

# the general ledger

News from the Princeton University Office of Finance & Treasury

## Upcoming Enhancements to your Concur Experience

We are excited to announce Concur's new and improved user interface, as well as major enhancements to the approval model for your Concur expense reports and statement reports. These updates are set to launch on January 5, 2015.

Previews of Concur's new look and feel are available now on the [Travel and Expense](#) web site. While most of your travel booking and expense reporting activities will feel familiar, efforts to modernize elements of these pages will make these processes simpler and more intuitive. In particular, the revamped "My Concur" page will display the items that require your attention in a clear and accessible format.

The new **cost object approval** model for statement reports and expense reports will mirror the way your Prime Financials transactions route for approval today—by dollar amount and the department ChartField(s) being charged. Because individuals often incur expenses on behalf of more than one department (e.g. faculty members with cross-disciplinary responsibilities or students who participate in activities for multiple organizations), cost object approval ensures that transactions are routed to approvers authorized for the department(s) incurring the expenses. It ensures that no charges go post to

your financial statements without review by authorized individuals in your department. This new workflow will be applied to expense reports and statement reports submitted for approval on and after January 5, 2015. For more information on the cost object approval model, check out our [FAQs](#) or contact the Financial Service Center at [finance@princeton.edu](mailto:finance@princeton.edu) or (609) 258-3080.

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## Prime Reporting Tips and Tricks

When it comes to reporting, we are often asked, "Where do I begin?" In response, we have created a new [Reporting](#) section of the Finance and Treasury website. This section is being updated regularly.

To create reports that are meaningful to you, first consider the chartstrings you report on regularly, and identify the prompts you most often select when running reports. Next, consider the reports you run most often with those chartstrings.

Using the **My Folders** feature, you can create and store your reports and most commonly used report prompts. In **My Folders**, you can create customized prompts, schedules and report names that will allow you to easily recognize



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and run reports in a way that is meaningful to you. The following Step-by-Steps can help you organize your reports:

- [Working with Prompts](#)
- [Save, Schedule and Email Reports](#)
- [Print and Export Reports](#)

In January, we will provide additional detail about a new Financial Reporting training curriculum.

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## The New Federal Uniform Guidance

The Office of Management and Budget (OMB) released the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (“Uniform

Guidance” 2 C.F.R. §200) to reduce administrative burden and cost of compliance for federal grantees. It introduces new reforms and incorporates some important concepts from the current circulars that generally provide for more flexibility in direct charging federal awards. In doing so, the Uniform Guidance emphasizes the importance of institutional controls that proactively ensures compliance with the terms and conditions of the awards.

New awards issued on or after December 26, 2014 will be subject to the new Uniform Guidance.

### Want to learn more?

INFORMATION SESSIONS:  
Sponsored Research Accounting (SRA) and the Office of Research and Project Administration (ORPA)

will co-host information sessions on the new Uniform Guidance at the Frist Campus Center on January 21 and January 29. Please enroll via the [Employee Learning Center](#).

### PRINCETON UNIFORM GUIDANCE WEBSITE:

To learn more about the new Uniform Guidance, visit Princeton’s [OMB Uniform Guidance website](#).

### ON-SITE GROUP TRAININGS:

To schedule on-site group trainings, please contact Matt Kotsovolos, SRA Compliance & Systems Manager at (609) 258-9551 or [mkotsovo@princeton.edu](mailto:mkotsovo@princeton.edu) or Marcia Black, ORPA Assistant Director of Grants and Contracts at (609) 258-7508 or [mblack@princeton.edu](mailto:mblack@princeton.edu).

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thank you



Thank you from the Princeton Prime team for all of the work, patience and graciousness you have demonstrated during these last six months. We appreciate your continued effort to make Princeton Prime a success, and look forward to working with you in the months ahead.

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## PAYROLL REMINDERS

### Friday, December 19

Changes for the last biweekly pay period of the calendar year are due to Human Resources. Contact your Human Resources representative with any questions.

### Monday, December 22

Time Collection must be approved by 5:00 p.m. to ensure all biweekly and student staff are paid on December 31.

## New Policy: Credit Card Processing for University Merchant Locations

The new [Credit Card Processing Policy for University Merchant Locations](#) has been created to ensure that the University is exercising best practices in protecting confidential personal information in compliance with Payment Card Industry Data Security Standards (PCI-DSS). Any department that accepts and processes credit or debit card payments is a Princeton University “merchant location.” Compliance with PCI-DSS is required in order for the University to continue to accept credit cards as a form of payment. This policy establishes compliance criteria that University departments must satisfy if they accept credit and debit cards at their location.

To remain in compliance, each merchant location must annually attest that their department is following the best practices established in the policy, and anyone who processes credit cards on behalf of the University will be required to attend PCI Compliance training once per calendar year.

For more information, see the [Credit Card Processing Policy for University Merchant Locations](#) or contact [Hanna Bigelow](#), cash manager.

Note: This policy does not apply to Departmental Purchasing Card and Travel Card holders, as they are not considered merchants. Policy information for holding a Departmental Purchasing Card or Travel Card can be found in the [University Credit Card Policy](#).

## DID YOU KNOW?

Concur makes it easy to capture all of your expenses on a single expense report, even when your activity spans multiple trips. By submitting your expenses on a single monthly report, you streamline the process for you and for your approver.