

# BUSINESS PROCESS CHANGES

## What Does It Mean to Me?



**Greater Detail and Transparency Associated with Transactions**



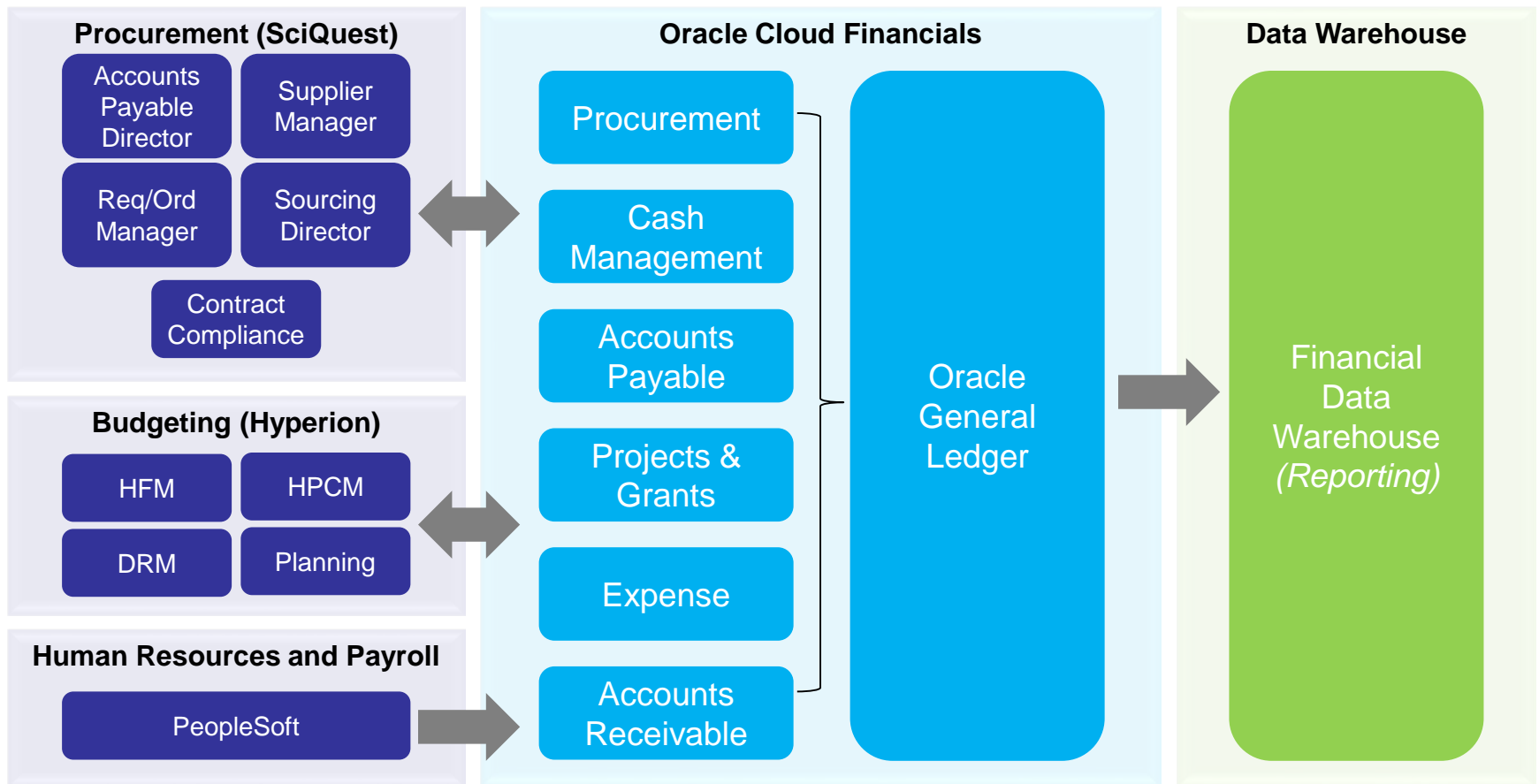
**Greater Ability to Control Expenditures**



**Enhanced Reporting Capabilities**

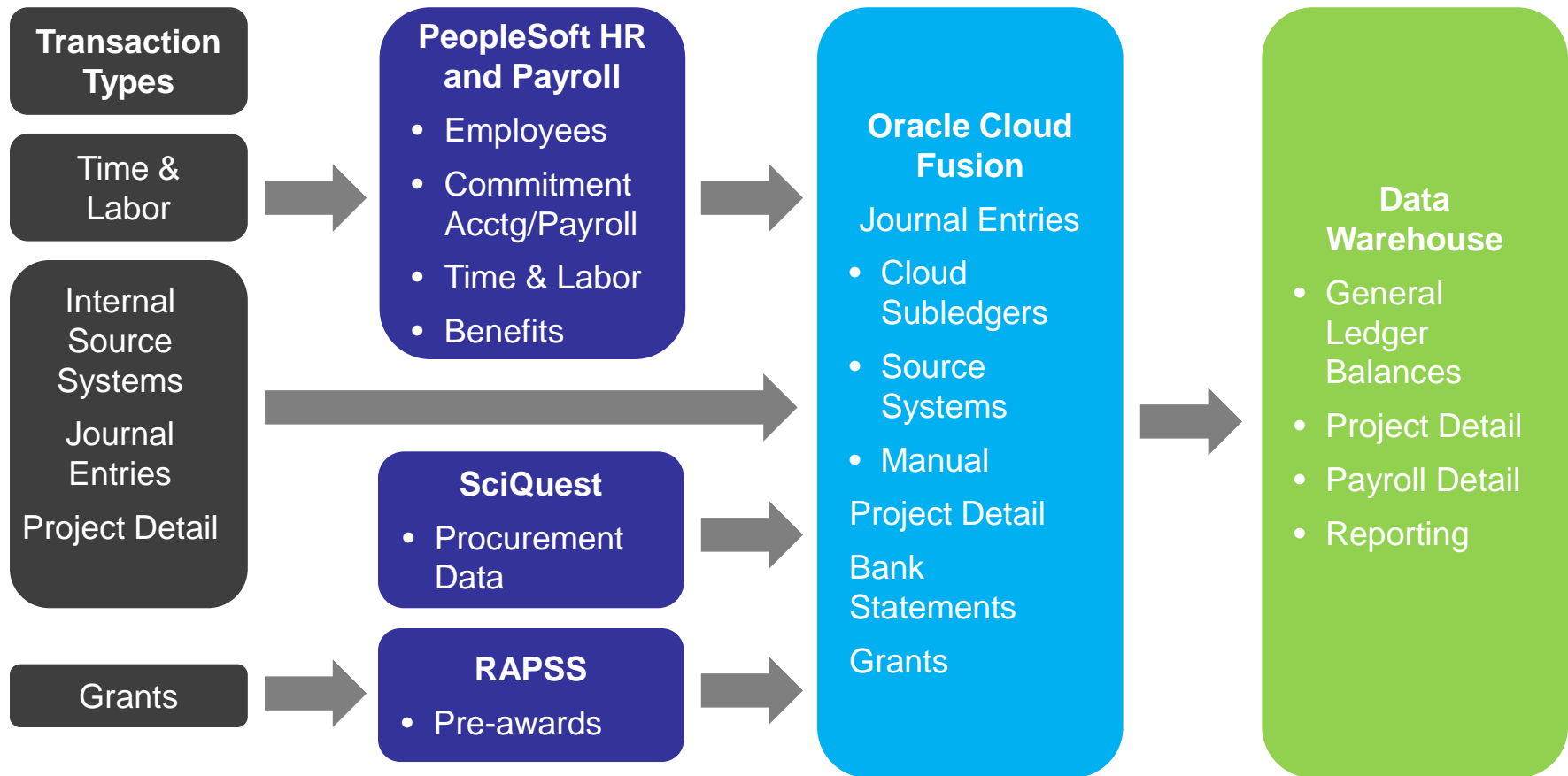
## Administrative Information Systems

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



## 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

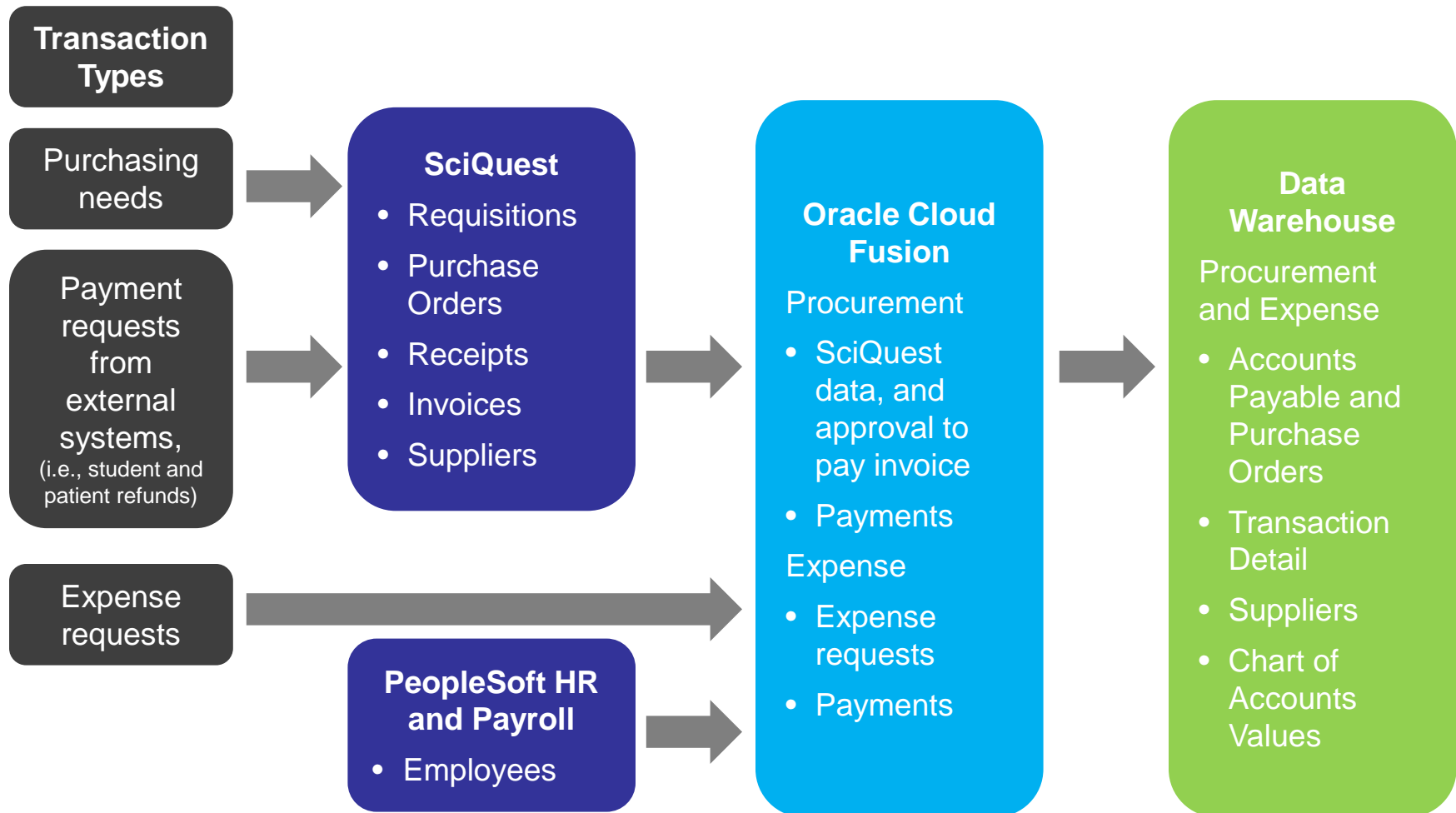
- Journals routed automatically to Unit-Division-Organization (UDO) Business Manager for approval
- Journals approved directly in Oracle
- Journals can be posted to other units/departments, UDO Business Manager responsible for notification outside of Oracle



