# Treasurer's Town Hall

**J. Michael Gower**

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

Busch Student Center

January 17, 2017

# Agenda

- **Cornerstone Project Updates**

  – RU Marketplace (Procurement)

  – Financial Management

  – Expense Management

  – Human Resources and Payroll

- **Perspectives on Cornerstone**

- **Resources and Contacts**

# RU MARKETPLACE (PROCUREMENT)

# RU Marketplace (Procurement)

## When will the backlog of unpaid invoices be cleared?

- **Issue**: Several factors, including technical challenges resulted in a backlog of invoices to be processed.

- **Solution:** University Procurement Services has made significant progress, especially during the recent winter break, toward reducing the backlog of invoices. The team projects this backlog will be caught up and paid by January 26, 2017.

## Can I still request an emergency payment?

- **Issue:** As of January 13, a majority of all invoices in the system have been paid. There may be some circumstances that warrant an emergency payment before January 26.

- **Solution**: The University's emergency payment process remains in effect to expedite vendor payments as appropriate. Visit Cornerstone for details on how to request an emergency payment.

# RU Marketplace (Procurement)

**How can I track payments made against purchase orders and invoices since RU Marketplace launched in October?**

- Saved queries "401 - AP Invoice Register" and "402 - AP Payment Register" are available through the OTBI Publisher. These reports detail payments that are captured in the financial management system (Oracle).

**When will the procurement system operate normally?**

- The system integration issues have been resolved and the process to establish purchase orders and pay invoices is now functional and working appropriately.

- The infrastructure put in place to address the invoice backlog will remain intact for now to prevent a new backlog. This will ensure new invoices that are submitted will be processed and paid on time.

# FINANCIAL MANAGEMENT

# Financial Management System: Grant and Contract Accounting

- **When will I see correct end dates for my award?**
  - **Issue**: Grant award end dates were not accurately converted to the new system.

  - **Solution**: About 75% of awards that had incorrect end dates are now fixed. Remaining grants and contracts are targeted for completion by January 20.

- **When will indirect cost (F&A) schedules be available for awards?**
  - **Issue**: Indirect costs have not been calculated on every grant award.

  - **Solution**: Finance & Administration (F&A) schedules have been updated and are being tested. Schedules are targeted to be in live system by January 20.

- **When will the backlog of awards' set-up be complete?**
  - **Issue**: Backlog of awards to be set-up in the financial management system.

  - **Solution**: Grants and Contract Accounting resources have been added to accelerate processing backlog. The team is re-evaluating the set-up process to improve efficiency.

# Financial Management System: Grant and Contract Accounting

- **The team is working to resolve…**
  - Payroll transactions not posting because transaction is after award end date
  - Accrual of hours held on guaranteed academic base for faculty and staff
  - Subcontract POs not converted due to date (before conversion date)
  - Data dictionary of award and project screens
  - Report #31 (budget, actuals, encumbrances and balances)
    - Non-sponsored – being tested
    - Sponsored – finalizing requirements
  - HR/payroll and financial management system interface for salary reallocations
  - Availability of Salary and Wage Redistribution and Justification (SWRJ) form
  - Access to RU Project Cost Transaction, and Project Revenue Transaction roles
  - System reference to print receipts, per diem error

# Financial Management System

- **How do I correct general ledger conversions?**
  - **Process:** Units submitted corrections to the converted balance, Controller's Office and Chancellor units is reviewing and 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?**
  - **Status:** Access to the report and instructions have been sent to Chief Business Officers, Chancellor Unit Reps, Chief Financial Officers (NB), Central Business Managers

  - **Next Steps**: Controller's Office and Payroll are testing instructions on how to correct converted balances related to personnel expenses

# Reporting Crosswalk

Following is a sample list of reports from the crosswalk

| Legacy Report Heading Name or Report Description | Report Name in Cloud | Tool |
| --- | --- | --- |
| Finance Approver Report | 002 Finance Approver Look Up Report | BI Publisher |
| Chart of Accounts Segment Listing | 003 Chart of Accounts Segment Listing | BI Publisher |
| Management P&L by Business Line | 021 Management P&L by Business Line | Financial Reporting Center |
| Management P&L by Fund Type | 024 Management P&L by Fund Type | Financial Reporting Center |
| Encumbrance Report | 032 Management P&L with Encumbrances | Financial Reporting Center |

**Access the complete crosswalk and additional resources on reporting at**
http://cornerstone.rutgers.edu/reporting-and-analytics

