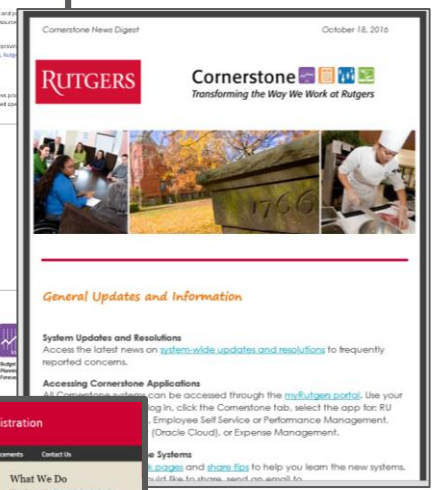
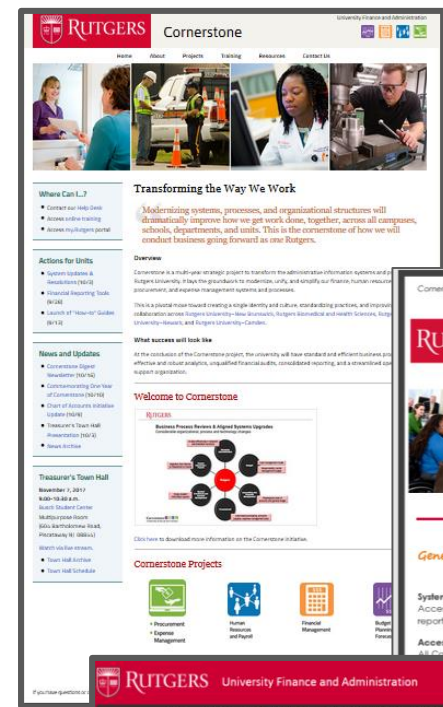
- Finance and Cornerstone websites
- Treasurer's Town Hall
- Cornerstone News Digest

- **Send questions, suggestions and feedback to:**

- cornerstone@rutgers.edu
- finance@rutgers.edu

- **Grant Administrators**

- Join the [RAIN listserv](#)





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J. Michael Gower

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