

the general ledger

News from the Princeton University Office of Finance & Treasury

New Reporting Enhancements Coming This Summer

Over the summer, Finance and Treasury will make a series of enhancements to financial reports in the Information Warehouse. These enhancements are in response to feedback we received from users that retrieving and interpreting financial information is time-consuming, often requires running multiple reports, and considerable manipulation of the outputs in order to conduct analyses. In FY17, in partnership with OIT, we made a number of backend enhancements to the data model to help improve accuracy of financial data and consistency in reports. Now our focus is on improving report prompts, layouts, and overall usability. We expect to introduce the first wave of enhancements in August 2017. More details will follow in July, but please email Mark Dingfield (mdingfie@princeton.edu) if you have any questions or comments in the interim.

University Credit Cards and Cash Advances

University credit card transactions must be substantiated in Concur on a monthly basis and cash advances must be substantiated within 120 days of issuance. It is important that cardholders address their activity in a timely manner to comply with University policies, to ensure that fraudulent transactions are recognized and addressed immediately, and to prevent any disruption to the use of their University credit cards. The Office of Finance and Treasury is asking all cardholders to become current on any outstanding card transactions or cash advances as soon as possible.

In order for transactions to be recorded in FY17, expense reports must be submitted and approved in Concur by June 27, 2017. Departmental Purchasing Card transactions with a posting date after June 15 will be recorded in FY18. These and other year-end close deadlines are available on the [year-end close webpages](#).

YEAR-END CLOSE REMINDERS

As year-end close quickly approaches, please remember to check the [Year-End Close Calendar and Webpages](#) for all deadlines, updates, and reminders. If you have not already done so, [subscribe to the RSS feed on the Prime Portal](#) to have reminders, updates, and system outages sent to your inbox.

To support year-end close activities, Prime Financials will be unavailable all day on Saturday, July 1, 2017.



**PRINCETON
UNIVERSITY**

Published by the
Office of Finance and Treasury
701 Carnegie Center
Princeton, NJ 08540
E: finance@princeton.edu
T: (609) 258-3080

Copyright © 2017 by
The Trustees of Princeton University

**In the Nation's Service and
the Service of Humanity**



PEOPLE

Financial Service Center

The Financial Service Center serves as a primary resource on campus for all Finance and Treasury questions and activities. The team includes three financial service associates – Lasha Carey, Karen Mulligan-Nardelli, and Millie Ndiritu, and one manager, Scott Mironov.

The Financial Service Center, located on the 7th floor of New South, provides email, phone, and walk-in support for questions related to Finance and Treasury policy, systems, and tools. As a hub of financial activity, the Financial Service Center processes approximately 70,000 inquiries per year, providing assistance with access to financial systems, support for the University Credit Card program, and can give personalized assistance with setting up services such as direct deposit, or completing web-based functions at the Service Center kiosks. Notary Public services, cashing, and check pick-up are also available at the Service Center.



(pictured left to right: Lasha Carey, Millie Ndiritu, Scott Mironov, Karen Mulligan-Nardelli)

Photo by Mark Czajkowski

Travel Agency Services Update

As we shared in previous issues, the Office of Finance and Treasury has been evaluating the University's travel agency services and reviewing proposals submitted by several companies. In collaboration with our campus colleagues on the travel advisory group, we are nearing the conclusion of the evaluation period and hope to reach a decision on a University travel agency partner in the coming months. Although a final decision has not yet been made, we are confident that our reimagined service offering will deliver substantial improvements and address feedback we have received over the last few years.

With more information coming soon, please continue to book your travel through Concur and Carlson Wagonlit Travel. As a reminder, this effort will not impact Concur which supports integrations with many travel agencies.

ADDITIONAL OFFICE SUPPLIES INFORMATION SESSION

An additional Office Supplies Information Session will be offered on June 27, 2017 from 3:00 p.m.– 4:00 p.m. in East Pyne 010. In this session, we will provide an overview of the new office supplies ordering process including an introduction to the new vendor, upgraded ordering capabilities via the Marketplace, enhanced delivery and customer service, and increased savings to departments. Information presented at this session will be helpful to Prime shoppers and requisition creators, and representatives from the Office of Finance and Treasury and W.B. Mason will be available for any questions. Registration is available on the [Employee Learning Center](#). The first day to order from W.B. Mason is July 1, 2017.