



RUTGERS

Treasurer's Town Hall

J. Michael Gower

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

April 6, 2018
Camden Campus Center

- **Project Management Office**
- **Chart of Accounts Initiative**
- **Financial Management**
- **University Procurement Services**

John Fahey

Kathy Dettloff

Pete Larson

Nimish Patel



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Project Management Office

John Fahey

Project Executive

- **Two-phased approach to complete demographic, financial reviews**
 - Stabilize data to allow research units and principal investigators to run accurate reports and obtain accurate balance information on awards
 - Develop business processes and policies to support consistent and correct use of the system
- **Partner with Chancellor's Offices and university's research community**
 - Bring subject matter experts and others who represent large schools/research projects into extended team to review progress, and provide input to business processes and grant management policies
- **Engage faculty, their staff through project management, change management, training, education, and communications activities**

- **Target completion dates for Phase 1 central reviews of remaining active projects**
 - May 4: UMDNJ, and clinical trials
 - June 1: Cost-reimbursable, letter of credit
 - June 15: BR3/Foundation, and others
- **Goal: Complete all internal reviews, receive confirmation from research units that expense and balance data is correct no later than June 30.**
 - Project review for process, training and internal transaction adjustments, immaterial to PI reporting and balance information will continue until complete.

Sponsored Projects (incl., projects added post conversion)		
Review Population (by end date)	Active Count	Expired Count
Cost-Reimbursable	1,058	1,474
UMDNJ Accounts Receivable	298	1,332
Letter of Credit	1,653	1,161
Clinical Trial	400	248
BR3 / Discretionary	808	593
Other	1,098	2,791
Total	5,315	7,599
Total Population		12,914

Active Projects		
Internal Review Complete (ready for field review)	Reviewed projects and adjustments pending	Pending Internal Review
1,058	-	-
-	67	231
1,290	363	-
-	250	150
-		808
-		1,098
2,348	680	2,287
Total Active Projects: 5,315		

Expired Projects		
Internal Review Complete	Reviewed projects and adjustments pending	Pending Internal Review
31	109	1,334
804	528	-
260	901	-
-	248	-
-		593
22	68	2,701
1,117	1,854	4,628
Total Expired Projects: 7,599		

Goal

To establish an integrated financial data and reporting platform, and create a Reporting Center of Excellence that will meet the current and future demands of the university community

Scope

- Financial reporting and analytics for general ledger, sponsored and non-sponsored projects, procure-to-pay, expense management, human resources, payroll, student, and financial aid

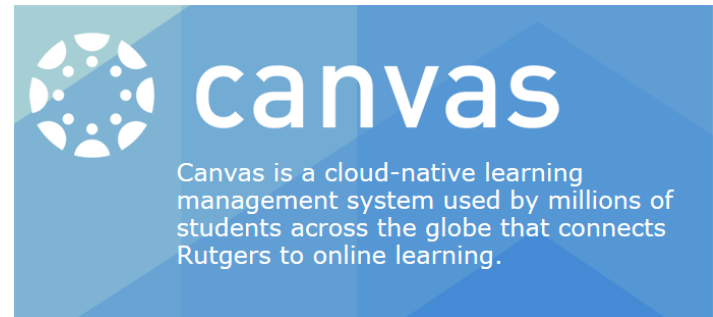
Membership

- Core team: University Finance, Information Technology, Project Management Office
- Extended team: Chancellor and central unit representatives

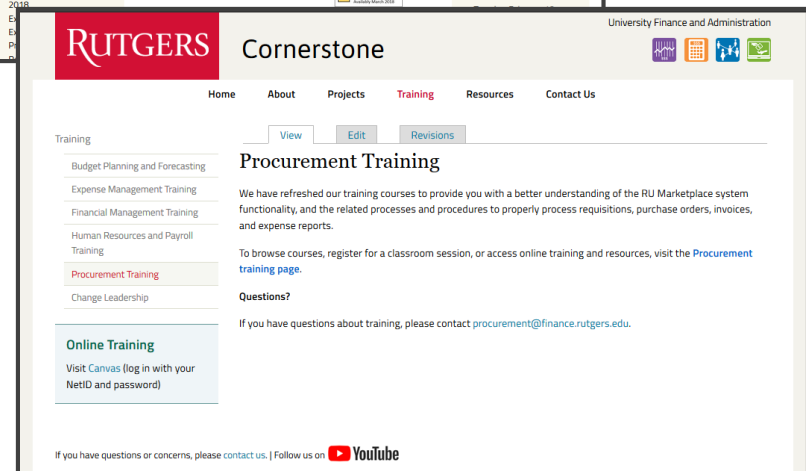
Current Status

- Requirements and solution design phase → design, build, deliver phase
- Conducting workshops to gathering recommendations on new solution

200+
sessions **1500+**
people



- Consolidate core details from multiple sites into single, user-friendly pages
- More consistent experience
 - Top navigation
 - Curriculum
 - Access
 - Calendar
 - Support materials
 - Frequently Asked Questions
 - Contact Us



As of April 3, 2018. Timelines are proposed and subject to change.

