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Unrelated Business Income and Private Business Use

Unrelated business activity is regularly conducted by an exempt organization and is not substantially related to the organization's mission or exempt purpose. The income generated from unrelated business activities is referred to as unrelated business taxable income (UBTI). The unrelated activity, whether or not it generates income, has potential to be private business use (PBU) when it is carried out in a space that was financed by tax-exempt debt.

Taxation will distribute the university's annual survey on UBTI and PBU the week of Aug. 1. The survey will be distributed to Administrative Leadership Group (ALG) members and recharge organization business managers, who will then

disperse the survey to their appropriate unit members for completion.

Taxation will hold a [FIN - Unrelated Business Income and Private Business Use session](#) on Aug. 11 from 1 – 2:30 p.m. via Zoom. This session will provide a basic overview of UBTI and PBU to assist with the university's annual survey of campus and recharge centers. Members of Taxation will present the training and will be available to answer questions regarding completing the survey. To register, visit [FocusU](#).

For questions, contact Chrissy Moffatt, director, Taxation and Accounts Payable, (moffattc@andrew.cmu.edu) or Ashley Raimondo, team lead, University Taxation (araimond@andrew.cmu.edu).

Strategic Initiatives Updates

Chart of Accounts Redesign Project

Carnegie Mellon University, in partnership with Huron Consulting Group (Huron), is undergoing a Chart of Accounts (CoA) redesign project to optimize the university's financial data and reporting. The CoA provides a way to store, categorize, structure and segregate transactional and statistical data for management and financial reporting. The objective of the CoA redesign project is to enhance the university's CoA so that it can best meet the university's varied reporting and fiscal management needs at all levels of the university for the foreseeable future.

CoA discovery session interviews held with key campus constituents concluded in late June. The feedback received is being evaluated and utilized to draft proposed edits to the CoA, which will be reviewed during proof of concept design sessions that are not yet scheduled.

Visit the [Chart of Accounts Redesign project page](#) for more information. For questions about this project, contact Elizabeth Kaciubij, senior director, Accounting and Financial Reporting, at ekaciubi@andrew.cmu.edu or 412-268-4064.

Finance Division Strategic Plan FY23 – FY27 Project

Since October 2021, the Finance Division has been developing and socializing the [Finance Division Strategic Plan FY23 – FY27](#), which will shape the university's finance function to elevate financial talent, drive procedural and technical efficiencies and result in predictive and prescriptive insights that support optimal business performance.

From March through June, the division and key stakeholder groups were introduced to the plan and participated in feedback workshops. During these sessions, benchmark questions focused on the Finance Division Strategic Plan FY23 – FY27 were consistently asked at 10 large group meetings attended by over 300 participants. Approximately 100 pieces of tracked feedback have been incorporated into the final plan where appropriate.

The Finance Division leadership team also prioritized the Finance Division Strategic Plan FY23 – FY27 and this information is influencing the division's FY23 goal setting processes in July. Going forward, resources are being developed to ensure both the strategic plan and feedback the division solicits through customer service surveys are woven into the ongoing annual goal setting process, completing this important feedback loop.

If you have any questions or comments related to this effort, please reach out to [Angela Blanton](#), executive sponsor and vice president for Finance and chief financial officer, [Monique Polas](#), project lead and assistant treasurer or any members of the [Finance Division leadership team](#) who are serving as the steering committee and goal ambassadors.

Thank you for your feedback and collaboration in making the Finance Division Strategic Plan FY23 – FY27 a success! For more information, visit the [Finance Division Strategic Plan FY23 – FY27 project webpage](#).

Strategic Initiatives Updates Continued

Financial Data Warehouse (FDW) Modernization Project

The FDW Modernization Project includes the implementation of a modern data storage solution that will provide a more robust and supported environment for the new FDW, as well as the implementation of new reporting and analytics tools for users. The new FDW is expected to accomplish the same goals as the existing system but in a more efficient way and with minimum operational changes or disruption. Additionally, this enterprise data storage solution can be leveraged for the university's future data analytics needs.

