BUSINESS PROCESS CHANGES
What Does It Mean to Me?

- Greater Detail and Transparency Associated with Transactions
- Greater Ability to Control Expenditures
- Enhanced Reporting Capabilities
Administrative Information Systems
Financial, Procurement and Human Resources and Payroll Environment

NOTE: HFM (Hyperion Financial Management), HPCM (Hyperion Profitability and Cost Management), DRM (Data Relationship Management), Planning (Hyperion Planning)
Financial Management: Transaction Flow

**Transaction Types**
- Time & Labor
- Internal Source Systems
- Journal Entries
- Project Detail
- Grants

**PeopleSoft HR and Payroll**
- Employees
- Commitment Acctg/Payroll
- Time & Labor
- Benefits

**SciQuest**
- Procurement Data

**RAPSS**
- Pre-awards

**Oracle Cloud Fusion**
- Journal Entries
  - Cloud Subledgers
  - Source Systems
  - Manual Project Detail
  - Bank Statements
  - Grants

**Data Warehouse**
- General Ledger Balances
- Project Detail
- Payroll Detail
- Reporting

**Cornerstone**
Transforming the Way We Work at Rutgers
Business Process Changes
Create and Manage Projects (Financial Management)

People and Process Implications

- Ability to track multiple projects
- Transactions will be processed in projects module and systematically transferred to general ledger in summary

What It Means to Me…

- Increased detail and transparency associated with transactions
- Greater control of transactions and expenditures
- Ability to drill down from general ledger to supporting transactions projects sub-ledger
- Additional set-up required before transactions can be recorded
- Need to establish guidelines to assist units with tracking projects
### Business Process Changes
Process and Approve Manual Journal Entries (Financial Management)

#### People and Process Implications

**Process**
- Journal entries entered directly in online financial system (Oracle)
- Project adjustments entered in projects module
- Journals can be created automatically for financial transactions recorded in sub-ledgers

**Approve**
- Journals routed automatically to Unit-Division-Organization (UDO) Business Manager for approval
- Journals approved directly in Oracle
- Journals can be posted to other units/departments, UDO Business Manager responsible for notification outside of Oracle

#### What It Means to Me…

- Approvers can review and approve journals immediately
- Elimination of paper process for RBHS
- Electronic approval process
Procurement: Transaction Flow

**Transaction Types**

- Purchasing needs
- Payment requests from external systems, (i.e., student and patient refunds)
- Expense requests

**SciQuest**
- Requisitions
- Purchase Orders
- Receipts
- Invoices
- Suppliers

**Oracle Cloud Fusion**
- Procurement
- SciQuest data, and approval to pay invoice
- Payments
- Expense
- Expense requests
- Payments

**PeopleSoft HR and Payroll**
- Employees

**Data Warehouse**
- Procurement and Expense
  - Accounts Payable and Purchase Orders
  - Transaction Detail
  - Suppliers
  - Chart of Accounts Values

Payment requests from external systems, (i.e., student and patient refunds)
Business Process Changes
Expense Entry (Expense Management, Procurement)

People and Process Implications

• Expenses can be entered directly online by employee, or delegate, via financial system (Oracle)
• Receipts can be uploaded electronically
• Student and non-employee expenses (i.e., patient refunds) will be processed in procurement system through check request (outside of expense process)

What It Means to Me…

• Ability to track and report on expenses
• Ability to enter expenses details via mobile device
• Pre-approval process within units may continue
• Retaining hard copy receipts is no longer required*
• Elimination of manual entry and scanning for Accounts Payable processors

*Units with designated exceptions will be required to retain hard copies of receipts
Business Process Changes
Approve Expense Entry (Expense Management, Procurement)

People and Process Implications

- Expense reports are automatically routed for approval to the Project Approver (if applicable) and then Finance Approver
- Every employee will have a Finance Approver assigned in Oracle

What It Means to Me…

- System-driven workflow for expense approval; providing more timely approval of expenses and increased visibility of approval status
- Finance Approvers will receive more expense reports for approval
Business Process Changes
Create Requisition (Procure-to-Pay, Procurement)

People and Process Implications

• SciQuest will be the primary point of entry for requesting goods and services
• Requisitions are electronically routed for approval based on multiple criteria, including dollar amount, commodity, etc.

