



RIAS PHASE II

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. The new system is accessible at 8:00am on Monday, July 7th.

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.

The Log In screen is the Rutgers Central Authentication Service (CAS) screen. You need your NetID and Password to log in to the RIAS Gateway. Don't forget to change your desktop shortcut or URL favorite to:

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

<http://rias-gateway.rutgers.edu>. Please bookmark this URL to ensure you use the correct Log In screen and continue to obtain important information about the RIAS system.

If you use the RIAS application URL, <https://riasapps.rutgers.edu/> you will be redirected to the new RIAS Gateway.

Review this checklist before you log in to the RIAS Gateway.



It is strongly recommended that you clear all "Cookies" (cache) and "Temporary Internet Files" from your system to avoid old stored (cached) screens from appearing. A detailed explanation of this procedure can be found on the RIAS website at <http://rias.rutgers.edu/11510/howto.html>.



Review the Desktop Configuration Checklist and Quick Reference guide on the RIAS Phase II training website page to ensure that your computer has been properly configured to work with the new General Ledger.

<http://rci.rutgers.edu/~riasteam/RIASPhaseII/training.html>.



If this is the first time you are using the RIAS application, you need to accept the security certificate. Use the link below for detailed instructions.

<http://rias.rutgers.edu/11510/howto.html>. In addition, you need to add the Current Site on the security warnings to your trusted sites in your Internet options. See the Desktop Configuration guide for complete details.

The first time you login to the data warehouse, you need to make a connection. Please refer to the updated Reports Guide for complete instructions
<http://rci.rutgers.edu/~riasteam/RIASPhaseII/training.html>.

You have been assigned new RIAS responsibilities. Depending on the access assigned to you, you might see all or some of the roles listed below. To support the General Ledger, these roles will appear.

1. RU GL Journal – a Preparer of actual or manual encumbrance journals
2. RU GL Key Journal – an Approver of journals, can also prepare actual, manual encumbrance and non salary budget adjustments

The roles that support the RIAS Gateway and Financial Data Warehouse have no function assigned to them but need to stay active and viewable to support your RIAS Gateway and Financial Data Warehouse access.

1. RIAS Gateway – supports access to the RIAS Gateway
2. RU FDW FIN – supports access to financial data: Accounts Payable, Purchase Order and General Ledger
3. RU FDW LPR – supports access to view payroll distribution, budget status, and salary savings data

We encourage you to visit the RIAS website <http://rias.rutgers.edu> and read the FAQs, glossary, newsletters, all training material and view the online training on RIAS Phase II. In addition, “Known Issues” are documented on the RIAS website.

We have published a Help Resources Document, <http://rias.rutgers.edu/>, providing either phone numbers or websites to assist you with questions or problems with the new system. You can also contact the Accounting Help Desk at 732-445-2100 or email us at <mailto:rias2gl@rci.rutgers.edu>.