Process and Programs

Systems

CY 2018

Apr

May

Jun

Jul

Aug

Sep

Oct

Nov

Dec

Stabilization

Grant and Contract Accounting Project Review (Phase 1)

Grant and Contract Accounting Project Review (Phase 2)

Cornerstone Reporting Optimization (CRO)

Chart of Accounts (COA) Initiative

HR/Payroll

Human Resources/Payroll Business Process Review Implementation

Human Resources Performance Management Implementation

Human Resources Service Center Implementation

HCM Cloud Partner Selection,
Planning and Implementation

Student

SEII Ongoing Assessment and BPR Implementation

SIS Selection

Financial Management

Financial Consolidation and Close Cloud Service (FCCS)

Account Reconciliation Cloud Service (ARCS)

Cash Management BPR

Cash Management Implementation

Fixed Assets BPR

Fixed Assets Implementation

Endowments and Investments BPR

Endowments and Investments Implementation (Fund Driver)

Budget and Planning

Profitability and Cost Management Cloud Service (PCMCS)

Enterprise Planning and Budgeting Cloud Service (EPBCS)

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Systems

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Procurement

Procure-to-Pay Policy Work

Digital Mailroom

P-Card Implementation

Jaggaer Suite (Total Contract Manager, Total Supplier Manager and Sourcing Director)

Accounts Payable Automation

Travel Card Implementation

Business Process Redesign

Research
Admin.

eIRB, Animal Operations, and eIACUC Implementation

RAPSS Integration to Oracle: Planning and Implementation

Reporting
and Analytics

Reporting and Analytics Planning and Implementation

Cust. Rel.
Mgmt.

Planning and Implementation

BPR: Business Process Review
 HCM: Human Capital Management
 SEII: Student Experience Improvement Initiative
 SIS: Student Information System



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Chart of Accounts Initiative

Kathy Dettloff

Vice President of Financial Planning and Budgeting

- 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 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 the coming weeks and months, we will:
 - Implement internal and system controls that will prevent the use of invalid general ledger string combinations to ensure FY2019 will have accurate and easily reportable data.
 - Finalize policies and procedures.
 - Host open forums and webinars where you will hear from senior leaders and project team members, and be able to ask questions about the changes.

- Enter valid and correct sponsored and non-sponsored **project data** to ensure accurate and consistent projects-to-general ledger accounting
 - Revenues and expenditures will follow project accounting
- Create **sub-ledger accounting rules** to enable project cost and revenue transactions to follow project's U-D-O combination
 - Automation of freight and miscellaneous charges on Accounts Payable invoices
 - Facilities and Administration (F&A) revenue distribution
- Activate **cross validation rules** to ensure use of only valid and correct chart segment combinations
 - Employee charging instructions (PeopleSoft)
 - Existing purchase orders (RU Marketplace)
- Establish accounting **policies, procedures, and guidance** on financial transactions
 - Expense recovery, transfers and faculty funds set up
- **Correct balances**, and delete invalid strings after clearing balances in all 10 segments of the chart of accounts
- Update chart of accounts **segment value descriptions** to be more intuitive

- Review the list of valid and invalid U-D-O combinations, and use only **valid U-D-O combinations**
- Confirm or correct **project master data** to enable more accurate project-to-general ledger accounting
- Attend upcoming **open forums and Webinars**
- **Review communications and resources** posted to the [Controller's Office website](#) that also are accessible from the [Budget Office](#) and [Cornerstone](#) websites
- **Submit question and suggestions**, to your unit's business manager, a Chancellor unit or central business representative, a member of the Advisory Group, or the Budget Office at budget@finance.rutgers.edu



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Financial Management Update

Pete Larson

Associate Vice President for Finance and University Controller

Communicated to Vice Chancellors

Adjustments posted to central for Jun. FY17 and Jun. Adjusted FY17 to be allocated to campus

Central default account reclassifications

Ending balance and converted activity conversion 9-30-16

6-30-16 Banner Fund Balance reconciliation

Ongoing

Project-to-General Ledger reconciliation for Sponsored and Non-sponsored Projects

Unit-level Unit-Division-Organization activity corrections

Project Review University Accounting impacts

April

March close	4/11/18	University Controller's Office
General ledger actuals through March loaded into forecasting	4/14/18	University Budget Office
Responsibility Center budgets due to the Budget Office	4/27/18	Chancellors and Central Units

May

Preliminary budget presented	5/18/18	University Budget Office
Develop consolidated Board budget	5/31/18	University Budget Office

June

Board of Governors Annual Meeting	6/12/18
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University Procurement Services

Nimish Patel

*Associate Vice President, Procurement,
and Chief Procurement Officer*

Why now?

