



# RUTGERS

## Procure-to-Pay and Expense Management Road Show



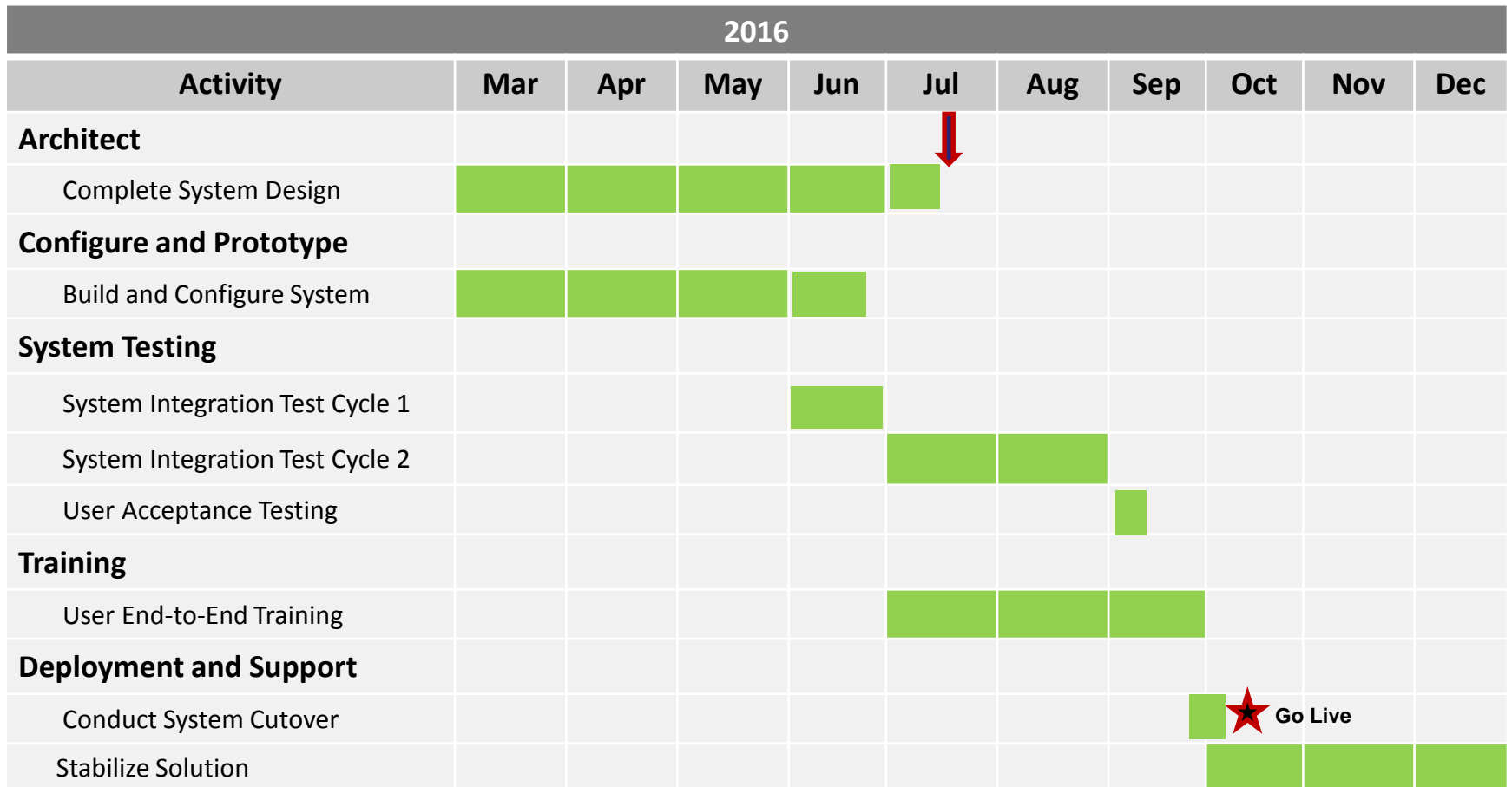
**Cornerstone**



*Transforming the Way We Work at Rutgers*

# IMPLEMENTATION OVERVIEW

# High-Level Project Timeline and Milestones



\*\* System Integration Test Cycle 2 includes, Imaging, Cloud Interfaces, IPRs, and Data Warehouse

# Project Guiding Principles

1

Consistent “best practices” created based on industry standards and comprehensive business process review

2

Focus on system ease of use and comprehensive reporting functionalities

3

Improved transaction and project visibility for departments and impacted users

4

Streamlined workflows and processes that help achieve significant process efficiencies and cost savings

5

Emphasis on change management, communications, and training throughout project

# What Does It Mean to Me?



## **Greater detail and transparency associated with transactions**

- Users can see detailed transactional information associated with the Requisitioning and Expense Management end-to-end process



## **Greater ability to control expenditures**

- Systems provide robust controls to manage transactions more closely before they impact financials

