Helpful Hints from SEBS-NJAES Office of Financial and Business Administration (OFBA) 10-19-16

We're on week 3 of SciQuest and on week 2 of Financial and Expense Management post 'Go Live'. Here's what we learned this week:

Journals/Cash Journals

1. When preparing Cash Journals, select Contract numbers **STARTING** with **EXT**.

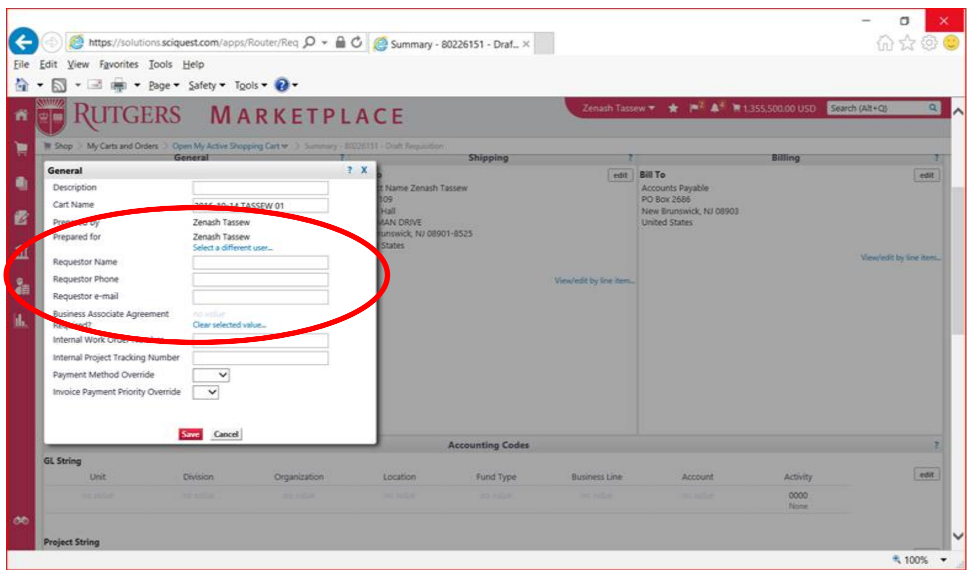
SciQuest

2. If a Requisition or Check Request needs to be edited after it has been submitted for approval, the preparer should withdraw the requisition so that the original requisition number, history of changes, comments and attachments can remain with the requisition.
3. If a Requisition or Check Request is assigned a Requestor Name that is different from the preparer, the requisitions will be removed from the preparer's 'queue'. See screen shots below:

PREPARED BY- *THE NAME OF INDIVIDUAL PREPARING THE REQUESTIONS*

PREPARED FOR- *THIS INDIVIDUAL WILL RECEIVE NOTIFICATION TO APPROVE INVOICES OVER $5,000 (YOU CAN ONLY SELECT FROM THE DROP DOWN MENU)*

