



RUTGERS

Treasurer's Town Hall

J. Michael Gower

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

Douglass Student Center

November 17, 2016

Agenda

- **Cornerstone Project Updates**
 - RU Marketplace (Procurement)
 - Financial Management
 - Expense Management
 - Human Resources and Payroll
- **How You Can Be Involved**

RU MARKETPLACE

RU Marketplace Update

- Purchase Orders and Invoices
 - The process to convert POs from RIAS and Banner is complete
 - Accounts Payable is processing invoices against converted POs
 - Procurement is developing a process to expedite the alignment of a converted PO amount to match the corresponding PO from RIAS or Banner
 - POs not successfully converted will need to be requested through requisition process
 - Reasons POs are failing
 - Missing supplier or invalid fulfillment center address
 - Adding a project number to the requisition
- Processing Payments to Suppliers
 - Emergency payment process in place to expedite supplier payments for urgent or emergency situations
 - ACH payments to vendors are being made

RU Marketplace Update

- Wire Transfers
 - Wire transfers can be initiated through RU Marketplace
 - The wire transfer request process is being improved to facilitate check requests being settled via wire payment
- System Access
 - People with a valid NetID and password can log in to the system as a “shopper”, no access request is needed
 - Due to volume and complexity, access requests are being channeled through dedicated resources in Procurement
 - To request access to RU Marketplace, select the "Request Access (Cornerstone)" tab on the myRutgers portal and follow the posted instructions

FINANCIAL MANAGEMENT

Financial Management System Update

- Approval Routing (also applies to expense management)
 - Financial transactions were caught in loop due to named preparers and approvers. Delayed processing expense reimbursements and check requests.
 - Initial step to correct is complete. Business managers are going through effort to make edits through November 21.
- Converted data reconciliation effort
 - Controller's Office and Chancellor units remediating conversion issues to avoid recording duplicative corrections and to ensure chart of accounts fields are used correctly and consistently
- Targeting Nov. 28 to update data warehouse to replicate access to HR/Payroll and financial management reports
 - When this is complete, authorized people will have access to financial and payroll reports, such as payroll distribution

EXPENSE MANAGEMENT

Expense Management System: Updates and Resolutions

- Processing Reimbursements
 - Emergency payment process in place to expedite expense reimbursement payments for urgent or emergency situations
 - ACH transfers to banks are being made
- Approval Routing (also applies to financial management)
 - Financial transactions were caught in loop due to named preparers and approvers. Delayed processing expense reimbursements and check requests.
 - Initial step to correct is complete. Business managers are going through effort to make edits through November 21.
- **Corrected:** Reassigning Approval Requests
 - “Reassign” transfers approval request to one alternate approver. Original approver loses the ability to see, approve or reject the transaction.
 - “Delegate” 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 Update

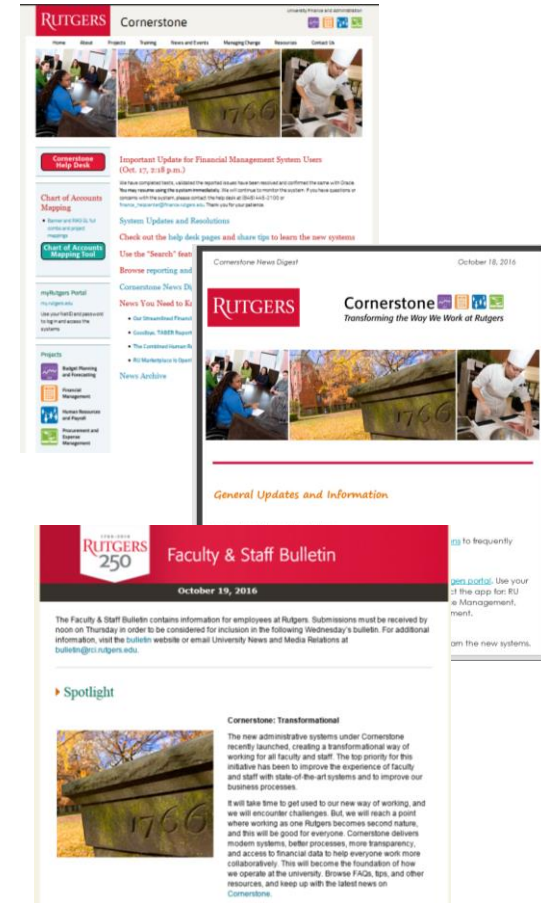
- Ongoing targeted communications to faculty and staff who transitioned from Banner to PeopleSoft
 - Email/Postal mail supplemented by FAQs and resources on Cornerstone
- Completed meetings with schools to clarify PeopleSoft HR organizational structure
 - Units taking ownership of determining appropriate assignments of preparers and approvers
- Payroll Distribution report will be available soon, will provide details on employee charging instructions
 - Corrections to the prior Commitment Accounting errors can be entered with an effective date of October 8 or later, and general ledger string

HOW YOU CAN BE INVOLVED

How You Can Be Involved

- **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

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.-6 p.m. Eastern

(848) 932-4375

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Financial Management

Monday-Friday
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QUESTIONS?