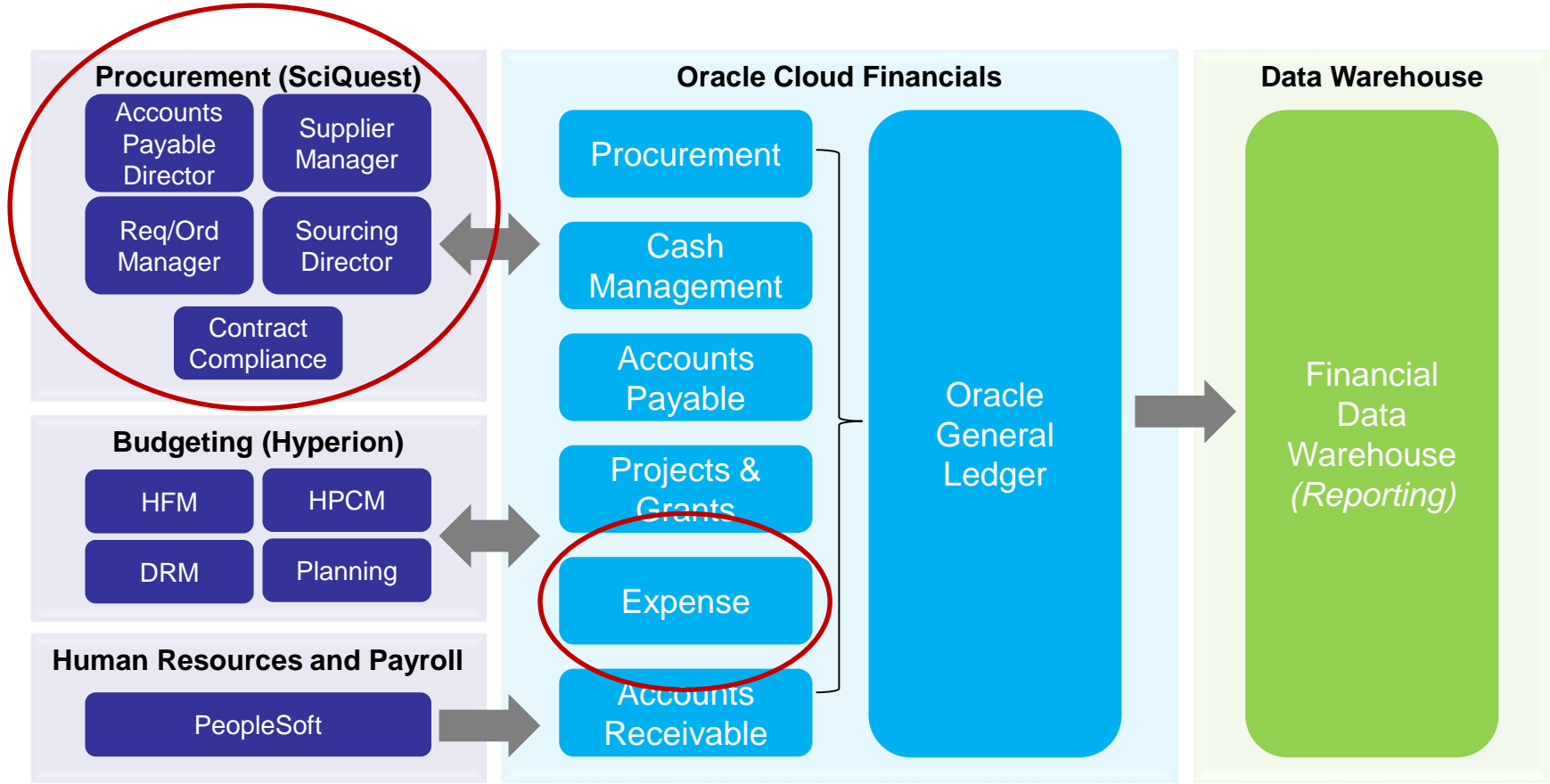


## **Enhanced reporting capabilities**

- Enhanced, real-time reporting and more data to support analysis and decision making

# Administrative Information Systems

## Procure-to-Pay and Expense Management



NOTE: HFM (Hyperion Financial