Since Rutgers and UMDNJ will be one institution effective July 1, 2013, the process of procuring goods and services from units that were separate up to that time will change. Rutgers will maintain two financial systems, RIAS (Oracle Ebus) for the units that were Rutgers prior to 7/1/13 and Banner for the units that were part of UMDNJ prior to that date, until fully migrated onto a single ERP platform. Below you will find the details related to the new process.

**New Procedures for Ordering Goods or Services BETWEEN Rutgers and legacy UMDNJ Departments**

Effective for FY 2013 new supplier records will be created in the RIAS Internet Procurement and SciQuest systems to be used for intra department Purchase Orders to procure goods or services between Rutgers and legacy UMDNJ departments. The new naming convention for these intra institution suppliers will be the following; INTRA:Rutgers. Then multiple sites or addresses will be set up for the various departments that would be procured from.

The Controller’s office will notify all departments when the new “Intra” suppliers are created and will publish the new supplier list to both RIAS and Banner users. As usual, Purchase Orders will either be emailed or faxed automatically to the INTRA:Rutgers department supplying the goods or services for both RIAS and Banner users.

**Action Required:** Submit Invoices  
**Due Date:** June 24, 2013

- Submit invoices that have to be paid to either Rutgers or legacy UMDNJ for this fiscal year (FY’13) to the appropriate Accounts Payable Department for processing by the deadline of **June 24** for Rutgers departments to pay legacy UMDNJ departments and for legacy UMDNJ departments to pay Rutgers departments.

**Please Note:** The Purchasing departments will close all open Purchase Orders and Check Requests to either Rutgers or legacy UMDNJ effective on July 1, 2013.

**Action Required:** Post Integration Purchases  
**Due Date:** Post July 1, 2013

- Prepare orders for purchases between Rutgers and legacy UMDNJ departments by using RIAS Internet Procurement or SciQuest systems selecting new INTRA:Rutgers suppliers.

**New Procedures for Departments Preparing Invoices for Intra Department Purchases**

Beginning on July 1, 2013, the Accounts Payable departments will no longer issue checks to pay for the intra department purchases between Rutgers and legacy UMDNJ. Instead, the Accounting departments at Rutgers and legacy UMDNJ will begin creating new intra department journal entries to record the expense recovery or revenue account.
The department supplying the goods or services will be asked to specify on the invoice the expense recovery or revenue account information that should be credited on the new intra journal. For invoices from Rutgers departments, please provide the Fund Source / Natural Account. For invoices from legacy UMDNJ departments, please provide the Index / Account.

**Action Required:** Provide Invoice Detail  
**Due Date:** Post July 1, 2013

- Provide your expense recovery or revenue account information, as indicated above, on invoices when providing goods or services to departments residing in the other financial system.
- Send your invoice, as usual, to the Accounts Payable department at Rutgers or legacy UMDNJ.

Any questions regarding the new procedures outlined above can be directed by email to intra-rutgers-purchases@uco.rutgers.edu or by phone to Dave Amador at 848-445-4674 or Gary Kucsan at 732-235-9146.

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**New Procedure for Intra Institution Transfers of Funds**

In the past, Rutgers departments have used Check Requests in RIAS to transfer funds between Rutgers and legacy UMDNJ for limited specific situations. Checks will no longer be issued within the same institution. Instead, the process will be to record a journal in both the RIAS and Banner systems using a new Due To/Due From clearing account to keep both systems in balance.

Banner users can continue to complete the Request for Check for balance transfer activities and the legacy UMDNJ Accounting department will prepare the appropriate journals for you.

Please email intra-rutgers-funds-transfer@uco.rutgers.edu or contact Christy Orlowski by phone at 848-445-2133 or John Glover at 732-235-9124 for more details and instructions for these transactions beginning on July 1, 2013.

**Action Required:** Transfer of Funds  
**Due Date:** Post July 1, 2013

- **RIAS Users:** Prepare a journal following instructions received from Accounting as stated above.
- **Banner Users:** Prepare the Request for Check form with Transfer of Funds details as usual.

Your patience is appreciated as these new processes are developed and implemented. Thank you.