

BUSINESS PROCESS CHANGES

What Does It Mean to Me?



Greater Detail and Transparency Associated with Transactions



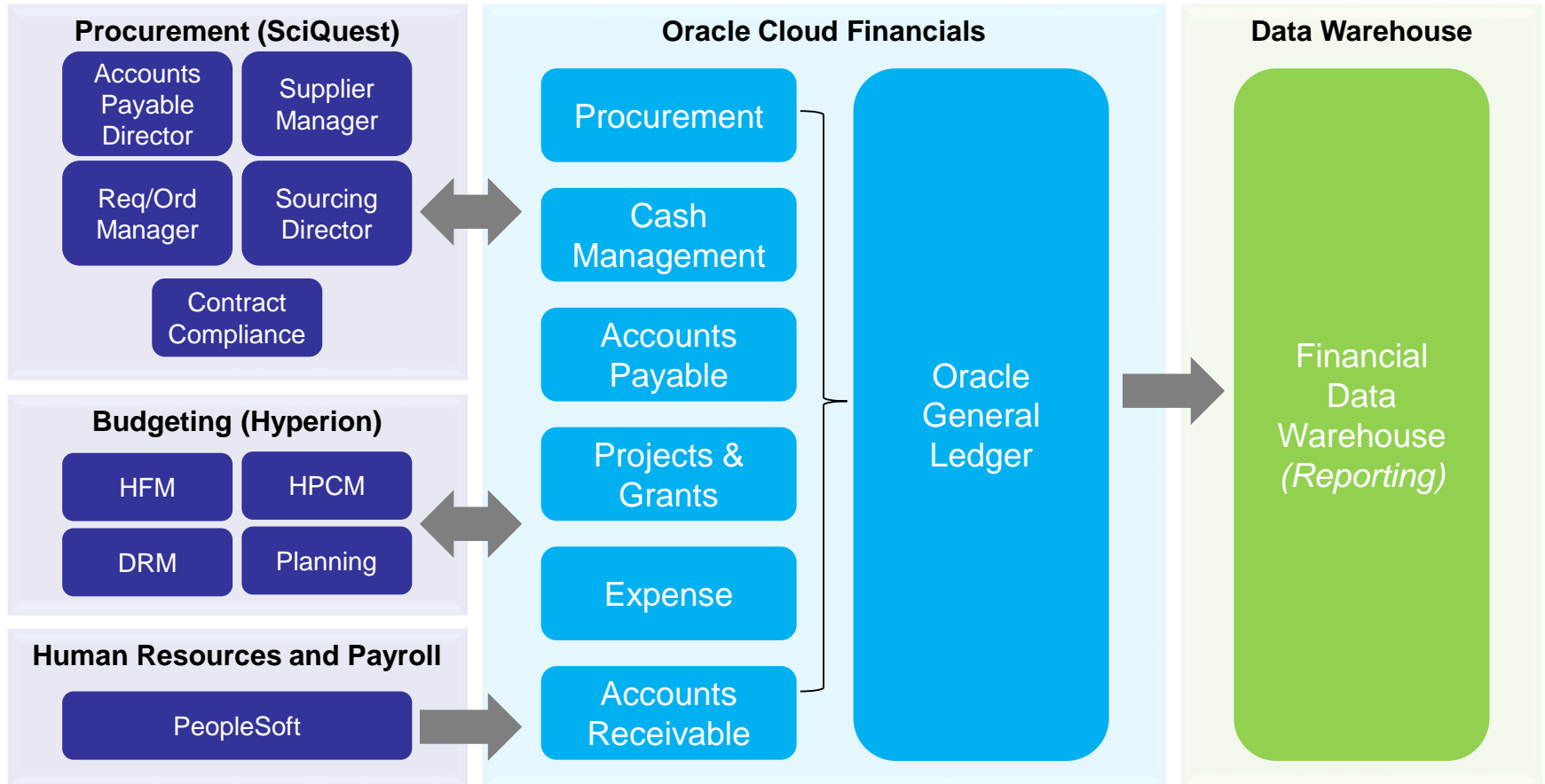
Greater Ability to Control Expenditures



Enhanced Reporting Capabilities