Management), HPCM (Hyperion Profitability and Cost Management), DRM (Data Relationship Management), Planning (Hyperion Planning)

# PROCURE-TO-PAY OVERVIEW

# Project Components / Modules

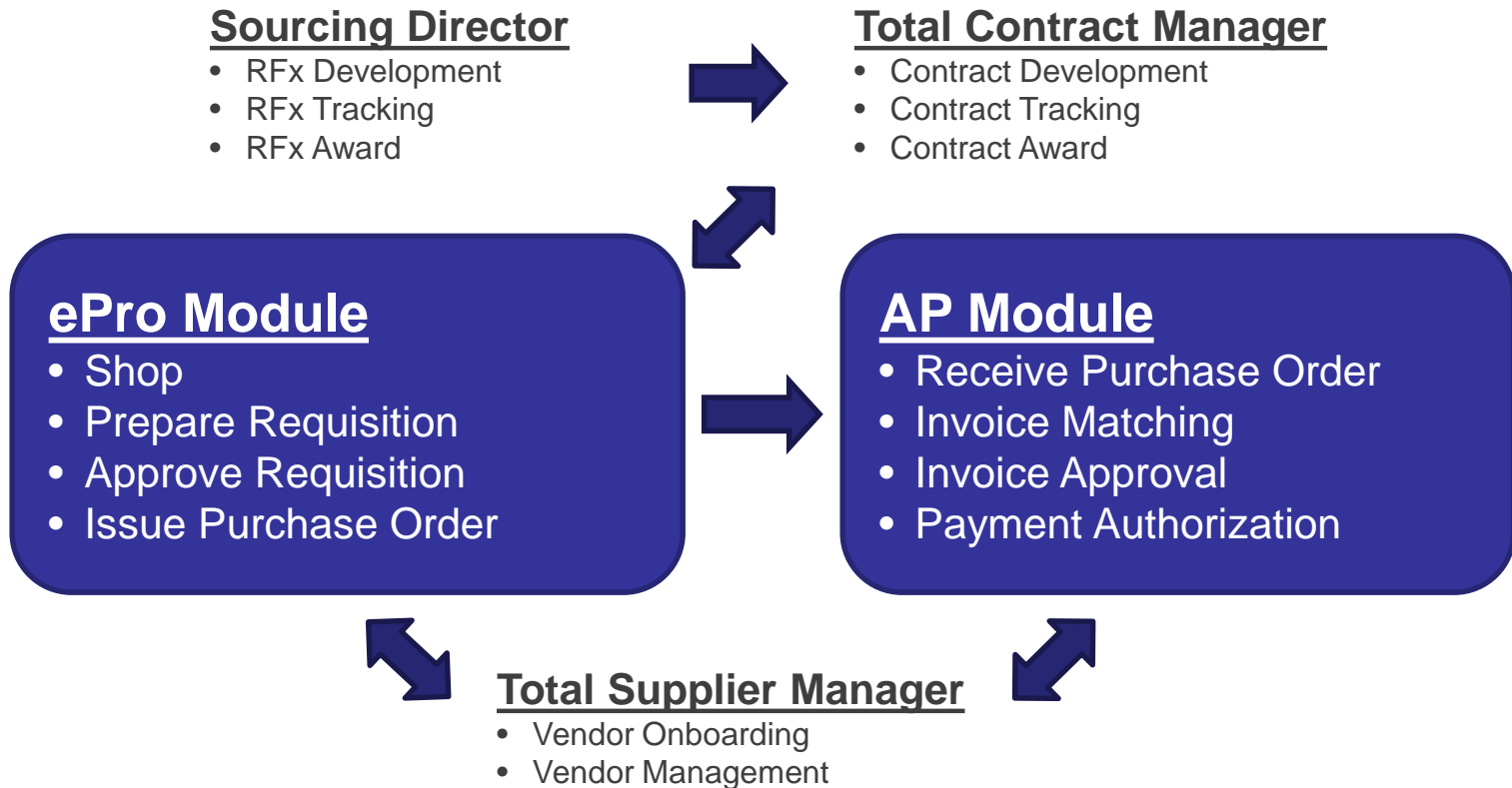
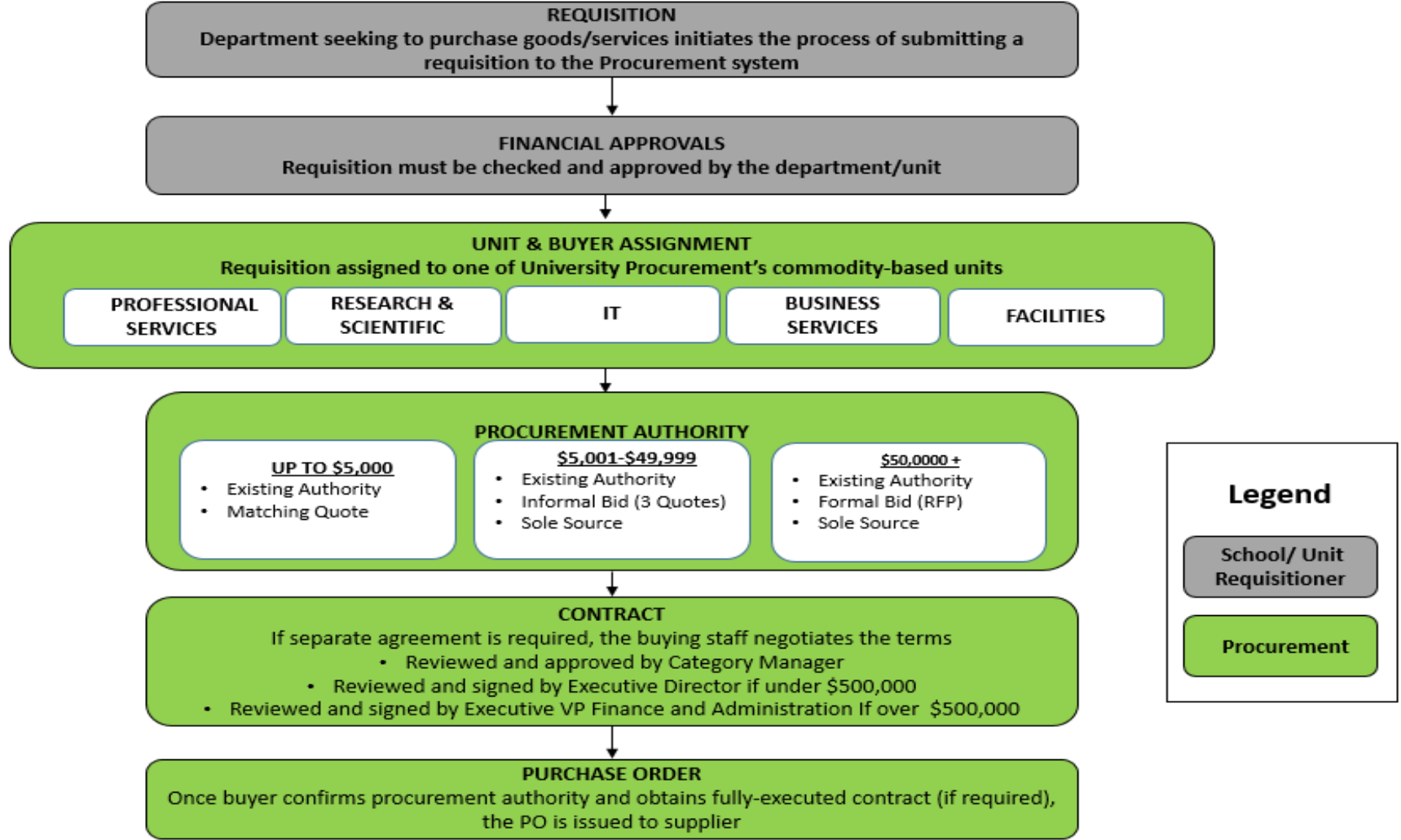


