Go Live
Over the Fourth of July weekend the implementation of the new General Ledger and the reporting solution was completed and is ready to be used by the University.

RIAS Phase II introduces the RIAS Gateway, provides online journal creation, improves reporting capabilities by increasing flexibility and functionality and works towards establishing a fully integrated financial system. Access to many of the financial reports is now online and you can begin creating journals for fiscal period Jul 09 in the new General Ledger.

Desktop Configuration Checklist
Don’t forget to configure your desktop before the RIAS Phase II implementation. Complete instructions on these configurations can be found on the RIAS website, http://rci.rutgers.edu/~riasteam/RIASPhaseII/training.html.

1. Ensure your computer has Java Client 1.5.0_12 or a higher version installed.
   To check your computer, go to this website http://www.javatester.org/version.html.
   Have your department’s technical contact install Java if needed.

2. If you plan to use the Web ADI Excel template to create your journals,
   • Change your macro settings to medium
   • Check mark Trust all installed add-ins and templates
   • Check mark Trust access to Visual Basic Project on the Trusted Sources Tab.

3. Enable Pop Ups.

4. Change your internet settings if you use Internet 7.0. Enable all items in the Download and Scripting sections.

5. If you experience a Security Certificate Error, accept the certificate. Have your department’s technical contact install the certificate to correct the error going forward.

There are many sources you can access to get your questions answered about RIAS Phase II:

Go to the RIAS website http://rias.rutgers.edu
Contact your Business Manager
Contact the Help Desk: mailto:rias2gl@rci.rutgers.edu
732-445-2100

**RIAS GATEWAY**

The RIAS Gateway URL is https://rias-gateway.rutgers.edu/portal/page/portal/rias/RIAS_Gateway. After you login to the RIAS Application, the RIAS Gateway appears. This is the page you should bookmark as your favorite.

![Image of RIAS Gateway](https://example.com/gateway-image.png)

**First Time Connection to the Data Warehouse**

In order to access Oracle BI Discoverer (Reports) for the first time a connection must be created. Once you created a connection, you can launch Oracle BI Discoverer by clicking the link for Discoverer on the RIAS Gateway after you sign into the RIAS application.

Follow the steps below to create your connection. From the RIAS Gateway, click on the Discoverer link.

---

**F.Y.I.**

Voucher numbers in OFIS are six digits. Example: 245344

In the new General Ledger voucher numbers have already reached seven digits on vouchers. You will see all characters in the new financial data warehouse that truly exist. The first number could be 1. The voucher number in the example above would look like this 1245344.
Click on the *Create Connection* button on the top right hand corner of the web page.

The Create Connection screen appears.

Fill in the following information:

- **Connect To** – keep the default OracleBI Discoverer
- **Name** – create a name for your connection
- **Description** – optional (can give a brief description of the connection)
- **Locale** – keep the default Locale retrieved from browser

In the *Account detail section* type in:

- **NetID**
- **NetID Password**
- **Database** – type in DW1

Click on the *Apply Button* on the bottom right of the screen to save the
When you click on the connection you created, it will go straight into the *Worksheet List* screen which gives a list of reports available for your use. Access to the data is based on your Extended Budget Responsibility Code (EBRC).

### Fringe Benefits

Currently in the legacy system, fringe benefits are calculated on all eligible Payroll natural accounts and charged to one natural account "17100" called Fringe Benefits.

In the RIAS system, we will now have different fringe benefit natural accounts that will coincide with each of the payroll natural accounts. See below for the listing of new fringe benefit natural accounts and their descriptions. As examples, the fringe on natural account 12000 will be natural account 17200, and the fringe on natural account 12100 will be natural account 17210. In addition, there will be one fringe natural account 17100 (the original number) that will only be used for manual adjustments. The current policy for making fringe benefit
adjustments remains in effect. Only Central Accounting will be allowed to make fringe adjustments using the 17100 fringe benefit natural account.

**Natural Account Description**

- **17100** Fringe Benefits Manual Adj
- **17200** Fringe Benefits 12000 (Salaries Regular)
- **17210** Fringe Benefits 12100 (CO Adj Sal Instr 990)
- **17230** Fringe Benefits 12300 (Wages of Labor)
- **17260** Fringe Benefits 12600 (Salaries Other)
- **17290** Fringe Benefits 12900 (Other Compensation)
- **17300** Fringe Benefits 13000 (Salary Recovery)
- **17330** Fringe Benefits 13300 (Summer Employment/10 month)
- **17370** Fringe Benefits 13700 (Post Doc. Associate – New)
- **17500** Fringe Benefits 15000 (GA Salaries)

**Training Updates**

There have been some changes to the application and training material since the RIAS Phase II classes were conducted. These changes are highlighted below.

1. **Submitting a Journal to an Approver**

   If you create a journal directly in the RIAS application, the process for submitting the journal to your Approver has changed. Now, you select the **Reserve Funds** button at the bottom of the journal which activates the **Approve** button.
Then you select the **Approve** button. This will submit the journal to the Approver. The Approve button can be selected either on the journal screen or the batch screen.