#### What It Means to Me...

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

## Procurement: Transaction Flow



## 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

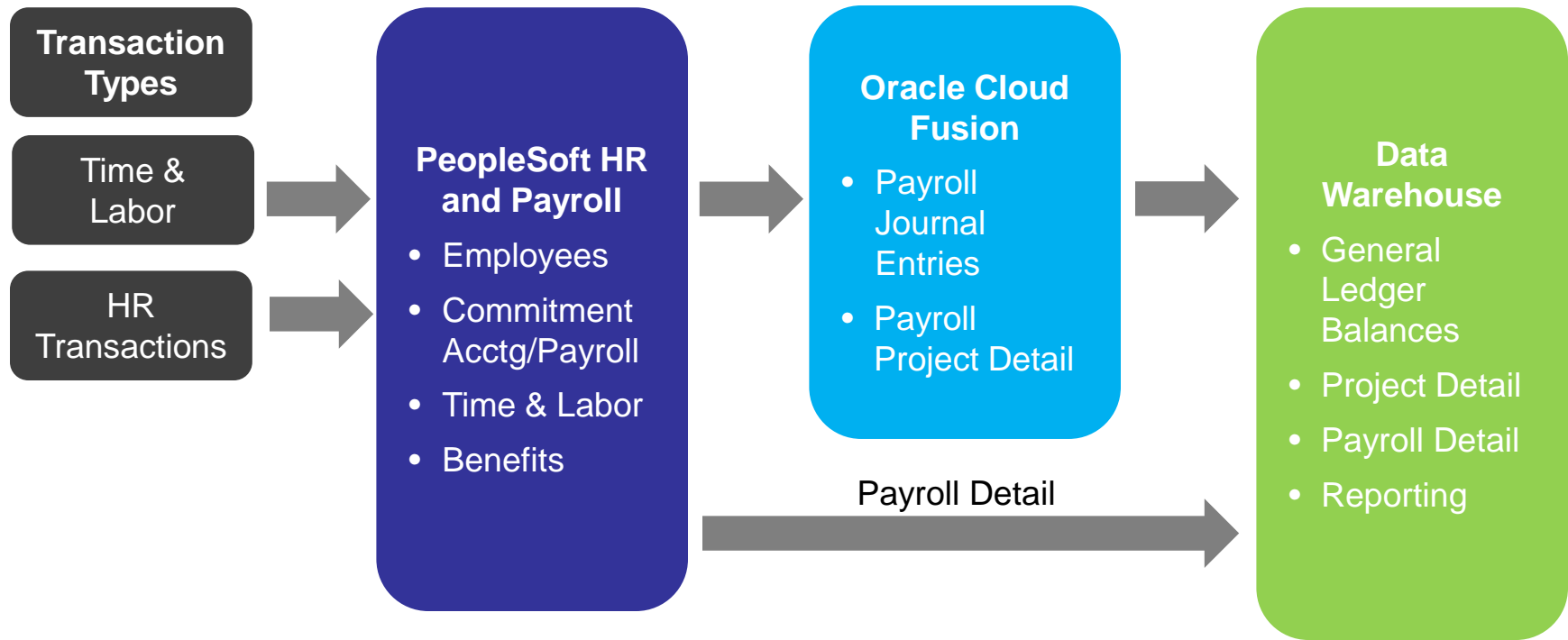
- Requests for wire transfers will be initiated in SciQuest



#### 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



## 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)

#### People and Process Implications

- Salary distributions and commitment accounting will be entered into PeopleSoft; aligned with Rutgers processes



#### What It Means to Me...

- Understand the new Chart of Accounts to accurately map current fund sources/indexes to the respective Chart of Accounts segments

## 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