Diagram illustrated an integrated end-to-end Procure to Pay system that has real-time inquiry and reporting capability

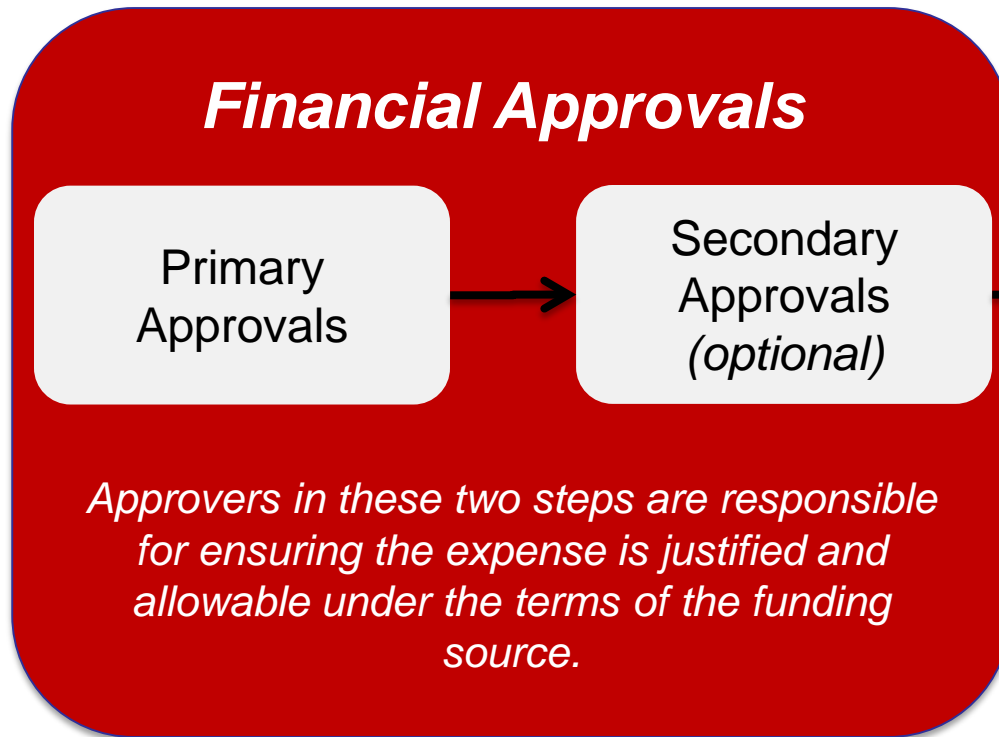


# Purchasing Policy

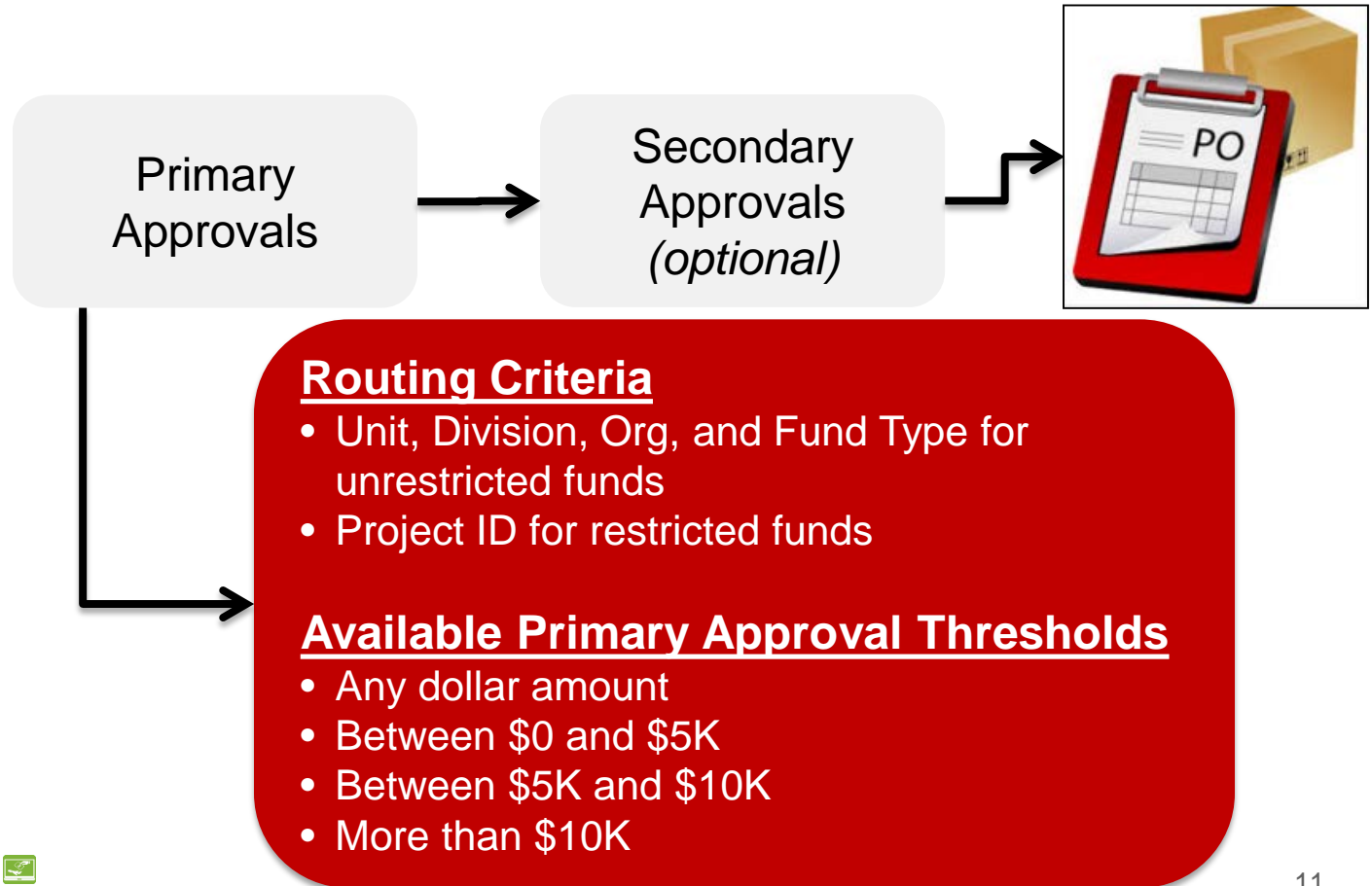


**\*\* Operating under the same policy since 2013 integration**

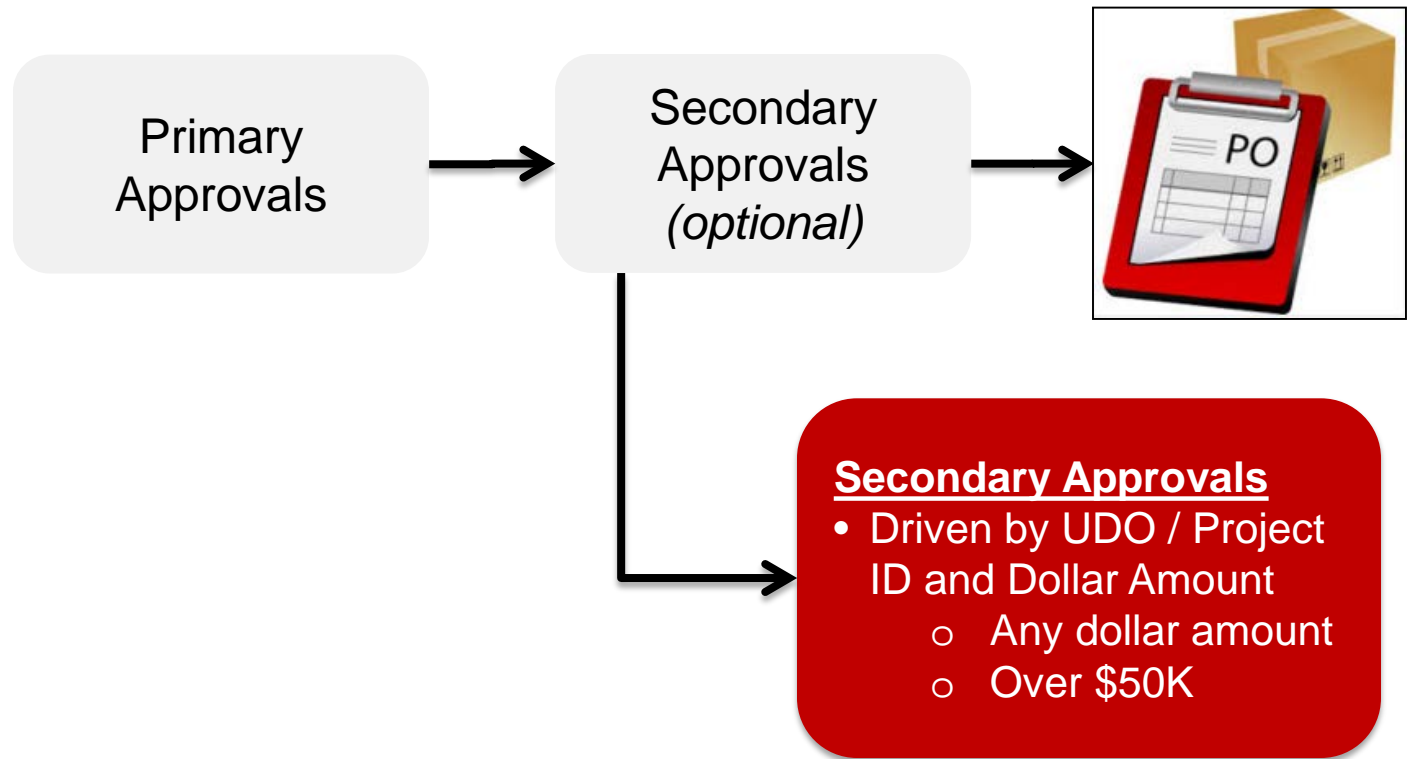
# Requisition Approval Hierarchy



# Requisition Approval Hierarchy



# Requisition Approval Hierarchy



# Invoice Matching Process

## What Is Staying the Same?

- Invoice approvals are still required for high dollar orders
- Payment notifications will be still be used to alert departments of impending payments when invoice approvals are not required