What It Means to Me…

• System-driven workflow; providing more timely approval of requisitions and increased visibility of approval status
• Flexibility for units to have multiple levels of requisition approval
Business Process Changes
Requisitioning – Sole Source (Procure-to-Pay, Procurement)

People and Process Implications

• Departments will continue to utilize the paper Sole Source Justification form and capture required approvals outside of SciQuest
• Departments will attach a completed Sole Source Justification form to a requisition in SciQuest

What It Means to Me…

• Improved visibility into the status of Sole Source requests
• SciQuest provides an electronic repository of completed Sole Source Justification form
Business Process Changes
Requisitioning – Vehicle Request (Procure-to-Pay, Procurement)

People and Process Implications

- SciQuest will be the single point of entry for initiating motorized vehicle requests
- SciQuest will route motorized vehicle requests for all required approvals, including those in central administration

What It Means to Me…

- SciQuest provides a single point of entry point for motorized vehicle requests
- Improved visibility into the status of motorized vehicle requests
Business Process Changes
Receiving Procedure (Procure-to-Pay, Procurement)

People and Process Implications

• Receipts are only required for capital assets
• Receiving non-capitalized goods and services in SciQuest is encouraged, but not required to initiate payment

What It Means to Me…

• Oracle will reflect the liability associated with an invoice after it is fully processed and approved for payment in SciQuest
• Recording the receipt of goods and services in SciQuest will result in an accrual of the liability in Oracle
Business Process Changes
Invoice Approval (Procure-to-Pay, Procurement)

People and Process Implications

• The individual listed as the “prepared for” on a requisition will be listed as the approver for invoices over $5,000
• The individual listed as the “prepared for” on a requisition will be notified of the payment of invoices under $5,000
• Invoices for capital assets require receipt in SciQuest prior to authorization of payment

What It Means to Me…

• Units will need to define internal business processes for how the “prepared for” field on the requisition is utilized
• Decreased invoice processing times as a result of electronic approval and notification
• Increased visibility into status of invoice approvals
Business Process Changes
Purchase Order Change/Cancel Procedure (Procure-to-Pay, Procurement)

People and Process Implications

• All requests for changes to purchase orders will be initiated directly in SciQuest.
• Requests for modifications to purchase orders will be routed for departmental approval based on the revised document amount.
• University Procurement Services (UPS) staff will process PO revisions in SciQuest.

What It Means to Me…

• A single electronic form will be used to capture the change order request in SciQuest.
• Change order requests no longer limited to the initiator of the originating requisition; any authorized user can initiate a change order request in SciQuest.
• Improved visibility into the status of the change request, including electronic notification of completed requests.
Business Process Changes
Requisitioning – Internal Purchase Orders (Procure-to-Pay, Procurement)

People and Process Implications

- SciQuest will be the point of entry for initiating internal purchase orders and transferring costs to the department receiving the goods or services
- An invoice will be the mechanism to transfer costs to departments (instead of a receipt in today’s process)
- Users will be able to use existing item identification numbers as search criteria when initiating an internal order
- SciQuest will generate non-sequential purchase order numbers for each internal order

What It Means to Me…

- Simplified cost transfer process
- Electronic notification of impending cost transfers
- Increased visibility for both providing and receiving departments of the total cost transferred to date
### Business Process Changes
Create Request for Proposal (Procure-to-Pay, Procurement)

#### People and Process Implications

- Units will use the RFx form in SciQuest to initiate a sourcing event
- Evaluation scorecard attached to RFP for electronic routing, review, and approval

#### What It Means to Me…

- Units can track status of RFP events from creation to award
- One platform for sourcing, contracting, and procuring items, increasing efficiency and leading to shorter processing times
Business Process Changes
Manage and Evaluate Request for Proposal (Procure-to-Pay, Procurement)

People and Process Implications

• Supplier questions and bid responses entered and submitted electronically via SciQuest’s supplier portal
• Evaluation report attached to electronic RFP record
• Electronic awarding of RFP and notification to winning bidder

What It Means to Me…

• Streamlined RFP process, resulting in short cycle times
• Visibility into sourcing activities, including previous evaluations and awards
Business Process Changes
Contract Management (Procure-to-Pay, Procurement)

People and Process Implications

• Contracts will be authored, executed and managed electronically in SciQuest’s Total Contract Manager (TCM) module

