

# Controller's Office Actions

Stabilization Effort	Resolution
<ul style="list-style-type: none"> <li>• Manage incomplete transactions for:               <ul style="list-style-type: none"> <li>○ Payroll, payables, Banner, Student Accounts Receivable, FAMs, and Pinnacle interface issues</li> <li>○ Scholarship and clinical trials revenue</li> <li>○ Billing and cash receipts on grants</li> <li>○ SWRJs and CISFs</li> <li>○ Procurement transactions not yet posted</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• We have posted nearly all transactions from the source file to the general ledger</li> <li>• Ongoing review of all integrations and suspense transactions</li> <li>• Reconcile and correct conversion and transactional errors in preparation for financial statement and governmental audits</li> </ul>
<ul style="list-style-type: none"> <li>• Manage inaccurate transactions/balances for:               <ul style="list-style-type: none"> <li>○ Accounting from sub-ledgers to the general ledger post-go live</li> <li>○ Balances in general ledger and Projects from conversion</li> <li>○ Post-go live transactions / balances from SLA rules</li> <li>○ Payroll suspense amounts that have not been reconciled</li> <li>○ Interface suspense amounts</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Hosted Webinars to explain reclassification entries</li> <li>• Monthly reclassifications will continue</li> <li>• Continue to process and correct transactions in Project sub-ledger and general ledger</li> </ul>
<ul style="list-style-type: none"> <li>• Reconcile duplicate payments made through emergency process; made for non-converted, closed purchase orders</li> </ul>	<ul style="list-style-type: none"> <li>• Resolve remaining invoice issues and reconcile payments</li> </ul>
<ul style="list-style-type: none"> <li>• Correct reports with inaccurate or incomplete data, reports that do not work properly, or complex queries that require multiple reports</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to develop, test, and rollout reports and queries</li> <li>• Provide guidance on how best to use reports and other functions to manage finances</li> <li>• Gather and incorporate feedback from units</li> </ul>

*SWRJ – Salary and Wage Redistribution and Justification*  
*CISF – Change in Source Funds*

## Actions Units Can Take (regarding Controller's Office efforts)

Stabilization Effort	Actions Units Can Take
<ul style="list-style-type: none"> <li>• Manage incomplete transactions for:               <ul style="list-style-type: none"> <li>○ Payroll, payables, Banner, Student Accounts Receivable, FAMs, and Pinnacle interface issues</li> <li>○ Scholarship and clinical trials revenue</li> <li>○ Billing and cash receipts on grants</li> <li>○ SWRJ's and CISF's</li> <li>○ Procurement transactions not yet posted</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Run queries provided to understand costs booked to projects and general ledger</li> <li>• Manage projects to budgeted amounts</li> <li>• Process SWRJ/CISF in a timely manner</li> </ul>
<ul style="list-style-type: none"> <li>• Manage inaccurate transactions/balances for:               <ul style="list-style-type: none"> <li>○ Accounting from sub-ledgers to general ledger post-go live</li> <li>○ Balances in general ledger and Projects from conversion</li> <li>○ post-go live transactions / balances from SLA rules</li> <li>○ Payroll suspense amounts that have not been reconciled</li> <li>○ Interface suspense amounts</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Monitor suspense accounts for balances</li> </ul>
<ul style="list-style-type: none"> <li>• Correct duplicate payments made for non-converted, closed purchase orders</li> </ul>	<ul style="list-style-type: none"> <li>• If you identify a duplicate payment, send an email titled, "Duplicate Payment" to Accounts Payable at <a href="mailto:accountspayable@finance.rutgers.edu">accountspayable@finance.rutgers.edu</a>, and provide the invoice number(s) and explanation</li> </ul>
<ul style="list-style-type: none"> <li>• Correct reports with inaccurate or incomplete data, or reports that do not work properly, or complex queries that require multiple reports</li> </ul>	<ul style="list-style-type: none"> <li>• Test and use reports and queries, and provide feedback on issues and improvements</li> <li>• Follow guidance on how best to use reports and other functions to manage finances (see slide 5)</li> <li>• Contact <a href="mailto:uco@finance.rutgers.edu">uco@finance.rutgers.edu</a> with feedback</li> </ul>

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## Grant and Contract Accounting Actions