## What Is Changing?

- Units are only required to create a receipt for goods or services in SciQuest if the purchase order is for capital assets
- Invoice approval is only required if the corresponding purchase order line is over \$5,000

# Changes to Internal Purchase Order (IPO) Process

## What Is Staying the Same?

- Users can still search for services by item number (e.g., 1431)
- Requesters are still prompted to complete a “template” when requesting services
- Requisitions for services are still routed to the providing department for approval
- Charge accounts are still dictated by the supplier site




## What Is Changing?

- Each IPO receives its own, unique purchase order number for each release
- Units providing goods or services will now create an invoice to initiate cost transfers rather than creating a receipt in the Oracle application
- Requesting departments will be notified of impending cost transfer once the invoice is processed

# Department / Unit User Roles

Role	Access / Responsibility
<b>Shopper</b>	<ul style="list-style-type: none"> <li>• Cannot submit a requisition / Minimum requisitioning capabilities</li> <li>• “Browse” catalogs</li> <li>• Assign shopping carts to preparers</li> </ul>
<b>Preparer</b>	<ul style="list-style-type: none"> <li>• Full requisitioning capabilities</li> <li>• Can be assigned shopping carts from shoppers</li> </ul>
<b>Approver</b>	<ul style="list-style-type: none"> <li>• Reviews and approves requisitions and invoices</li> <li>• Verifies business need for the requested goods or services</li> <li>• Confirms a requisition is allowable under terms of funding source</li> </ul>
<b>Inquirer</b>	<ul style="list-style-type: none"> <li>• Queries transactions in SciQuest</li> </ul>
<b>Internal Purchase Order (IPO) Processor</b>	<ul style="list-style-type: none"> <li>• Notified of IPOs</li> <li>• Initiates cost transfers</li> </ul>

# P2P System Demonstration Components

- 1** Create Requisition 
- 2** Approve Requisition 
- 3** Review Purchase Order 
- 4** Receive Goods or Services 
- 5** Approve Invoice 
- 6** Reporting 

