What’s New with…

Financial Approvals

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.
  o 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 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

Helpful resources and frequently asked questions are available on the Cornerstone website (cornerstone.rutgers.edu).