Stabilization Effort	Resolution
<ul style="list-style-type: none"> <li>Finalize set-up for awards with no compliance hold to &lt; 15 business days</li> </ul>	<ul style="list-style-type: none"> <li>Huron is reviewing and collecting the current backlog to allow targeting reviews, and facilitating process improvements to expedite review. eCOI data issue corrected to reduce requests for eCOI actions on continuing awards. The use of Google Docs allows ORSP and GCA to coordinate and track awards as we move through the set up process.</li> <li>The target date for 15 business day turn around is early August.</li> </ul>
<ul style="list-style-type: none"> <li>Post missing transactions (expenses/F&amp;A, salary, procurement)</li> </ul>	<ul style="list-style-type: none"> <li>FY17 year-end</li> </ul>
<ul style="list-style-type: none"> <li>Budget, revenue and demographic adjustments to correct conversion</li> </ul>	<ul style="list-style-type: none"> <li>Grant end date corrections are complete. GCA and Huron have begun the process of "Project Review," with the goals to: reconcile and make each project "whole"; and allow GCA to move forward using Oracle and its delivered services/functionality. This will take several months to complete. After an award is set-up, units need to complete an approver form.</li> </ul>
<ul style="list-style-type: none"> <li>Cash applied for grants, contracts and clinical trials</li> </ul>	<ul style="list-style-type: none"> <li>Fall 2017</li> </ul>
<ul style="list-style-type: none"> <li>Complete outstanding cost transfers</li> </ul>	<ul style="list-style-type: none"> <li>End of June 2017</li> </ul>
<ul style="list-style-type: none"> <li>Correct reports with inaccurate or incomplete data, reports that do not work properly, or complex queries that require multiple reports               <ul style="list-style-type: none"> <li>Revised grant account reports (revise queries first, then modified reports)</li> <li>Long-term improved screens and reports from Oracle</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Priority work in-progress</li> <li>Continue to develop, test, and rollout reports and queries</li> <li>Provide guidance on how best to use reports and other functions to manage finances</li> <li>Gather and incorporate feedback from units</li> </ul>

## Actions Units Can Take (regarding GCA efforts)

Stabilization Effort	Actions Units Can Take
<ul style="list-style-type: none"> <li>Finalize award set-up for awards with no compliance hold</li> </ul>	<ul style="list-style-type: none"> <li>Continue to complete compliance tasks (IRB and IACUC protocol submission, COI, updated budgets)</li> </ul>
<ul style="list-style-type: none"> <li>Post missing transactions (expenses/F&amp;A, salary, procurement)</li> </ul>	<ul style="list-style-type: none"> <li>Reconcile accounts and contact <a href="mailto:uco@finance.rutgers.edu">uco@finance.rutgers.edu</a> to regarding missing transactions</li> </ul>
<ul style="list-style-type: none"> <li>Expense adjustments to correct conversion</li> </ul>	<ul style="list-style-type: none"> <li>Central corrections have been completed, contact your GCA accountant if conversion expenses have not been corrected appropriately</li> </ul>
<ul style="list-style-type: none"> <li>Budget, revenue and demographic adjustments to correct conversion</li> </ul>	<ul style="list-style-type: none"> <li>Under analysis with central administration. Report specific issues to <a href="mailto:gca@ored.rutgers.edu">gca@ored.rutgers.edu</a></li> </ul>
<ul style="list-style-type: none"> <li>Cash applied for grants, contracts and clinical trials</li> </ul>	<ul style="list-style-type: none"> <li>Review unapplied cash to identify payments for clinical trials</li> <li>Submit clinical trial invoices submitted by the department to <a href="mailto:gcainvoice@ored.rutgers.edu">gcainvoice@ored.rutgers.edu</a></li> </ul>
<ul style="list-style-type: none"> <li>Complete outstanding payroll cost transfers (SWRJ and CISF)</li> </ul>	<ul style="list-style-type: none"> <li>Process any outstanding cost transfers directly through the system</li> </ul>
<ul style="list-style-type: none"> <li>Revised grant account reports (revise queries first, then modified reports)</li> <li>Long-term improved screens and reports from Oracle</li> </ul>	<ul style="list-style-type: none"> <li>Feedback is currently being collected on draft reports</li> <li>The interim solution for reports to sponsoring agencies, and actual available balances is to run queries, which report only what is in the system</li> <li>The “Commitments” report in the 505 dashboard shows encumbrances. Payroll encumbrances are not live yet, and there have been issues with Accounts Payable invoices relieving the encumbrances – these are not reporting issues. Report these as transaction problems and send specific examples to the project team so they can be addressed.</li> </ul>