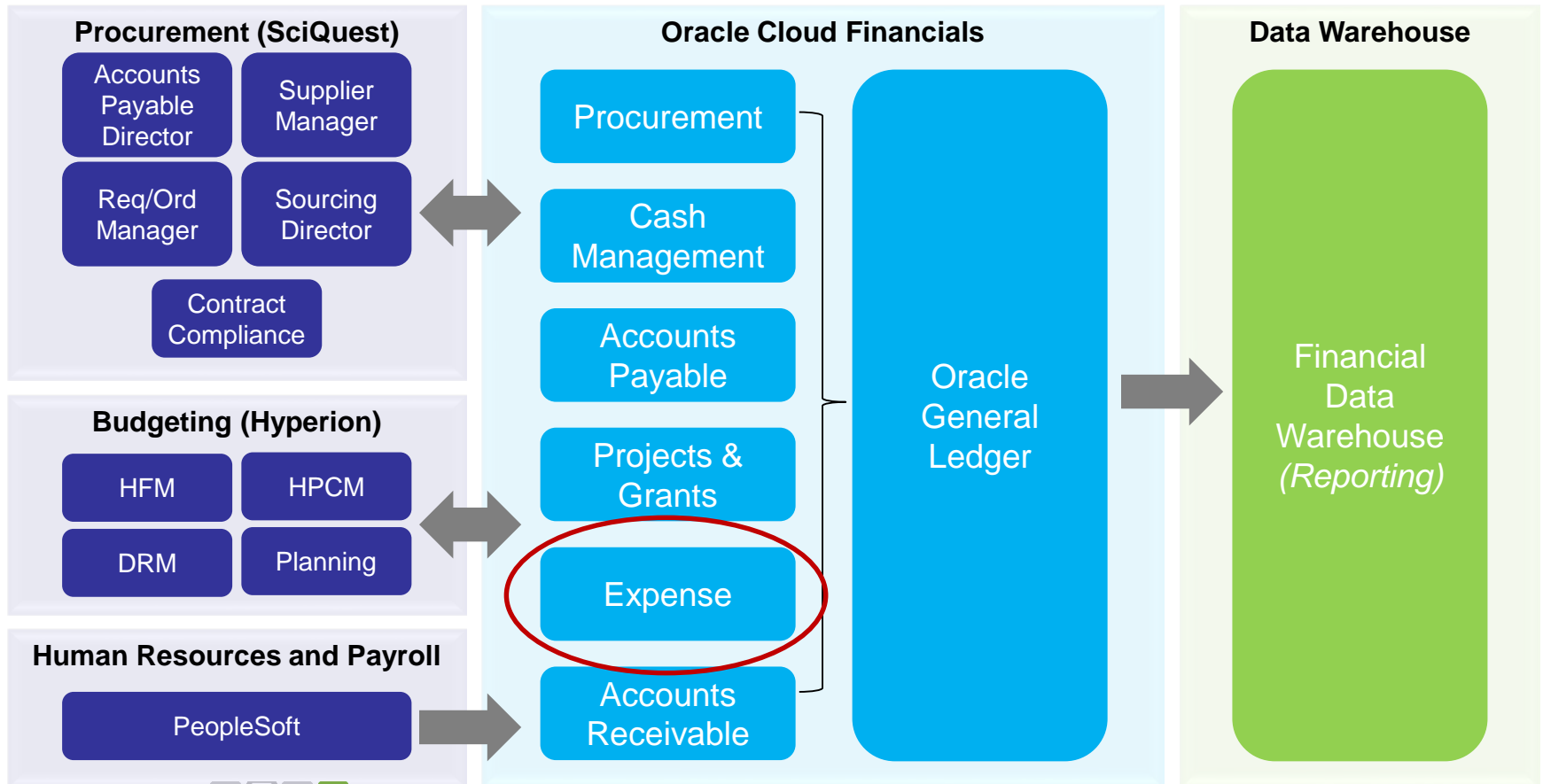


# EXPENSE MANAGEMENT OVERVIEW

# Administrative Information Systems

## Expense Management

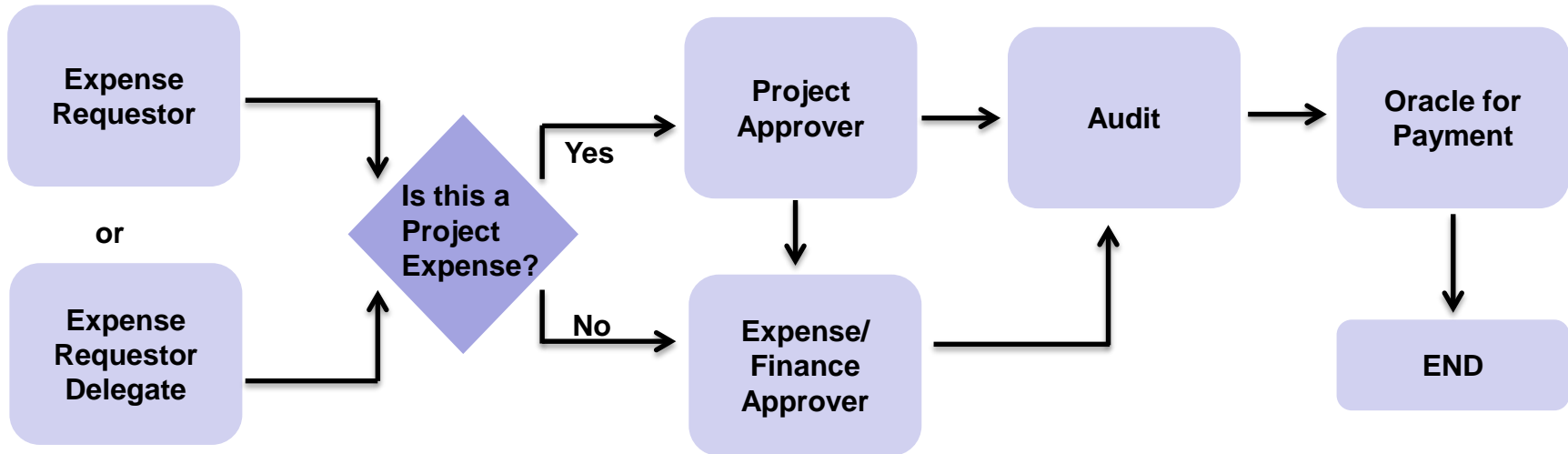
The Oracle Expense Management application is part of a larger application landscape that includes the systems shown below.



## Project Components

- Expense entry using Cloud services
- Mobile expense submission capability
- Automated approval management
- Audit tracking
- Integration with Payables, Projects, General Ledger and Payments

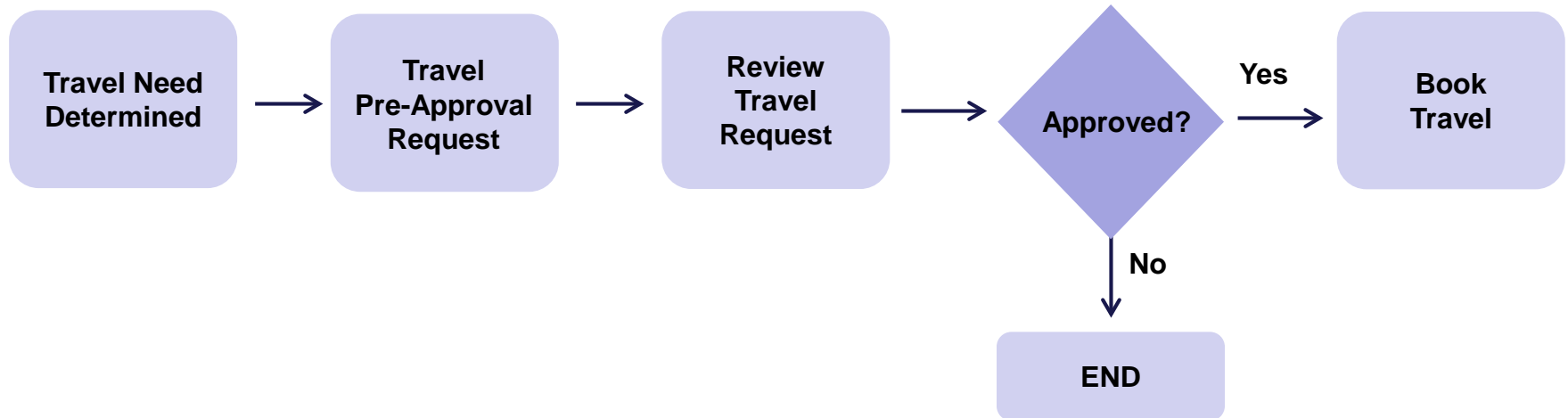
## Expense Reimbursement for Employees Overview



**\*\* Approvals are at discretion of department / unit level**

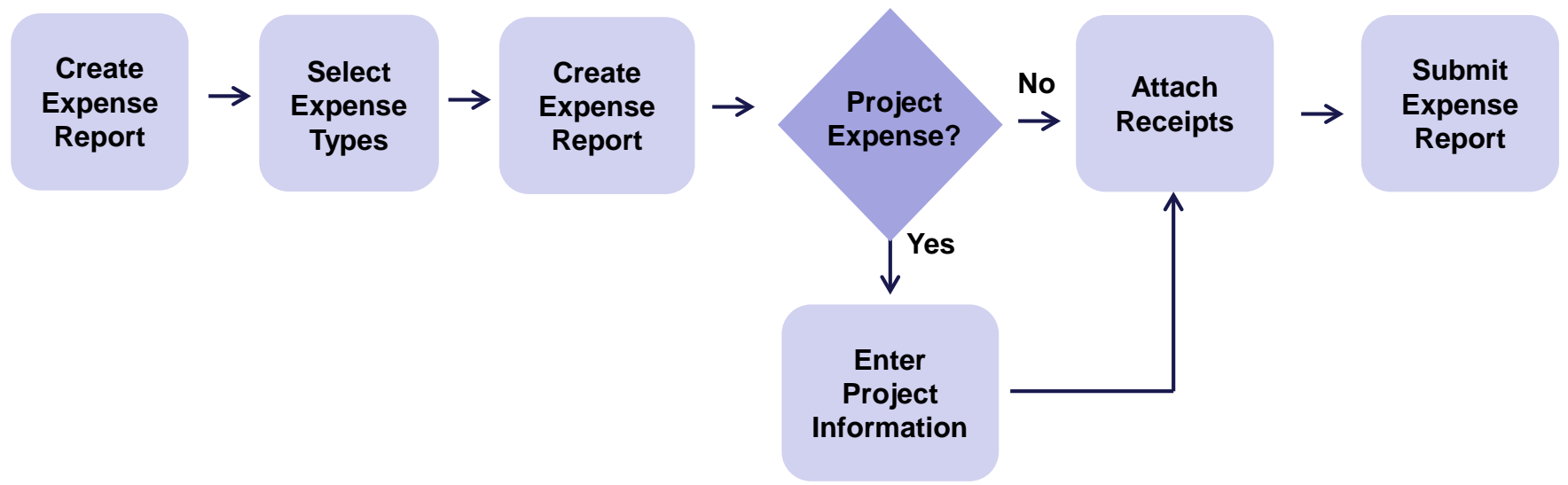
# Pre-Trip Request and Approval Process

(Manual process: form outside of Oracle Expense)