# EXPENSE MANAGEMENT

# Expense Management System

- **How do I get my reimbursements processed?**
  - **Solution:** Approval corrections are underway
  - To request an emergency payment, send email to [procure@finance.rutgers.edu](mailto:procure@finance.rutgers.edu), and type "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

- 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
  - Controller's Office and Payroll are testing instructions on how to correct converted balances related to personnel expenses

- Focused on ensuring W-2 forms will be accurate when issued (Jan. 2017)

# Human Resources and Payroll

Several PeopleSoft reports are available for departmental administrators, based on role

| PeopleSoft Preparer Reports | PeopleSoft Approver Reports | HR Data Warehouse Reports |
|---|---|---|
| • Payable Time Summary | **Preparer reports, plus:** | **Reports corresponding with PeopleSoft role, plus:** |
| • Payable Time Detail | • Overtime Requests | • Employee Salary Distribution by Dept. |
| • Time & Labor Launch Pad | • Roster of Employees Paid | • TBD |
| • Rutgers Time Certification | • Employee VISA Information | |
| • Time Requiring Approval | • Appointments Ending | |
| • Dept. Comp Time Report | • Employee Access by Dept. | |
| • Dept. Overtime Report | • Employee Access by Employee | |
| • Time and Labor Summary | • Active Payroll Employees | |
| • Employee Charging Instructions Ending <90 Days | • Employee Expense Reports Processed | |
| • FWS Employees Paid by Dept. | | |

# PERSPECTIVES ON CORNERSTONE

# Media Coverage (Dec. 2016 - Jan. 2017)

**News** — New Jersey

**Months of 'glitches' delay payments to Rutgers' vendors**

Updated: DECEMBER 29, 2016 — 1:07 AM EST

**Rutgers, UMDNJ merger delays payments to vendors**

**Glitches reportedly delay payments to Rutgers vendors**

**Rutgers catching up on 12K unpaid bills after tech glitches**

Lessons Learned from Phase 1

Experience and System Integration

Phased Implementation

Testing
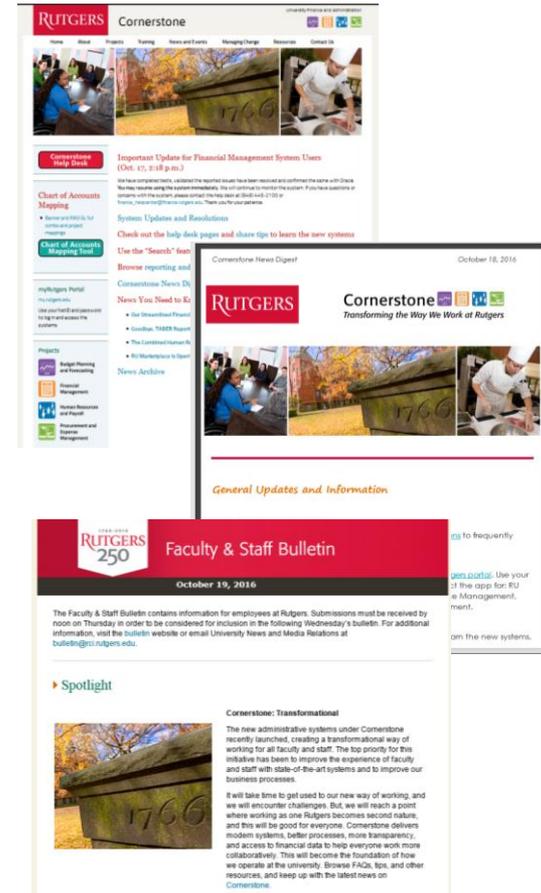
Change Mgmt & Communications

Training

# 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*

**QUESTIONS?**

# APPENDIX

# 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

# RU Marketplace

## How do I handle my converted POs?

| STATUS | ACTION |
|---|---|
| • 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<br><br>• POs created after July 1, 2015 and not in RU Marketplace were not converted due to error that caused conversion to fail | Create a new PO in the amount of the remaining balance on the PO that existed in the legacy system<br><br>Include original PO number in "Internal Notes;" Procurement will review documents in legacy system and attach them to the successor PO |
| • POs created after July 1, 2015 that are in RU Marketplace, but have discrepancies between the original and converted PO<br><br>• Require further action by Procurement | Send email to specialprojects@finance.rutgers.edu for assistance |
| • All converted POs will be closed on June 30, 2017 | Create new POs after that date |

# 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.

# 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](mailto: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 cannot be configured to not require 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 <u>without</u> 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.