

# the general ledger

News from the Princeton University Office of Finance & Treasury

## Prime Go-Live Transition

The July 1 “go-live” date for Princeton Prime is quickly approaching! To prepare for the transition to Prime, as new systems and associated functionality are turned on, the old systems will be taken offline. In many cases there will be a brief timeframe where systems are unavailable to allow for data to be converted from old to new. Additionally, systems that feed the financial system — such as HR, Time Collection, Labor Accounting, Campus Receivables, Stripes, and COEUS — will experience some downtime as modifications are made, and the new chart of accounts is enabled. The schedule for the transition of key systems, including the related period of downtime, is noted in the table below.

OLD SYSTEM	LAST DAY (system offline at 5:00 PM)	NEW/PRIME-ENABLED SYSTEM	DATE ONLINE
Concur Expense (pilot)	Wednesday, June 18	Prime T&E (Concur)	Tuesday, July 1
COEUS – Award & Subaward	Wednesday, June 18 & Thursday, June 19	Prime Financials (Grants module)	Tuesday, July 1
MarketPlace	Tuesday, June 24	Prime Marketplace	Tuesday, July 1
Works	Tuesday, June 24	Prime T&E (Concur)	Tuesday, July 1
COEUS – Proposal	Wednesday, June 25	COEUS – Proposal	Tuesday, July 1
HR/Payroll/Time Collection	Friday, June 27	HR/Payroll/Time Collection	Tuesday, July 1
Campus Solutions	Friday, June 27	Campus Solutions	Tuesday, July 1
Departmental Charges	Monday, June 30	Departmental Charges	Friday, July 4
Campus Receivables	Monday, June 30 (12 noon)	Campus Receivables	Monday, July 7
Stripes	Monday, July 7 (last day to process FY14 gifts)	Stripes	Wednesday, July 9 (begin processing FY15 gifts)
Labor Accounting	Friday, July 11 (12 noon)	New Labor Accounting	Wednesday, July 23
PeopleSoft Financials 8.4	Wednesday, July 23 (read only)	Prime Financials	Tuesday, July 1
Information Warehouse	No downtime	Prime Warehouse	Tuesday, July 1

A complete schedule of Prime system transition and cutover dates can be found on the [Prime Portal](#).

### What will happen to the current system as Princeton Prime goes live on July 1?

The current PeopleSoft system will be available for fiscal year 2014 activity until the year is officially closed on July 23. The current system data will reside in the Information Warehouse and be available for reporting as usual for the foreseeable future. There will be no downtime for purposes of reporting. The new Prime Warehouse will be available for reporting fiscal year 2015 activity starting July 1.

*Continued on page 2*

## Training Attendance By The Numbers

A total of **688** individuals have attended one or more of the Prime trainings currently offered.

**307** Buying & Paying: Goods & Services

**125** Bye Bye I.I.: Moving Money

**211** Information Access & Security

**558** Introduction to the New Chart of Accounts

**224** Introduction to the New Chart of Accounts – Sponsored Research Projects

## Thank You!

**204** Buying & Paying: Travel & Expense

*Continued from page 1*

The fiscal year 2014 closing schedule with specific cutoff and due dates has been posted on the [Finance & Treasury website](#) and [Prime Portal](#) for your reference.

Throughout the transition to Princeton Prime, information about the close status, go-live status, system downtimes and last-minute adjustments to schedules will be communicated via the Prime Portal. Please check the Portal often for updates, and [subscribe to the RSS newsfeed](#) to have updates emailed to you.

Do you need help or have questions about the 2014 close? Please contact the Financial Service Center at [finance@princeton.edu](mailto:finance@princeton.edu) or (609) 258-3080.

### Petty Cash Retired

To enhance compliance and security of University cash, and with the availability of new and improved tools for buying and paying with Prime, our outdated, manual petty cash

process is being retired. Departments that have a petty cash fund are being asked to do the following.

1. Contact the Financial Service Center at [finance@princeton.edu](mailto:finance@princeton.edu) or (609) 258-3080 and verify your outstanding petty cash fund balance.
2. If needed, complete petty cash receipts forms and a petty cash voucher for any outstanding petty cash transactions. Both forms are available in the Finance and Treasury forms library.
3. Bring the balance of your petty cash fund with a completed departmental deposit form, your petty cash card, plus the documentation from step 1 above to the Financial Service Center, 7 New South.

The deadline for closing out petty cash funds is June 10, but departments are encouraged to close out as soon as possible. Please contact the Financial Service Center with any questions.

### PRIME FAQS – NEW ON THE PRIME PORTAL

Visit the [Prime Portal](#) and click on “FAQ” in the top menu bar to see the most frequently asked questions about Prime. FAQs are currently posted for Travel & Expense and Training, and more are on the way! Functional topics will continue to grow as we host more training, and receive more questions in the Prime email inbox. Check back often to see the latest FAQs, and if you have a question that you don’t see answered, please email [prime@princeton.edu](mailto:prime@princeton.edu).

*Continued on page 3*

## Purchase Order Spring Cleaning

Once again, we are asking campus to help with some spring cleaning before we move to the new buying and paying systems with Prime. Please review any open purchase orders that may be candidates for closure, and close any PO's that are fulfilled or those that will not be needed in FY15. If you would like to have a list of your open PO's, please contact the Financial Service Center at [finance@princeton.edu](mailto:finance@princeton.edu) or (609) 258-3080. Our Financial Service Associates can assist you in closing PO's if needed. Additionally, Finance and Treasury is reviewing purchase orders created prior to the current fiscal year; those with no or minimal activity may be closed centrally by Finance and Treasury.

While we realize that University business needs may require that some existing PO's remain open through FY15, we strongly encourage closing as many as possible before mid-June. Purchase orders that are created in current PeopleSoft and are then converted to the new environment with Prime will not have the new features available, such as the ability to check the status of your purchase and payment at any point in the process. Also, users will not be able to do a change order for converted PO's and those PO's will not display the same detail in reporting as PO's created once Prime financial systems are live.

We thank you in advance for your help with this spring cleaning effort!

## Rebates for University Credit Card Programs

In the next few weeks, many departments will receive an annual rebate related to the University's credit card programs. This year, a total of about \$900,000 will be credited back to departments to help offset costs associated with purchases that were made to support departmental operations and programs.

Look for your rebate credit to post to your financial statements soon. Please contact the Financial Service Center at [finance@princeton.edu](mailto:finance@princeton.edu) or (609) 258-3080 with any questions.

## Prime Training Update

Prime Training information is available on the [Information & Training page](#) of the Prime Portal. To prepare for Prime training:

1. Review the [Course Catalog](#).
2. Take the [Prime Tool Navigation Basics](#) courses that are offered online for PeopleSoft and Cognos.
3. Log on to the [Employee Learning Center](#), and click on Princeton Prime on the left to view all current course offerings. All May course offerings are currently loaded and available.

As new courses are offered, an announcement will be posted on the Prime Portal. If you have not already done so, [subscribe to the Prime RSS Newsfeed](#) and have these updates emailed to you as soon as they are posted. If you have any questions about training for Princeton Prime, please email [prime@princeton.edu](mailto:prime@princeton.edu).

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Published by the  
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