The second Steering Committee meeting was held on June 28 and the agenda included a project update, including an adjusted project timeline, and a discussion on the proposed front end user tool recommendation, which is PowerBI. Steering Committee members were asked to connect with the User Advisory Council (UAC) member(s) and current financial data warehouse (FDW) users in their area(s) to gather any questions or concerns.

Members of the Steering Committee and the User Advisory Council (UAC) were invited to an optional PowerBI Deep Dive session on July 14 that included:

- A brief walkthrough of the PowerBI user interface
- An example query
- A high level demonstration of some possible features
- The opportunity for attendees to ask questions and/or raise any concerns

Current FDW users are encouraged to connect with the Steering Committee and/or UAC members from their area to obtain information or provide feedback on the project. A [list of Steering Committee and UAC members](#) is available on the project web page. The next UAC meeting is scheduled for July 28 and the next Steering Committee meeting will be held on August 2.

Regular updates will be also provided to users and key stakeholders through targeted emails, stakeholder meetings, the Finance Bulletin, and the [project webpage](#) throughout the project.

Questions can be directed to fdw-project@andrew.cmu.edu.

Cash Operations Hours of Operation

Cash Operations, located in Warner Hall A-level, will only be open on Thursdays in July and August from 9 a.m. – 12 p.m. and 1 – 3 p.m. Regular operating hours, which will be Tuesdays and Thursdays from 9 a.m. – 12 p.m. and 1 – 3 p.m., will resume in September. Cash Operations appreciates your patience during this brief change of service.

For questions, contact Judy Cvejkus, cash operations manager, at 412-268-4433 or jc00@andrew.cmu.edu.

Purchasing and Travel Card Help Desk Reminder

As a reminder, the purchasing card (PCard) and travel card help desk has transitioned from the Business Systems Help Desk to Procurement Services. The email address did not change and customers can continue to send emails to pcrdhelp@andrew.cmu.edu as they do now. There are no other changes or impacts for campus customers as a result of this update. For questions, please contact pcrdhelp@andrew.cmu.edu.

Fixed Fiscal Year 2023 (FY23) Facilities and Administrative, Fringe Benefit and Other Rates

CMU and the Office of Naval Research (ONR) signed the FY23 fixed rate agreements on June 28 for the facilities and administrative (F&A) rates, fringe benefit rates, Software Engineering Institute (SEI) other direct expense (ODE), paid time off (PTO) and cost of money rates and the National Robotics Engineering Center (NREC) facilities and program office rate.

In the [March Finance Bulletin](#), proposed FY23 rates compared to then current FY22 rates were shared. Since then, CMU finalized the FY20 actual rates and all outstanding carryforwards from years FY20 and prior. These final carryforwards and the estimated carryforward for FY21 were included in the FY23 rates. Except for the Silicon Valley F&A rate, the other rates had insignificant changes from those presented in March. In addition, the Silicon Valley F&A rate is now a predetermined rate (this rate will not be recalculated at fiscal year-end and no carryforward will apply) as the research volume has declined significantly.

The rates below should be used for proposals and for any awards received with a start date of July 1 or after.

For more information on the F&A rates, please visit the [rates FAQ page](#) and the [Overhead and Indirect Cost Recovery Overview page](#) or contact Anne Marie Bosnyak, senior director, Sponsored Projects and Cost Analysis at bosnyak@cmu.edu.

F&A Rates (Negotiated with ONR)

	ON-CAMPUS CAPPED	ON-CAMPUS UNCAPPED	OFF-CAMPUS CAPPED	OFF-CAMPUS UNCAPPED ¹	NREC CAPPED	NREC UNCAPPED	SILICON VALLEY CAPPED ²	SEI
CURRENT FY23 FIXED	52.2%	59.4%	26.0%	n/a	25.8%	36.3%	26.0%	11.9%

¹ Since there have been no new awards in this category in recent history and the remaining carryforward was remitted to the government, this rate is no longer negotiated. Should a Department of Defense (DoD) off-campus contract (excludes National Robotics Engineering Center (NREC), Silicon Valley and the Software Engineering Institute (SEI)) be received during FY23, the off-campus capped rate will apply.