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## Additional Items We Are Tracking

Stabilization Effort	Resolution
<ul style="list-style-type: none"> <li>Discretionary account balances</li> </ul>	<ul style="list-style-type: none"> <li>September 30, 2016 conversion corrections for Non-Sponsored Designated or Discretionary project account balances will be complete by FY17 close (July 7 target date).</li> <li>RBHS Discretionary accounts remain in GCA, and as conversion review occurs, these will be cleaned up and moved to the Controller's Office. New funds will be set up in the Controller's Office. After Projects are closed as Sponsored, the balance will be transitioned to a new account under the Controller's Office.</li> </ul>
<ul style="list-style-type: none"> <li>Sponsored grant end dates</li> </ul>	<ul style="list-style-type: none"> <li>This was resolved in May 2017. End dates were pushed out to June 23, 2018 to allow transactions to post. A new field titled, "Sponsor Award End Date" was added to the Oracle system and reflects the true sponsor end date.</li> </ul>
<ul style="list-style-type: none"> <li>Awards with multiple PIs</li> </ul>	<ul style="list-style-type: none"> <li>Awards with multiple PIs will be established together in the Oracle system. To help ORSP and GCA process these timely, please submit the Project Fund Source/Index Request &amp; Modification Form with the award budget: <a href="http://postaward.rutgers.edu/grant-management/award-establishment">http://postaward.rutgers.edu/grant-management/award-establishment</a></li> </ul>
<ul style="list-style-type: none"> <li>Continuous learning experiences</li> </ul>	<ul style="list-style-type: none"> <li>Plans are underway to refresh our continuous learning strategy for the new systems. More details will be available in the coming weeks.</li> </ul>
<ul style="list-style-type: none"> <li>Communications with sponsors</li> </ul>	<ul style="list-style-type: none"> <li>At the request of a PI or Department Administrator, GCA will send a letter to sponsors to explain the current challenges and delays in invoicing and reports.</li> </ul>
<ul style="list-style-type: none"> <li>Tuition reimbursement</li> </ul>	<ul style="list-style-type: none"> <li>The tuition program for employees who were in Banner does not go to a central UDO. It is a charge back to the department because this type of tuition program is related to professional development. Remission programs for employees who were in PeopleSoft prior to the October 2016 migration are a general benefit.</li> </ul>
<ul style="list-style-type: none"> <li>System downtimes</li> </ul>	<ul style="list-style-type: none"> <li>The administrative systems under Cornerstone go through routine software maintenance that is managed by the vendors. The frequency of the updates – quarterly, monthly, or weekly – depends on the platform. When a system is down unexpectedly, we communicate to system users via email and post an alert on the Cornerstone website.</li> </ul>

## Tools to Help You Manage Your Accounts

- We are taking the following steps to provide reporting tools for you:
  - Short-term (weeks): more details in the existing queries
  - Medium-term (Sept.): build more custom reports
  - Long-term (TBD): Work with Oracle to provide reports and screens with better information for administrators and faculty

Information Need	Query to Use	
Reconcile General Ledger	GL Trial Balance Journal Detail AP GL Entries	Project GL Entries AR GL Entries
Reconcile Projects	201- Project Billing 202 – Project Summary 203 – Project Cost Summary 204 – Project Cost Details	205 – Project Revenue Details 505 – Dashboard (multiple reports) – project Cost, Revenue, Budget and Commitments
Reconcile Projects to General Ledger and Accounts Payable	Project – GL Reconciliation Project Cost Details	Project – AP Reconciliation Project – AP Reconciliation with PO Number
Reconcile Internal Purchase Orders – Invoices and Payments	IPO – Invoices and Payments	
Analyze transactions from Accounts Payable and Procurement	401 – AP Invoice Register 402 – AP Payment Register 403- Invoice Register for AP 404 – Payment Register for AP	405 – Invoices and Payments for AP 601 – Purchase Orders 602 – Purchase Orders with Status