

the general ledger

News from the Princeton University Office of Finance & Treasury

Updates from the Financial Service Center

The Financial Service Center staff continues to work remotely in providing financial support to the campus community. To contact us, complete the [Finance Inquiry Form](#), email finance@princeton.edu, or call 609-258-3080.

University Deposit Payment Options

Deposit procedures were recently updated to include convenient electronic payment options for reimbursements and rent payments to the University. To obtain Princeton University's electronic bank transfer instructions, contact the Financial Service Center. The University Cashier works from 701 Carnegie Center on Tuesdays, so please allow up to two weeks for your deposit to be reflected in your financial records. The general ledger reports will reflect the Tuesday deposit date. More information regarding deposit payment options can be found on the [Office of Finance & Treasury website](#).

Finance & Treasury Appointment Request

If you have a complex financial-related issue, need help with completing a Concur report, wish to schedule a virtual notary session, or have any questions that might take longer than a typical email or phone call, we invite you to use our new [Finance & Treasury Appointment Request form](#). This form allows you to schedule a one-on-one appointment with a member of the Financial Service Center team.

Virtual Notary Services

For your convenience, we are pleased to offer virtual notary services. To schedule a notary session, please use the [Finance & Treasury Appointment Request form](#). Prior to your appointment, please review the [Remote Online Notary Services](#) knowledge article on the Princeton Service Portal.

Customer Satisfaction Survey

In our continued effort to monitor and enhance the service that we deliver to our customers, in July we launched a new survey feature in ServiceNow that will provide us with feedback regarding our customers' perspective on the financial services they receive. When a new ticket is completed/resolved in ServiceNow, a very brief survey will be sent to the recipient of the service to capture their feedback on the overall quality of their experience. The survey data will help us identify areas that are working well and areas that require our attention. Thank you in advance for completing the surveys and for your helpful responses.

Business Expense Policy Reminder

With the academic year well underway, please remember to refer to the University's [business expense policy](#) for guidance when considering whether an expense is allowable. Virtually every aspect of the University's operations have been affected by the ongoing pandemic and earlier this year the Office of Finance and Treasury published [supplemental guidance](#) to assist departments when considering expenses that may be incurred in response to the pandemic.

Please take a moment to review the guidance, which remains unchanged and provides information on allowable and unallowable expenses with specific considerations for working from home including meals, furniture, and internet access.



Published by the
Office of Finance and Treasury
701 Carnegie Center
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**In the Nation's Service and
the Service of Humanity**

COVID Guidelines for Suppliers

The ongoing pandemic has required Princeton to pursue its mission in ways that require flexibility and necessitate new ways of operating. Our public health approach depends on everyone in our community to do their part, including contractors and suppliers who perform services on our campus, or in our facilities. These contractors and suppliers must adhere to New Jersey Department of Health guidelines, all applicable Executive Orders issued by the Governor of New Jersey, and additional requirements and instructions provided by the University. This includes the need to wear a face covering, follow social distancing practices, and what to do if you are sick or are tested for COVID-19.

Managers, researchers, administrators, and others across campus who engage with suppliers and contractors are responsible to ensure that the individuals providing these services comply with these regulations and policies. To further communicate this message, guidance is posted on the Finance & Treasury website in the [Suppliers and Payees](#) section with a link to the EHS website. In addition, new language will be included on all purchase orders to reiterate this important information to suppliers.

For more information, please visit the [EHS website](#).

IT Hardware Shipments to Offsite Locations

As recently announced, the process to add non-campus ship-to addresses has been simplified. However, please be aware that orders for laptop computers and other types of technology hardware may be impacted. New mandatory environmental waste fees and taxes have been imposed in California, and international ship-to destinations may not be possible based on supplier imposed restrictions.

At this time, Apple is not shipping to California or to international destinations. Dell will ship to California, but orders may be delayed or need to be reentered as a Special Request. International Dell shipments depend on product availability and destination. CDWG will ship to California, but not to international destinations.