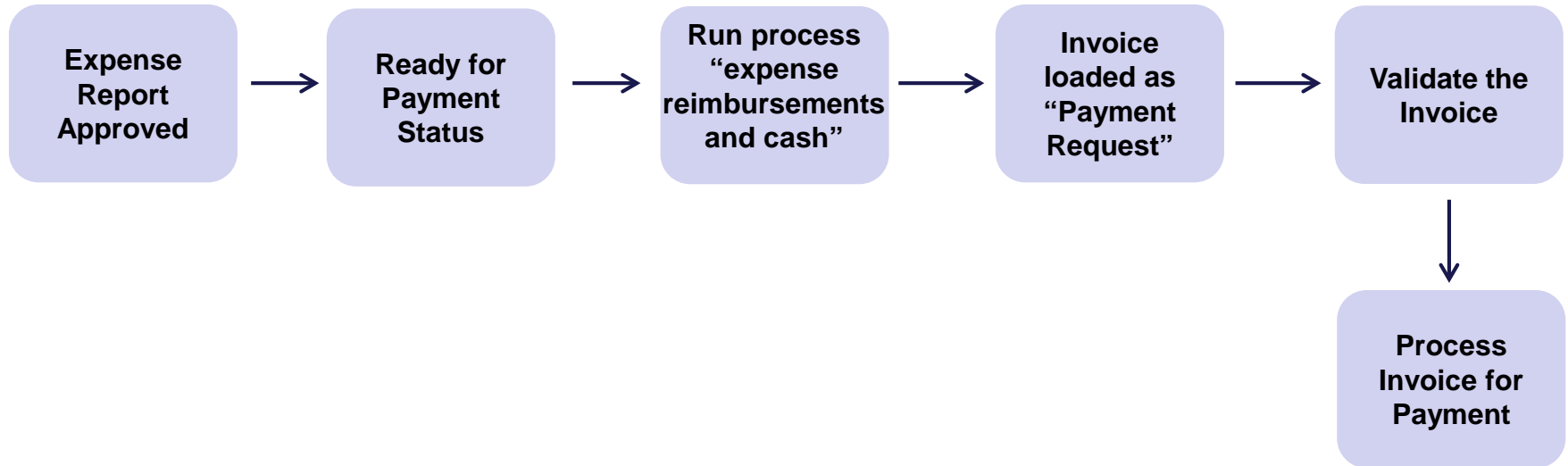
**\*\* Approvals are at discretion of department / unit level**

# Expense Submittal Process for Employees



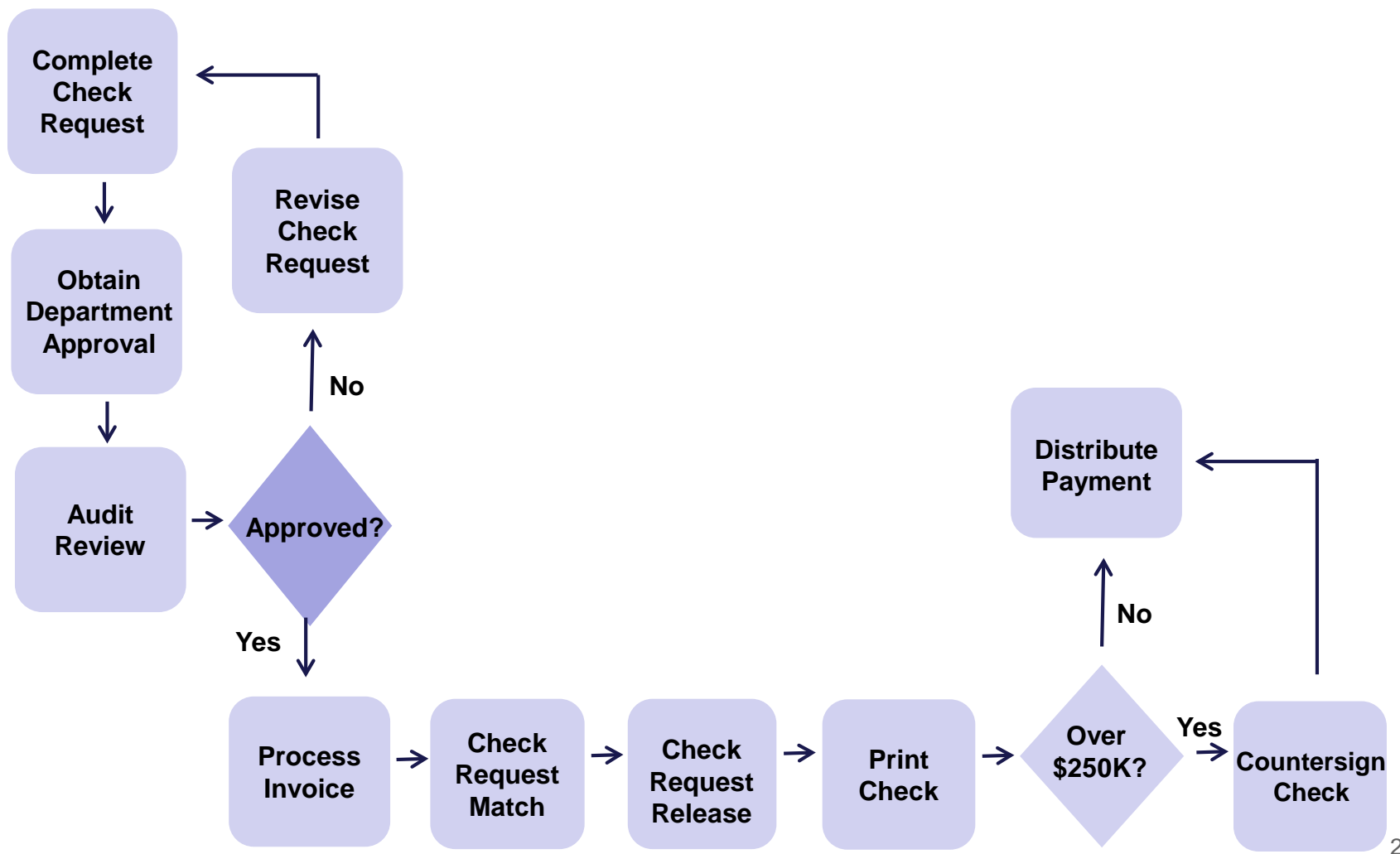
# Expense Payment Process for Employees

(via Oracle Expense)