• Units will be able to search for and access contracts electronically in the TCM contract repository in SciQuest

What It Means to Me…

• Single repository for all contracts, accessible to all SciQuest users

• Increased efficiency as a result of centralized repository, electronic renewals, expiration notifications, etc.
Business Process Changes
Check Requests (Accounts Payable)

People and Process Implications

- Check requests will be initiated in SciQuest and upload the required supporting documentation directly into the application
- Departments will select the requested payee from a list of existing payees

What It Means to Me…

- Increased visibility of the status of the check request
- Departments will need to establish payees prior to initiating a check request in SciQuest
Business Process Changes
New System for Processing Payment Requests from External Systems (Accounts Payable)

People and Process Implications

• Departments with specialized sub-systems / processes that generate payment requests will route future payment requests to SciQuest for initial processing

• SciQuest has a different format for the payment request file than what is currently required by RIAS and Banner

• SciQuest will automatically route these payment requests to Oracle for processing and payment

What It Means to Me…

• Departments will be asked to update their supporting sub-systems to produce the payment request file in the specified format
Business Process Changes
Wire Payments (Accounts Payable)

People and Process Implications

- Requests for wire transfers will be initiated in SciQuest

What It Means to Me...

- Increased visibility of the status of wire transfer requests
- Ability to upload supporting documentation directly to SciQuest
- Full audit trail of submitted wire transfer requests
Human Resources and Payroll: Transaction Flow

Transaction Types

Time & Labor

HR Transactions

PeopleSoft HR and Payroll
- Employees
- Commitment Acctg/Payroll
- Time & Labor
- Benefits

Oracle Cloud Fusion
- Payroll Journal Entries
- Payroll Project Detail

Data Warehouse
- General Ledger Balances
- Project Detail
- Payroll Detail
- Reporting

Payroll Detail
Business Process Changes
Time and Labor Reporting (Human Resources and Payroll)

People and Process Implications

- Elimination of paper time sheets
- Only hourly and overtime eligible employees need to report time

What It Means to Me…

- Employees will use KRONOS*, WebClock or submit a manual report to department time keeper for PeopleSoft entry
- Assigned time keepers and approvers will coordinate reporting and approval of all time for employees who are hourly/overtime eligible
- Employees verify PTO via self-service
- Approvers must verify ARS before approving PTO requests

*Existing departments/users only
**Business Process Changes**
Commitment Accounting (Human Resources and Payroll)

<table>
<thead>
<tr>
<th>People and Process Implications</th>
<th>What It Means to Me…</th>
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<tbody>
<tr>
<td>• Salary distributions and commitment accounting will be entered into PeopleSoft; aligned with Rutgers processes</td>
<td>• Understand the new Chart of Accounts to accurately map current fund sources/indexes to the respective Chart of Accounts segments</td>
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Business Process Changes
Staff and Faculty HR Transactions (Human Resources and Payroll)

People and Process Implications

• RBHS will continue to maintain current paper-based process to request and obtain approvals for staff and faculty HR actions

• Systems notifications to units will be handled outside of PeopleSoft. Workflow will be handled by central HR to record the requested transaction in PeopleSoft.

• Salary distributions will be handled by the unit’s designated commitment accounting staff

• Position management will not be supported at this time

What It Means to Me…

• Phased implementation of HR transactions processing through PeopleSoft by school, department, or unit

• Units can continue to complete internal approval processes, but with the elimination of EPAF (electronic personnel action form) approval routing
### Business Process Changes

**Reporting and Analytics (All Projects)**

#### People and Process Implications

- Real-time access to information as its posted to systems (Cloud, PeopleSoft, SciQuest, FDW)
- Self-service model – use of multiple tools to get information – less reliance on other people to provide information
- Information will be integrated? Or consolidated across units in Rutgers and RBHS
- Standard/rationalized data for consistency
- Discoverer (for RIAS data) and the Controller’s Report Library (for Banner data) will be available for accessing historical data only.
- Eprint repository reports (RBHS) will no longer be available after go-live (only for historical data)

#### What It Means to Me…

- Ability to access real-time information
- Units will see other units’ information
- Need to learn a set of tools to get information needed for managing and measuring the business
- Some report development tools will be available to certain users in the units depending on needs, while others will be a request to the Controller’s Office