To avoid unnecessary delays associated with these orders, Procurement Services recommends using SHI, a diverse, preferred University supplier. SHI is a strategic distributor of many major manufacturers such as Apple, Dell, and Lenovo. SHI will ship to California and to most international destinations. For shipments to California, order from the Marketplace as you normally would via the SHI catalog after creating the off-campus ship to address.

For international destinations, please reach out to SHI directly prior to placing an order. SHI will evaluate the situation and prepare export and customs related documentation for the shipment as necessary. If the product is available in the destination country, it may ship from a local warehouse, instead. Our contact is Lou Malvasi, available via email at Lou_Malvasi@shi.com or Princeton@shi.com. Please note that this assessment is designed to avoid the delays and issues which some may have experienced.

For more information, please refer to the [IT Hardware Buying Guide](#) on the Office of Finance and Treasury website.

Two New Forms on the Princeton Service Portal

New Prime Financials Access Request Form

In an effort to improve and simplify the process to request access to Prime Financials, we have implemented a new [Prime Financials Access Request Form](#). This new form replaces the current PDF form and uses a dynamic and intuitive workflow that simplifies the routing and submission of the approved access request to the Financial Service Center. For your reference, we have published three new knowledge articles on [Requesting Prime Financials System Access](#), [Completing the Prime Financials Access Request Form](#), and [Understanding Departmental Organization and Group Nodes](#).

New Procurement Ship-To Request Form

To support remote purchasing and operational needs, we are pleased to offer a new [Procurement Ship-To Address Request Form](#) available within the Princeton Service Portal. This form allows individuals to request the creation of campus and off-campus delivery addresses for items purchased within the Prime Marketplace and Prime Financials. The form standardizes the required information and is auto-routed to the appropriate departmental approver. For your reference, the form can be accessed via the link above or by searching “Procurement Ship-To Address Request” when you are logged into the [Princeton Service Portal](#). Requests submitted via this form will be processed within two business days.

New Labor Accounting Reports

Exciting news this fall in the Prime Financial Information Warehouse – NEW Labor Accounting Reports!

Prime Financial Information Warehouse Labor Accounting Reports (IW LA) have been updated to facilitate and enhance analysis and reconciliation activities. Improvements have been made to prompts and output formats, enhancing consistency with other IW reports.

We are also happy to share three new reports:

Earnings Summary – A NEW report

A High-level summary report providing YTD labor expense, encumbrance and projected Total Expense for Earnings Year or GL Fiscal Year. Job Position and Duty Time are included.

Earnings Detail by Chartstring

A detail report providing Chartstring breakout by Earnings Period or Fiscal Period.

Replaces FIN048: Detailed Personnel Expense by Chartstring, and FIN037: Personnel Expense by Chartstring

Earnings Detail by Person

A detail report providing Person details of Commitments, Labor expense and encumbrances by Earnings Period or Fiscal Period.

Replaces FIN036: Compensation Expense with Benefits and F&A by Individual, and FIN052: Commitment, Paid and Encumbrance

The IW LA report improvements come as a result of extensive testing and feedback from campus users. The reports will ‘go live’ in early October, and will be supported by *What’s New and Different* information sessions to review key report changes, including updated prompt pages, enhanced output views, and recommendations on usage. Registration is now available in the [Employee Learning Center](#).

Reference guides for each report will be available on the IW LA page to help users use the reports successfully. And to ensure that users have ample time to try out the new reports, the current IW LA reports will continue to be available until December.

Survey for Employees Working Outside the U.S.

If faculty or researchers are working for your department outside the United States, please ask them to complete the survey as soon as possible so F&T can set up their payroll. More details are available on the [Office of Finance and Treasury website](#).

Direct Deposit Reminder

All employees and students are encouraged to enroll in direct deposit to avoid payment delays in light of COVID-19. Payments are not just for employment, but could be for student activity funding, student refunds, expense reimbursements or other transactions.

For more information, including how to sign up for Direct Deposit, see the [COVID-19 Business Operations page](#) of the Office of Finance and Treasury website.