² The Silicon Valley off-campus rate is predetermined, not fixed.

Nonfederal F&A Rates (Not Negotiated with ONR)

	ON-CAMPUS NONFEDERAL	OFF-CAMPUS NONFEDERAL	NREC NONFEDERAL	SILICON VALLEY NONFEDERAL
CURRENT FY23 FIXED	63.0%	26.0%	30.5%	26.0%

Fringe Benefit Rates

	DOMESTIC FULL-TIME	PART TIME WITH BENEFITS	PART-TIME MANDATORY	EXPAT/ INTERNATIONAL FULL-TIME	QATAR LOCAL	AUSTRALIA LOCAL	RWANDA LOCAL	NONFEDERAL
CURRENT FY23 FIXED	25.8%	25.1%	7.8%	27.0%	32.7%	9.1%	9.5%	4.0%

Other Rates and Factors

	SEI OTHER DIRECT EXPENSE	SEI PAID TIME OFF	NREC FAC & PROG OFFICE FEDERAL	NREC FAC & PROG OFFICE NONFEDERAL	SEI COST OF MONEY FACTOR
CURRENT FY23 FIXED	118.1%	19.2%	36.1%	18.9%	0.00006

2022 FAndy Award Winners

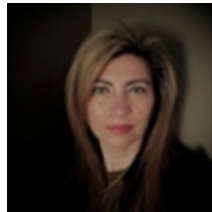
The Finance Division FAndy Awards were held on June 29 as part of the Finance Division Virtual Summer Picnic. The FAndy Awards recognize and reward the accomplishments of our division employees. The 2022 categories and award recipients are below. [Full category descriptions are available.](#)

Diversity, Equity Inclusion and Belonging (DEIB) Award



Kurt Linn
Financial Analyst

Rising Star Award



Geneva Louder
Sourcing Specialist/Category Manager

Continuous Excellence Award



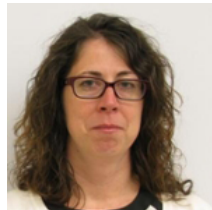
Autumn Slobe
Principal Sponsored Projects Accountant

Finance Ambassador Award



Karen Sadler
Director,
International Finance

Gold Stapler Award



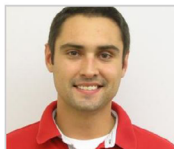
Chrissy Moffatt
Director, Taxation
and Accounts Payable

Champion of Core Values Award



Mark Gambone
Senior Director,
International Finance

Initiatives Award



Finance Division DEIB Leadership Team
Maureen Blair, Michael Grimm
and January Johnson

Friend of the Division Award

The Facilities Management and Campus Services (FMCS) Utility Billing Project Team

Eleni Andrulonis, Roy Farkas, Jeremy Smith,
Diane Soukup and Chris Zupan

Travel Industry Disruptions Impact on University Business Travel

According to a [USA Today article](#) from June 19 and other travel industry sources, severe travel disruptions caused by increasing travel volume, bad weather, air traffic control issues and staffing shortages are likely to continue at least through summer 2022 and potentially throughout the year during peak holiday travel times.

This disruption may affect the university's preferred travel agency Collegiate Travel Planners' (CTP) after-hours emergency service levels due to heavier than expected call volumes and cancellations requiring attention. Also, with continued pilot and crew shortages, high fuel prices and full flights across the country, airline disruptions may take longer to resolve and rebook due to the limited capacity of airline reservation staffing. CTP appreciates university traveler and travel preparer patience and understanding during this time.

Due to the increase of flight cancellations and delays, effective June 24, CTP is limiting their after-hours emergency service to accommodate only travelers with a travel emergency and those with travel within 72 hours of departure. Travelers and/or travel preparers who need non-emergency service should contact CTP between 8:30 a.m. – 7:30 p.m. EDT at +1-844-529-5837 or cmu@ctptravelservices.com.

As always, CTP continually evaluates each situation and its impact and collaborates closely with preferred airline partners for ways to anticipate and improve service to university travelers through these disruptions. Thank you for your patience.

For more university business travel information, visit the [CMU Travel Information page](#) or the [Travel Risk Management Program page](#).