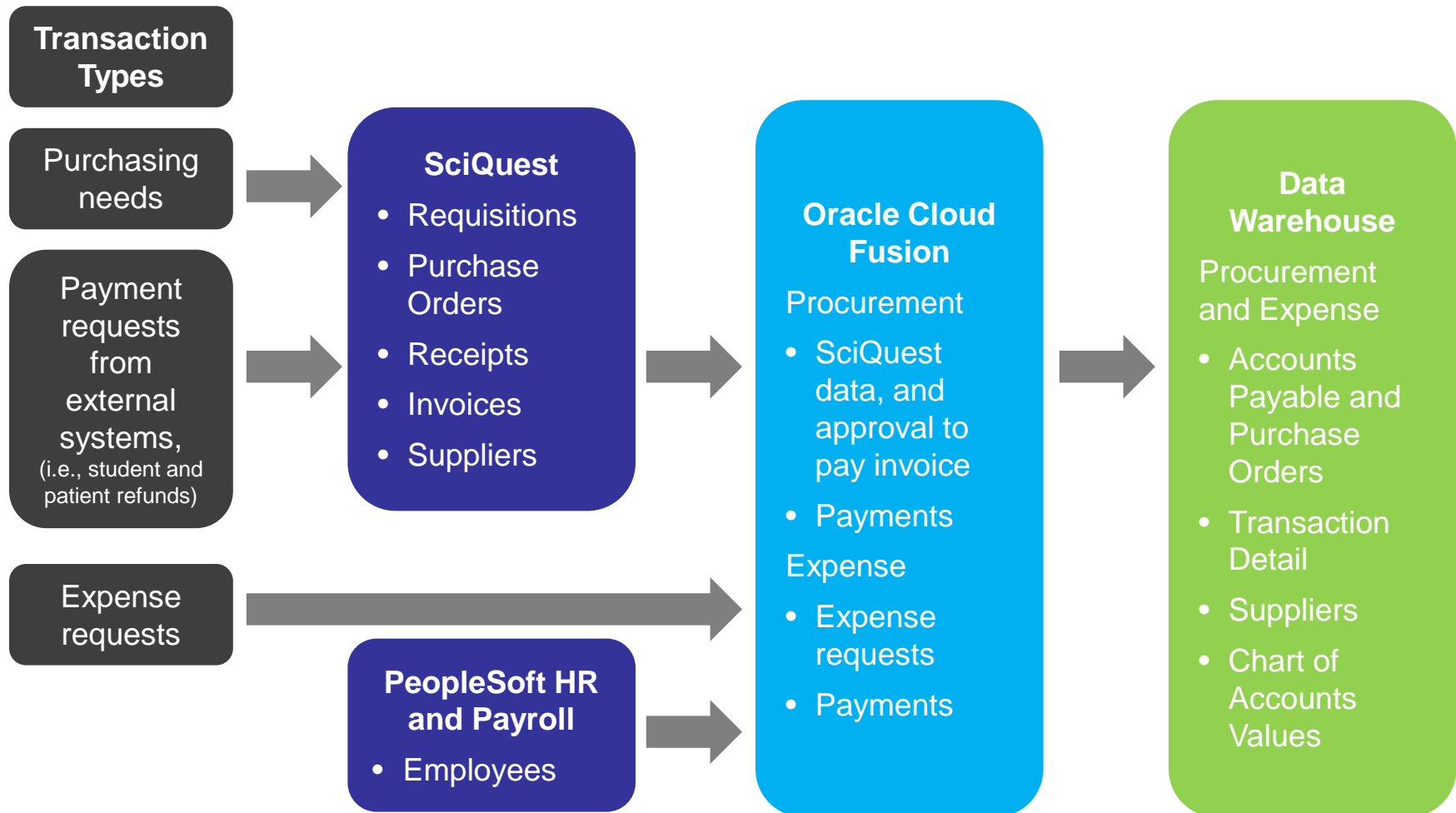
Administrative Information Systems

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)

Procurement: Transaction Flow



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

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