



# What's New with...

## Financial Approvals

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### What is changing?

The way financial transaction approvals are routed in the financial management system.

### What do I need to know?

- You will no longer have the ability to select an approver for your financial transactions.
- All journal entries, expense reports, and project adjustments will be routed to the same Finance Approver for approval.
  - **Exception:** Project-related expense reports, which must first be approved by the appropriate project manager before they are routed to your Finance Approver.
- Finance Approvers can reassign individual approval requests and setup vacation rules to automatically reassign all approval requests.

These concepts, and more, are addressed in the **GN020: Approval Management** training course.

### How do I access the system?

You can access all Cornerstone systems through the **myRutgersportal** (<https://my.rutgers.edu>). Log in with your NetID and password. Click the **Cornerstone tab**. Open the **Financial Management (Oracle) app**.

### What training and support is available?

All [financial management training courses](https://rutgers.instructure.com/courses/616) are available online at Rutgers University Canvas (<https://rutgers.instructure.com/courses/616>). Use your NetID and password to log in.

### Who can I contact for help?

#### Financial Management Help Desk

Monday-Friday, 8:00 a.m.-6:00 p.m. Eastern

Phone: (848) 445-2100

Email: [finance\\_helpcenter@finance.rutgers.edu](mailto:finance_helpcenter@finance.rutgers.edu)

Helpful resources and frequently asked questions are available on the Cornerstone website ([cornerstone.rutgers.edu](https://cornerstone.rutgers.edu)).

