

the general ledger

News from the Princeton University Office of Finance & Treasury

Prime Support Transition

The last day of operations for the Prime Support Center is Friday, October 31st. Beginning in November, support for Prime systems, processes and reports is available through the Financial Service Center (FSC) at (609) 258-3080 or by emailing finance@princeton.edu. Calls to (609) 258-7100 or email to prime@princeton.edu will be automatically redirected to the FSC. All outstanding issues submitted to the Prime Support Center will continue to be worked on until they are resolved.

Support labs will continue to run through December. The schedule is available on the [Prime Portal Calendar](#). Thank you for the questions and continued feedback, as well as to the staff of the Prime Support Center, including OIT, Finance and Treasury, Facilities and University Services!

Prime Support Labs and Training Update

Prime Support Labs will continue through the end of December 2014. No appointment is necessary, however, for focused assistance with a complex topic, you can schedule an appointment with the appropriate Prime expert during Prime lab hours of operation.

The lab schedule is posted on the [Prime Portal calendar](#).

Prime training classes continue to be offered online and in-person. Please check the [Employee Learning Center](#) to register for classes. If you attended a course prior to July, but need a refresher, you are invited to attend any Prime classes again, as content is updated with the latest Prime improvements. If you require special departmental training on specific Prime topics, department-specific sessions can be arranged. Please contact Allison Petito, Training Coordinator at (609) 258-8892.

TRAINING HIGHLIGHTS

Process Match Exceptions

This course is now a Hands-On course! Join us to learn how to process match exceptions and practice correcting them.

Create and Manage Requisitions

This course has been enhanced to include Prime Marketplace practice and tips for supporting Prime Marketplace shoppers.

Prime Reporting

We are currently developing a course which will cover various aspects of analyzing Prime reports to answer financial questions. We expect to roll this course out by November. Further information will be provided soon.

DID YOU KNOW...

The Crosswalk tool is a point-in-time reference that shows where Accounts and Project Grants from the old financial system were mapped in the new Prime Financials system, prior to go live. It does not reflect any updates or information beyond July 1, 2014. For updated ChartField reference guides, please see the [Choose the Right ChartField webpage](#).

PEOPLE

Mohamed Ela

Position: As the Director of Procurement Services at Princeton, Mohamed is responsible for leading the University's central Procurement and Accounts Payable functions. "The scope of my role is sometimes referred to as the "four rights" – ensuring that we buy and pay for the *right* goods and services, from the *right* suppliers, at the *right* time and the *right* price. Essentially my goal is to help the University obtain and pay for the goods and services it needs to function in an effective, efficient, and well controlled manner," Mohamed said.

Prior to joining Princeton's Office of Finance and Treasury, Mohamed spent close to 18 years at Prudential Financial, initially working in accounting, project management and business analysis roles. Over the last 10 years, he has focused on the accounts payable and procurement functions, most recently in the role of Vice President, Strategic Sourcing. In that role, Mohamed had two primary responsibilities: leading the sourcing and procurement of over \$500 million in goods and services and directing the enterprise Source to Pay processes and systems.

When not at work: Mohamed and his wife have three boys, a soon-to-be 10 year-old and 5 year-old twins, who fill up most of their free time with soccer, swimming and music lessons. In between those duties, he is a self-proclaimed movie buff and enjoys playing and watching soccer and football. Mohamed and his wife are active supporters of causes near and dear to their hearts, including the National MS Society and the Make-A-Wish Foundation.



Photo by Frank Wojciechowski

Project Grant Financial Manager Portal Retiring

Fiscal Year 2014 is closed and Prime Financial Reports are now accessible via the Reporting button on the [Prime Portal](#). The Project Grant Financial Manager Portal has been retired and will no longer appear as a tab when you log into Cognos.

For departments that still require access to Project Grant information, all of the existing Project Grant reports will remain available and can be found in the [University Financials – Project Grant](#) folder within the Public Folder tab. This folder can be accessed by clicking the Reporting button on the [Prime Portal](#) and following this path: Public Folder > [University Financials – Project Grant](#). You may also access the Project Grant report folder via the Information Warehouse Home page.

Users who prefer to keep the Project Grant Financial Manager Portal can re-install it by following [these instructions](#). For future announcements about Princeton Prime, and the Project Grant Information Warehouse, please consult the [Prime Portal](#).

Fiscal Year 2014 is closed and Prime Financial Reports are now accessible via the Reporting button on the Prime Portal.

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New Look for the Employee Learning Center

The Office of Information Technology is upgrading the Employee Learning Center this month. With this upgrade, the Finance and Treasury and Prime Training pages will also change. Finance and Treasury offerings, including Prime, will be listed on a Finance and Treasury Department page. Prime-specific courses will be cross-listed on the Finance and Treasury department page and on a Special Topics page. For more information about the changes to the Employee Learn Center, visit the [OIT website](#). If you need help finding the appropriate Finance and Treasury or Prime training courses please contact Allison Petito, Training Coordinator at (609) 258-8892.

Announcing the Prime Issues Summary

The [Prime Issues Summary](#) is a single, sortable document which summarizes key known Prime issues and fixes. This is a summary only and may not include every issue, but provides a status for key issues, common mistakes, the recommended handling method, and the plans for implementing a fix.

This list will be updated on a monthly basis, or more frequently as needed. An RSS Newsfeed with a direct link to this file will be sent out when changes and updates are made.

If you experience other issues which have not already been reported, please contact the Prime Support Center at (609) 258-7100 or prime@princeton.edu. Many thanks for your feedback about Prime!

Prime Reporting Improvements

Since July, we have received many questions and feedback about the new Prime reports. Prior to implementing any report changes, all requests and feedback are reviewed to determine what changes need to be made, and the best method to implement these changes. Rather than implement each change as it is made, report changes are “bundled” together and released in groups for ease of tracking, and to reduce the frequency of update emails to users.

Two report improvement bundles have already been implemented and several more are currently in process. As new bundles are released, they will be announced via the Prime RSS feed and *General Ledger Newsletter*. Expected improvements are also highlighted in the [Prime Issues Summary](#).

COMING SOON:

Enhancements to Concur

A new approval model for your Concur statement reports and expense reports is on its way. Later this year, your Concur activity will route for approval based on dollar amount and the Department ChartField(s) charged on each report. Additionally, Concur is getting a facelift - a new and improved look and feel will be available in the coming months.

Finance and Treasury will provide departments with more information and next steps in the coming weeks.



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