

the general ledger

News from the Princeton University Office of Finance & Treasury

A Letter from Carolyn Ainslie

It is Primetime!

Dear Colleagues,

Following three years of collaborative effort, it is Primetime! Thank you to the many people who were involved in the design, testing, and support of Princeton's new chart of accounts, financial systems, and reports. This is truly a cross-University initiative.

We embarked on this effort to support the teaching and research mission for a few simple reasons. First, our existing chart of accounts has no room for growth to accommodate new departments or activity. We have run out of available codes, and are currently recycling them as new campus needs are identified. This is not a sustainable practice as we look to the future. Second, our key financial systems are no longer supported by the vendor, and the technology is out of date. Finally, we consume significant quantities of paper to transact the University's financial business. By automating many of these processes, we can improve their timeliness (for instance, receiving a reimbursement in a few business days rather than weeks), while reducing the environmental impact.

As I have written before, this next year will be one of transition and learning. We have a number of support systems in place to help facilitate your adoption of the new codes and processes. A Prime Support Center is now open and can be reached at prime@princeton.edu or by calling (609) 258-7100. Hands-on support labs will also begin July 1st. You can bring your work to the labs and receive guidance on completing transactions or working with the new financial reports. And training courses will continue to be offered throughout the fall.

In spite of extensive testing, you will notice things that can be improved. We welcome and rely upon your feedback when you see anything that doesn't work well. Our Prime systems on July 1 are a foundation, and we will continue to build upon them over the coming years.

Thank you again for your patience, and for your insights and good spirits along the way. I am excited to welcome you to Princeton Prime.

Carolyn

Carolyn Ainslie
Vice President for Finance and Treasurer

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**In the Nation's Service and
in the Service of All Nations**

Updates to Travel and Expense Policies

Effective July 1st, we are making updates to our travel policy and to the associated business expense, reimbursement, and credit card policies. These updates will be posted to the Finance and Treasury [policy library](#) by July 1.

Key changes to the travel and expense policies include no longer requiring receipts for expenditures under \$50. The updated policy will indicate that receipts are only required for expenditures over \$50. (If sponsor requirements are more restrictive, the more restrictive receipt requirement will take precedence. As a general rule, expenditures on federally sponsored projects should follow the University's receipt requirements.)

Also, for travel of 30 days or less, travelers must claim actual meal and incidental expenses. Actual daily expenses claimed should be reasonable and appropriate and typically should not be more than \$75 for domestic travel and \$125 for international travel. Please note, that to accommodate faculty research and teaching travel commitments during the summer and fall of 2014, faculty may continue to claim per diem for travel through December 2014. Per diems can be claimed by using the Business Travel Expense form (rather than using Concur.) This will be reviewed in late fall.

For travel greater than 30 days, a travel allowance of up to 50% of the federally published per diem rates for meals and incidental expenses may be claimed, and receipts are

not necessary. Use the domestic or foreign per diem rates applicable for the city and dates of travel. If a travel allowance is claimed, additional expenses for meals and incidentals will not be permitted.

For questions about changes to travel policy, please contact the Prime Support Center at prime@princeton.edu or by calling (609) 258-7100.

New Shipping Tool

As part of the new Prime Marketplace, we are excited to announce that we are replacing our standalone FedEx and UPS sites with a new shipping tool called eShipGlobal for both domestic and international shipping. This intuitive and easy to use web-based tool will incorporate our contract pricing allowing savings to be realized via rate and delivery comparison shopping. All necessary shipping documents are printed right from the tool. Your eShipGlobal account will include payment information via your University issued credit card, so once your account is established, please discard your pre-printed airway bills and discontinue use of your existing individual FedEx and UPS accounts. Enhancements to meet future campus shipping needs are forthcoming. Training tools will be available through Prime.

For additional questions contact the Prime Support Center, (609) 258-7100 or prime@princeton.edu.

PLEASE NOTE

Last day to open or change Project Grants or vendors in PeopleSoft Financials 8.4 is Friday, June 20 at 12:00 noon. Questions? Contact the Prime Support Center, prime@princeton.edu or (609) 258-7100.

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Prime Support Center Team – Amanda Arcamone, Aaron Hoffman, Margaret Daher, Brandon Gaines, Martha Murdough, Jennifer Broome Chung, Tracy Lomurno. Not pictured: Mariann Miller, Victoria Shernicoff, Suzanne Bellan, Clara Richardson, Rebecca Hunninghake, Tom Byrne, Rachel Leslie, Devesh Yadav, Grace Cashman.

Prime Support Center Now Open!

The Prime Support Center is now open! To respond to all Prime inquiries and issues, the Prime Support Center (PSC) opened on June 16. The Prime Support Center will be a “one-stop-shop” to assist you when you need help understanding and using Prime systems. Based out of 701 Carnegie Center, the Prime Support Center team includes members of the Prime project, the Financial Service Center, and the OIT Helpdesk. PSC will be available to assist you with a wide range of issues, including:

- Cutover and close dates and processes
- Buying and paying
- Chart of Accounts mapping and transaction support
- Financial reports
- Moving money
- Systems access and Security
- Concur – Travel and Expense

PSC will strive to resolve as many issues as possible upon first contact, but some types of problems may require extra attention. If this is the case, a member of the PSC team will keep you informed of the status of your issue as it is resolved by subject matter experts or the technical team.

We anticipate a high call volume initially and have planned accordingly. However, there may be peak periods where we could be slower to respond. During these periods, we will do our best to respond within 24 hours. We thank you in advance for your patience.

PSC is one of several support mechanisms that will be available for campus, which also include ongoing training, Super Users, and support labs.

For all Prime support, contact the PSC by phone (609) 258-7100 or by email to prime@princeton.edu.

**UNABLE TO
ATTEND TRAINING?
LET US KNOW!**

If you are unable to attend a training session that you are currently enrolled in, or on a waiting list for, please be sure to un-enroll yourself to allow an opportunity for someone on the waiting list to attend. You can un-enroll in the Employee Learning Center. If you have any questions, contact the Prime Support Center, (609) 258-7100 or email prime@princeton.edu.

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REMINDERS . . .

FISCAL YEAR 2014 CLOSE

- ▶ 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. Finance and Treasury is reviewing purchase orders created prior to the current fiscal year; those with no or minimal activity will be closed centrally by Finance and Treasury.
- ▶ 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. Some key dates to keep in mind:
 - June 23 – All invoices must be received in accounts payable to post in FY14
 - June 24 – Last day to verify or approve credit card transactions in Works
 - June 24 – Last day to enter or approve MarketPlace orders
- ▶ Do you need help or have questions? Please contact the Prime Support Center at prime@princeton.edu or (609) 258-7100.

Prime Support Labs

Prime support labs will open July 1 and will be staffed by Prime team members, trainers, and Finance and Treasury staff. Bring your work and meet with Princeton Prime staff to answer your questions. Each lab is focused on a specific topic. During early July labs will be focused on three main topic areas:

- Travel & Expense
- Buying & Paying
- Journals, Reporting and Chart of Accounts.

In August we will add Labs for Labor Accounting, Sponsored Research and Departmental Financial reports. To register for labs, visit the Princeton Prime Page of the Employee Learning Center and click on Support Labs. Please register for only one lab topic per day.

Questions? Contact the Prime Support Center, (609) 258-7100, or email prime@princeton.edu.

Prime support labs will open July 1 and will be staffed by Prime team members, trainers, and Finance and Treasury staff.

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Thank you to all our Prime partners!



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