# Process for Expense Payment for Non-Employees

(via SciQuest Check Request and Approval Process)



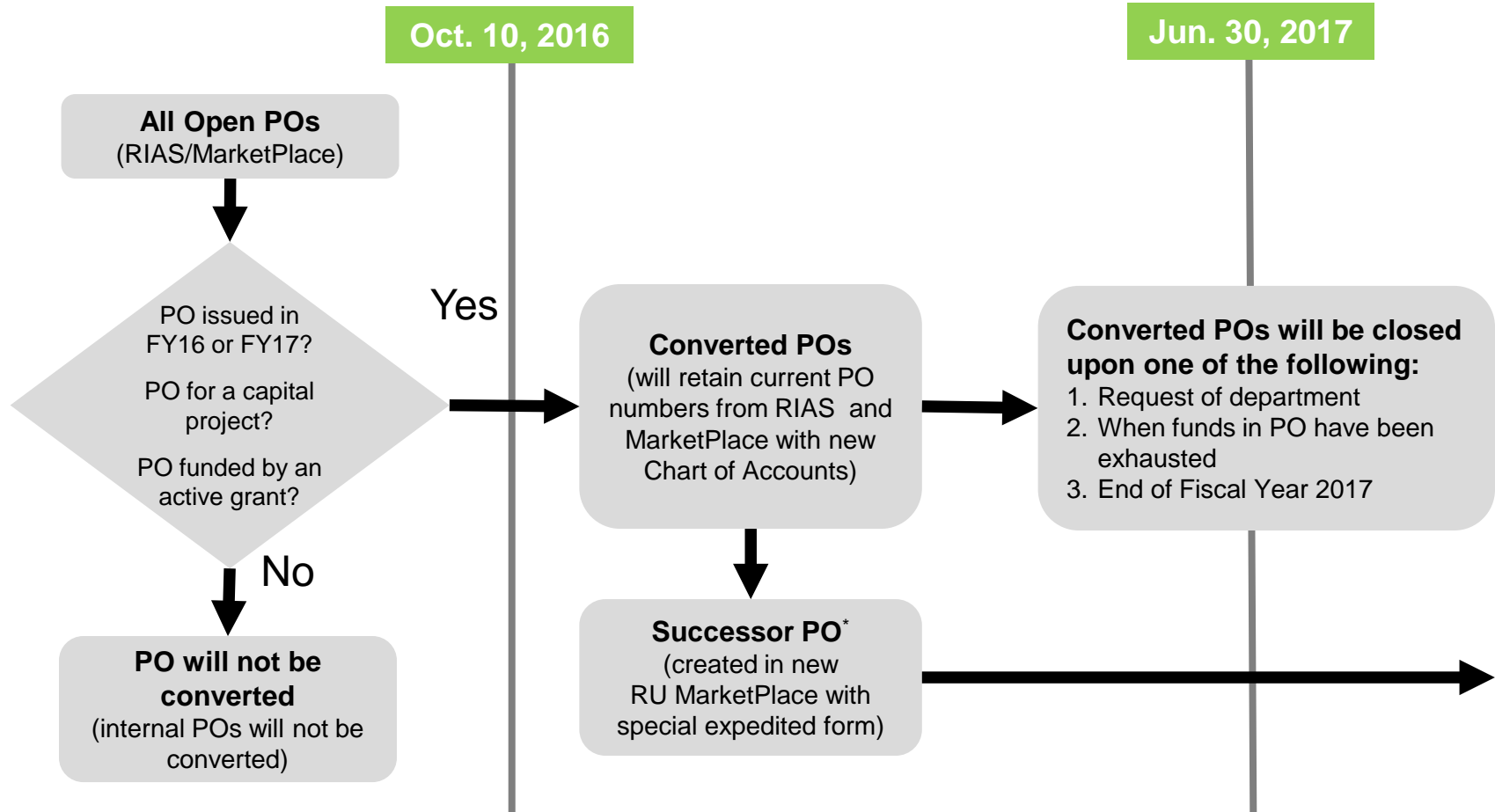


## Department / Unit User Roles

Role	Access / Responsibility
<b>Employee</b>	<ul style="list-style-type: none"><li>• Create and submit expense reports, manage bank accounts, manage delegates, and request cash advances</li></ul>
<b>Delegate</b>	<ul style="list-style-type: none"><li>• Enter an expense report on behalf of another employee/user</li></ul>
<b>Expense Approver</b>	<ul style="list-style-type: none"><li>• Review expense reports to ensure policies are being followed and proper documentation is attached then approve or reject the report</li></ul>
<b>Reassignee Approver</b>	<ul style="list-style-type: none"><li>• Review and approve expense reports reassigned to them by an expense approver</li></ul>
<b>Auditor</b>	<ul style="list-style-type: none"><li>• Perform audits on expense reports</li></ul>

# NEXT STEPS AND SUPPORT

# Legacy Purchase Order (PO) Conversion Overview



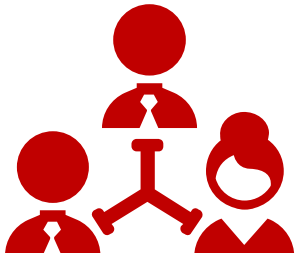




\*Successor PO should be requested only if a converted PO needs to be supplemented (or increased), or the purchasing activity or engagement associated with the converted PO will continue after June 30, 2017.

## How do I find out information about ongoing projects?

- **Business Advisory Group and School/Unit Representative Members** are your link to the SciQuest P2P and Oracle Expense Implementations.
- Both groups meet with the implementation team on a monthly basis and receive updates on:
  - Project Status, Accomplishments, and Upcoming Activities
  - Key Decisions
  - Future Business Processes
  - Special Topics
- Contact your Business Advisory Group and/ or School Unit Representative Members if you have questions about the Procure-to-Pay SciQuest and Oracle Expense implementation

# What other resources are available to me?

A number of resources will be provided to you to facilitate the transition to the new systems and processes.

Business Advisory Group Members	School/Unit Representatives	Project Website	Training	Support
				
<p>Business Advisory Group Members are your “go-to” source for information about the SciQuest P2P and Oracle Expense implementation projects.</p>	<p>School/Unit Representatives are available at every location to provide additional support as needed.</p>	<p>A project website will be created to post important information about the program.</p>	<p>Role-based, training will be delivered to all impacted end users.</p>	<p>Resources will be available to support you after go-live.</p>

## Will there be training?

Yes! **Role-based training** will be provided to all end users of SciQuest and Oracle Cloud. Training will be :



**Instructor-led lecture training**, will be available in both auditorium and small classroom settings.



**Convenient Web-based training** , will be available on-demand.



**Hands-on experience will be provided** with the system through the use of realistic exercises in a training environment.