University Contracts Office (UCO) Update

Please be reminded to submit all requests directly to university-contracts@andrew.cmu.edu to ensure they are routed properly and enter the queue and logging process in a timely manner. Additionally, external vendors should submit completed contracts to their CMU contact who should then submit it via the UCO inbox at university-contracts@andrew.cmu.edu. Please do not distribute individual email addresses of UCO staff members to external vendors. If a vendor sends a contract via DocuSign or other type of e-signature, please ask the vendor to name Matthew D'Emilio, director, University Contracts Office, as the signatory. If there is also a credit card authorization form, that should be filled out using the name of the person whose credit card is going to be used.

Employee Updates

Karen Hignett, manager, data analytics, dually reports to Budget and Financial Planning and Institutional Research and Analysis as of July 1.

Training News

Training is required to obtain access to university financial systems and to become an authorized university cardholder. To determine what training is needed, view the [Training Matrix \[pdf\]](#) for a full list of required Oracle training or visit the [Finance Training page](#) for training plans and resources.

E-Learning

E-Learning courses are hosted by the Carnegie Mellon Open Learning Initiative (OLI) or FocusU. To access OLI courses, you must first create an account with OLI and register for the course(s) of your choice. For first time OLI course users, read the [OLI Login Instructions \[pdf\]](#). Returning OLI course users can proceed directly to the [OLI courses homepage](#).

To access FocusU courses, faculty and staff can log in with their Andrew ID and password. Students and contingent workers should contact fin-train@andrew.cmu.edu for online course materials.

Course Name	Hosted By	Course Key
Introduction to Purchasing	FocusU	n/a
CMU Finance Fundamentals	OLI	cmufinfun
Oracle 101	OLI	oracle101a
Oracle Internet Expenses - Procurement Card Application	OLI	pcard
Oracle Internet Expenses - Expense Reporting Application	OLI	ieexpenserpt
Purchasing Card (PCard) Training	OLI	cmupcard
Purchasing Card Refresher Training	OLI	pc-refresh
Introduction to PCI DSS @ Carnegie Mellon	OLI	PCIDSS22

Instructor-Led Training (Currently via Zoom)

Instructor-led training provides specific financial systems, policy and procedure information necessary to obtain access to the Oracle financial systems, the Financial Data Warehouse and for becoming an authorized university buyer using a Purchasing Card, Travel Card or Purchase Order. Some training classes have required prerequisites, so review the course descriptions for prerequisite information.

Faculty and staff can register for the instructor-led training classes via [FocusU](#). Students and contingent workers should contact fin-train@andrew.cmu.edu to register. Detailed information will be shared with registered attendees regarding Zoom web conferencing in lieu of in-person sessions.

Course Name	Date	Time
FIN – Financial Data Warehouse 101	Aug. 9	1:30 - 4 p.m.
FIN – Oracle GL Journal Entry	Aug. 11	1:30 - 4:30 p.m.
FIN – Oracle Purchase Order Training	Aug. 16	1 - 4:30 p.m.
FIN – Payroll Distribution Adjustment Training	Aug. 24	1:30 – 3:30 p.m.
FIN – Purchasing Card (PCard) Training	Sept. 6	1:30 – 4:30 p.m.
FIN – Travel Card Training	Sept. 7	9:30 a.m. - 12 p.m.



Procurement Manual Updates

The Procurement Manual identifies the procedures applicable to purchasing goods and services at Carnegie Mellon University to be compliant with the university Purchasing Policy, promotes good business practices and ensures federal government and/or sponsor requirements are met.

The Procurement Manual was updated as of July 15. The updates were primarily for legal-related content, as well as to ensure consistency of verbiage throughout the document. Key updates include:

- Section 1.6 Approved Exceptions (New)
- Section 1.7 Definitions – definition for Statement of Work (SOW) added
- Section 3.1 Federal Guidelines – Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation (DFARS) supplemental guidance added
- Section 7.4 Types of Contracts – Professional Supplier Agreement added and Preferred Supplier Agreement removed

Questions regarding these updates can be directed to procurement-inbox@andrew.cmu.edu.