

# the general ledger

News from the Princeton University Office of Finance & Treasury



## Global Work and Services Policy

Finance & Treasury is announcing the [Global Work and Services Policy](#) that formalizes Princeton's work and research abroad procedures that were established during the pandemic. The policy provides a set of long-term written guidelines for the campus community that facilitate the University's global teaching and research mission, while ensuring individual and University compliance abroad. For specific details about the policy, please refer to the following resources, or contact [Global Financial Services](#).

### Policy Resources

- [Global Work and Services Policy](#)
- [How-to Guides and FAQ's](#)
- [Work and Research Abroad Request](#)
- [International Services Form](#)

## T&E PROGRAM LAUNCHES ENHANCED WEBSITE

The Travel & Expense program recently launched a newly-designed and enhanced website, which can be accessed at the existing URL [travel.princeton.edu](https://travel.princeton.edu).

The user-friendly site features content dedicated to [Faculty & Staff Travel](#), [Student Travel](#), and [Group Travel](#). It provides helpful information for every traveler on topics such as technology guidelines, mobile apps, emergency assistance, and health insurance in [Resources for All Travelers](#).

All of the [university's travel-related policies](#) can be found on the site along with a calendar of all upcoming [travel and expense training](#) and current travel program [news and announcements](#).

University affiliates can login directly to Concur Travel & Expense on the [homepage](#).



## Year-End Close Website and Calendar

# YEAR-END CLOSE PREPARATION

With the end of the fiscal year just a few months away we want to provide some early guidance as you prepare for Year-End. More information will be forthcoming in the future, but consider these points to prepare for your purchases.

- Plan your purchases early to allow for longer lead times, particularly if you're buying technology or the items are produced internationally
- Initiate conversations with suppliers for critical items to assess lead times and costs in advance of when the item may be needed

As always, consider the following to simplify your workload during Year-End.

- Leverage the new Requisition Detail report to review the requisition approval process
- Instruct suppliers to send invoices directly to Procurement Services at [invoices@princeton.edu](mailto:invoices@princeton.edu)
- Review and clear match exceptions
- Review your open purchase orders and encumbrance balances. The upcoming enhanced Purchase Order Encumbrance report will help departments review and assess their open orders. If you identify a PO that can be closed now, fill out the Finance Inquiry Form on the Service Portal

As in previous years, any deadlines, updates to the calendar, system outages, and new information will be communicated via the Prime Portal and RSS feed.

The [Year-End Close website](#) has been updated in preparation for the upcoming close, including the year-end close calendar. To support year-end activity, the Office of Finance and Treasury will offer virtual information sessions via Zoom. The information sessions will provide an overview and information about the FY23 close process and activities. Registration is available in the [Employee Learning Center](#).

## Paying Institutional Study Participants Policy

The new [Paying Institutional Study Participants policy](#) sets out acceptable circumstances, methods, and amounts to pay individuals participating in institutional studies including surveys and human subjects studies. Learn more about this policy on the [Office of Finance and Treasury website](#).

## SUPPLIER SPOTLIGHT: Orvana London

[www.orvanalondon.com](http://www.orvanalondon.com)  
14 Nassau Street  
Promotional Items and Clothing

Orvana London is a certified woman- and minority-owned business that has worked with the University since April 2022 to create custom materials for Mathey College including tote bags, pencil cases, note card boxes, and more. In addition to creating product designs for wholesale clients, they are a lifestyle brand with a focus on sustainability and creative expression.

Procurement Services encourages departments to provide competitive access to sourcing opportunities and promote diverse supplier participation, when possible. If you have questions about how to engage with diverse suppliers, contact Michelle Thomas, Associate Director, Supplier Diversity at [michelle.thomas@princeton.edu](mailto:michelle.thomas@princeton.edu).



## ENHANCED BUYING AND PAYING REPORTS

We are pleased to announce new and enhanced buying and paying reports.

A brand-new Requisition Detail report was recently added to the Prime Financial Information Warehouse. This additional report will help departments with reviewing and assessing their requisitions. For more detailed information on the Requisition Detail report, please review the [Report Reference guide](#) available on the Finance and Treasury website.

Coming soon, we will be enhancing the current Purchase Order reports. This will include Purchase Order Summary, Purchase Order Detail, and Current Open Purchase Order Encumbrances. An update will be shared on the Prime Portal and RSS when the reports are updated and available.



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