- Since the last major revisions to purchasing, accounts payable, and travel and expense policies, University Procurement Services has assumed responsibility for:
 - Accounts Payable
 - Travel and Expense Management
- Result of 2013 merger between Rutgers and UMDNJ, and 2016 implementation of new financial management and procure-to-pay systems, alignment of legacy policies and procedures is paramount
- Recent finalization of **Federal Uniform Guidance regulations** (effective July 1, 2018), Procurement needed to revise current purchasing policy to ensure compliance and **remain eligible to receive federal awards**

- Following a thorough evaluation of existing policies, Procurement recommends overhauling purchasing policy (20.1.11) by **merging relevant policies into one**, renamed “Procurement and Payables Policy”
 - 20.1.16: Policy on Notification and Approval of Certain Contracts Awarded without Competitive Bids or Proposals
 - 20.1.17: Professional Service Provider Policy
 - 40.2.4: Invoice Processing
- A **new University Procurement Services Procedures Manual** has been developed and incorporated all procedural portions from the current policies referenced above

Key Topics

- | | |
|-------------------------------|---------------------------------|
| • Supplier Management | • Invoicing |
| • Sourcing | • Payments |
| • Contracting | • Ethical Conduct |
| • Ordering Goods and Services | • Travel and Expense Management |

What is a P-card?

- An alternate way to purchase goods/services, typically used for one time, low-cost transactions
 - Examples: Postage, professional memberships, conference registrations

Current Status

- Launched pilot with Athletics, Facilities, Mason Gross School of Arts
- Ordered 11 cards
- End of month 1 cycle close – manual journal entries, limited transactions
- Bank of America automation in progress (estimated completion ~10 wks.)

Next Steps

- Complete full month of operations, and month end reconciliation
- Develop pilot expansion or campus deployment plan
- Finalize P-card manual
- Rollout communication, education and training

RESOURCES

- **Updated support and help desk contacts**

- cornerstone.rutgers.edu

- **Stay connected**

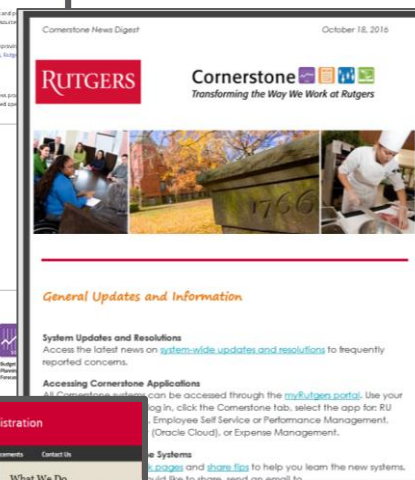
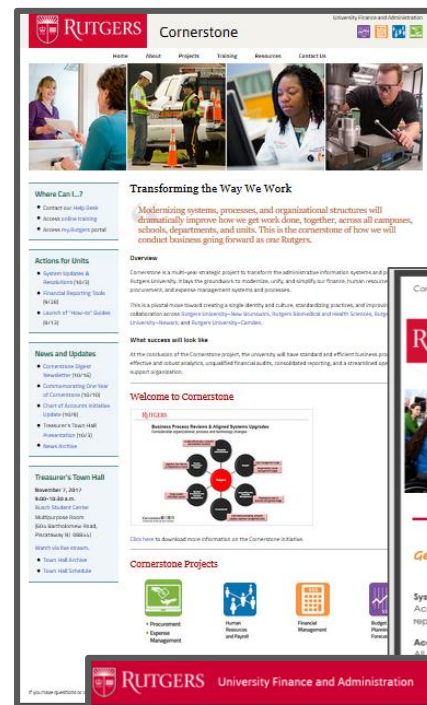
- Finance and Cornerstone websites
 - Treasurer's Town Hall
 - Cornerstone News Digest

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

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

- **Research Administrators**

- Join the [RAIN listserv](#)





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