2. **Open Periods**

When you create a journal with Web ADI, the Preparer must select an open period. Generally there is only one open period to choose from with the exception of Trial Balance time, where you will see the June Adjusted period, available for a limited time, as well as the new month of July. If you create a journal directly in the RIAS application, the open period is automatically populated. A Note: **Approver can not approve a journal after an open period that the Preparer selected is closed. A journal can not post to a closed period.**

The Approver has two options, either change the period to the current open period and submit the journal to their Approver or reject the journal and have the Preparer change the period when the reject notification appears in their FYI notifications.

Don’t forget to create a desktop shortcut or add to your URL favorites the new Log In Screen to the RIAS Gateway.

https://rias-gateway.rutgers.edu/portal/page/portal/rias/RIAS_Gateway

Learn how to customize the RIAS Gateway by viewing user documentation or the online training on the RIAS website.

![Image](image.png)

---

RIAS Phase II Newsletter  
July 2008  
6
3. **Change Periods**

To change a period,

- Select Unreserve Funds from either the Journals screen or the Batch screen.

- A note screen appears advising you that your transaction(s) passed unreservation. Select OK.

- Select Change Period from either the Journals screen or the Batch screen.
• Enter in the new current fiscal period.

![Change Period Image]

• The new period selected will appear in the period field on the journal. Resubmit your journal for approval.

4. **Alternate Approvers**
   All journals are routed through the Preparer’s requisition approval hierarchy unless a Preparer selects an Alternate Approver. Anytime you create a journal directly in the RIAS application and you wish to select an Alternate Approver, you must select the Alternate Approver on the first line of your journal entry. An Alternate Approver only has to be selected once; it is not needed on every line entry. If you use the Web ADI template to create your journal, then the alternate approver is selected in the journal header.

5. **Rejected Journals**
   A rejected journal notification will display in your FYI notifications not in your TO DO notifications. A rejected journal can be deleted or modified and resubmitted to your Approver. Click on the Enter Journals link in your notification and then select the role assigned to you in the General Ledger, either RU GL Journal or RU GL Key Journal. Select the Unreserve Funds button either on the Journal or Batch screen. The journal can now be deleted using the delete icon on the toolbar or modified and resubmitted to the Approver.

6. **Journal Header and Journal Line Descriptions**
   If you modify the journal header description after the journal is submitted, you must also make those changes in the journal lines descriptions. The header changes do not automatically populate to the lines. Select Unreserve Funds from either the Journals screen or the Batch screen.

For the most up to date information on RIAS Phase II implementation, visit the RIAS website, [http://rias.rutgers.edu](http://rias.rutgers.edu)
7. When uploading the Web ADI template with Internet Explorer 7.0
If the upload processing screen remains with no indication that the template was uploaded successfully or that there is an error, the internet settings on your desktop have not been configured properly. The Scripting and Download sections on your internet settings must be enabled. See the Desktop Configuration guide for complete details.

8. Multiple Fund Sources
If you use multiple values (i.e. fund sources or natural accounts) as parameters for a report, in the page items section of the report there will be drop down boxes for them and their descriptions. If you select ALL, then you must select ALL in the description. For example, if you select ALL in the Fund Source drop down box, you must switch the description of the fund source to ALL, as well, in order for the report to show all the fund sources.

Non Salary Budget Adjustment Journals
Non salary budget adjustments can only be created using Web ADI. If you have been given access to create non salary budget adjustments, you must use the Web ADI template entitled, RU Budget- Temporary Adj or RU Budget – Permanent Adj. This template can be found on the RIAS website, under the Forms Repository.

For MAC users, there will also be a RU MAC Budget - Permanent Adj and RU MAC Budget – Temporary Adj templates without
embedded macros that can be used to create non salary budget adjustment journals. MAC users can then email their journals to the Budget Office. The Budget Office will approve and upload the journals to the General Ledger.

**Notifications**

1. **Close Notifications**

   With the new General Ledger, Preparers and Approvers will receive notifications with reference to journals. RIAS system users are strongly encouraged to check the Notifications Worklist on a daily basis. This ensures that notifications requiring action and/or review are acted upon in a timely manner. In addition, those notifications that are no longer needed should be closed so that the worklist is kept manageable and database resources are conserved. To close notifications, go to Worklist on your Home Page and select Full List under the notification worklist. Select the notifications that should be closed and select the Close button.

2. **Vacation Rules**

   An Approver has the option to redirect or auto respond to notifications when out of the office by setting Vacation Rules. Select Full List under the notification worklist. Then select Vacation Rules. On the vacation rules page select Create Rule.

   You can create a different rule for different types of notifications or create one rule for all your notifications. Select either All, Journal Batch or PO Requisition Approval from the drop down box and select Next. Note:
You will not have the ability to create a rule on a notification type that you have not received yet.

Click on the calendar to enter in the Start and End Date for your rule. Then indicate the person who the notifications will be forwarded to by typing the name directly (last name, first name) or by using the flashlight to search for a name. Then select Apply.