REQUESTOR NAME- *THE INDIVIDUAL NAME WILL APPEAR ON THE PURCHASE ORDER*

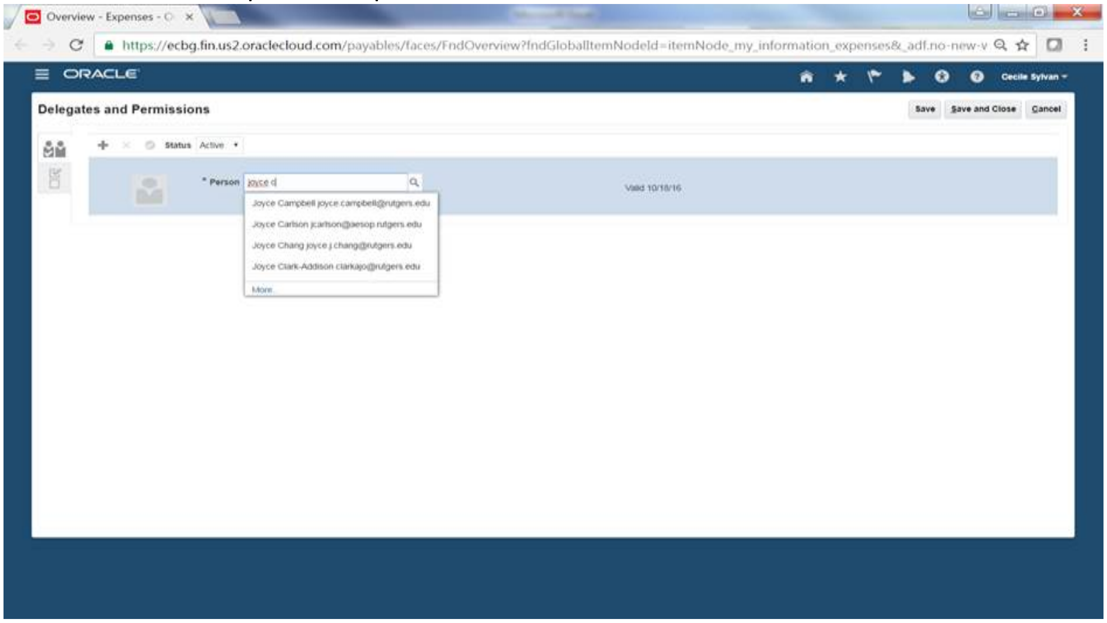


Expense Management

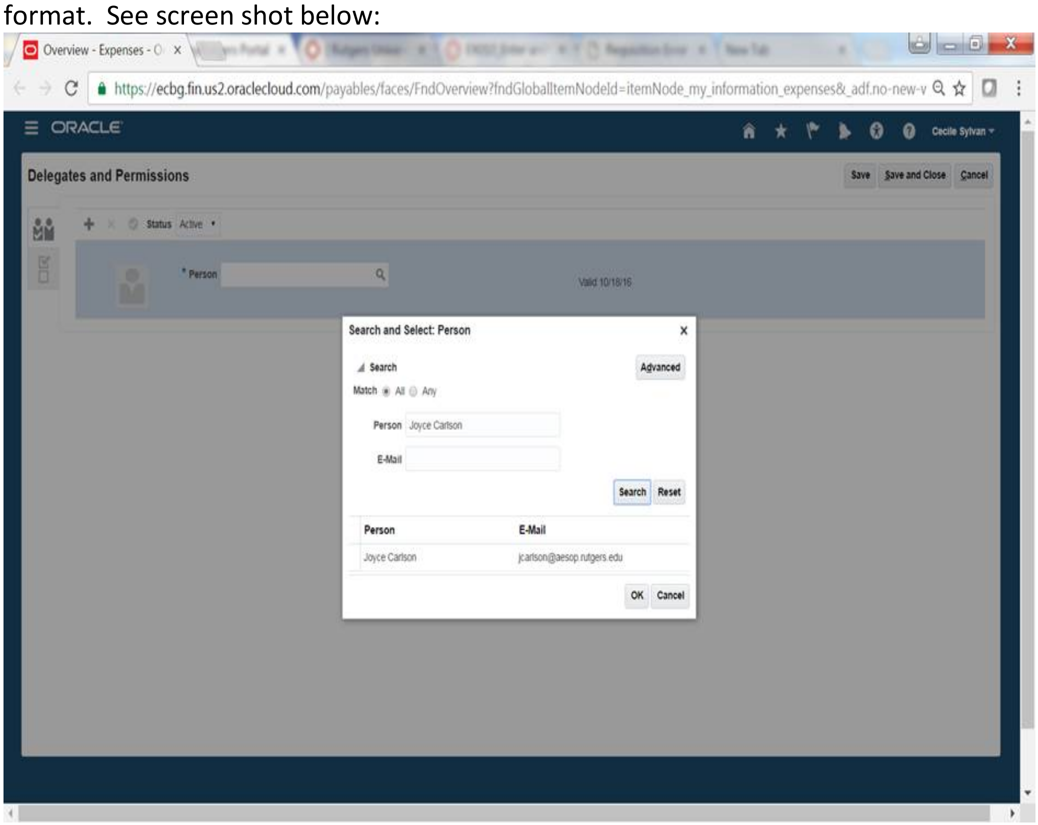
4. Expense reports for students and approved third-party contacts will be processed via check request in the SciQuest system
5. We've heard complaints that the per diem rates in Oracle are not in sync with the IRS per diem rates. Currently, Oracle states there is a Policy violation after the expense report is submitted. Several tickets have been filed with the help desk and as soon as it's corrected, we will let you know.

Expense management (continued)

6. When Managing Delegates in your profile, select the **+**, then slowly type in the first name of the proposed delegate and it will prepopulate first and last names in that range. Add enough letters so that the correct options are presented. See screen shot below:



a. If you select the search glass first inside the * Person box, then a second box pops up: 'Search and Select: Person'. You must enter the name in the Person field exactly as it's written in Payroll before selecting Search. It must also be in **F**irst Name **L**ast Name format. See screen shot below:



Expense management (continued)

7. When preparing a travel and business reimbursement, always select Template "Rutgers Business Unit Expenses". See screen shot below: