Carnegie Mellon University
Finance Division

FINANCE BULLETIN

August 2022

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Finance Division FY22 Retrospective

Each year, the Finance Division reviews and documents our major accomplishments and contributions from the past year. We are pleased to share with you the Finance Division Fiscal Year 2022 Retrospective, which highlights the important achievements our division executed this year in support of the university's mission.

The Finance Division and our campus partners keep the university in a position of financial strength, even during turbulent times such as the COVID-19 pandemic and the current inflationary environment. CMU continues to execute its mission as a global center of academic and research excellence, and we are privileged to play an integral part. Thank you to our campus partners for all you do—and all you have done—to support this critical work.

Fiscal Year End 2022 Close is Complete

We are pleased to share that the fiscal year end 2022 close process has been completed as of July 28, and GL beginning balances were rolled forward to Jul22-23. We have appreciated your patience and cooperation.

For questions or concerns, contact Elizabeth Kaciubij at ekaciubi@andrew.cmu.edu or 412-268-4064.

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.

Meetings were held with the Steering and Advisory Committees to outline how data elements identified in campus discovery sessions would be incorporated into the proposed CoA segments. Planning is underway for additional meetings to share the proof-of-concept design along with other future enhancement opportunities.

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.

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 User Advisory Council (UAC) met on July 28, and the Steering Committee met on Aug. 2. Agenda topics for those meetings included items such as:

- FDW Modernization Project update
- Recap of the July PowerBI Deep Dive Session/Why PowerBI
- Questions and discussion
- Action items and next steps

Much of the discussion at these meetings focused on participants sharing current use-case scenarios and processes that are executed in the FDW today. As an action item, UAC members will continue to identify use-case scenarios and assist the project team in gathering the most used general ledger (GL) and accounts payable (AP) queries. UAC members may reach out to FDW users in their area(s) as part of the data collection process.

From a technology perspective, all needed FDW data has been replicated to Snowflake (a new back-end data storage tool) and the "lift and shift" of GL and AP data kicked off in July. All data from the domains in the current FDW will be "lifted" and "shifted" into Snowflake as the project progresses, so that users have access to the same data they do today when the new FDW goes live. The project team also worked to develop the data validation strategy and plans for report assessments, explored digital accessibility capabilities of PowerBI (proposed new front-end user tool), continued conversations regarding FDW security groups and profiles and completed the seamless authentication to Snowflake.

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 Sept. 1 and the next Steering Committee meeting will be held on Sept. 12.

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.

Effort Certifications for Spring 2022

Effort certifications for spring 2022 will be generated in Oracle on Monday, Sept. 12 and are due by **Monday, Sept. 26**.

In preparation, please review the Oracle supervisor assigned to your department's employees and make any necessary updates in Workday. Otherwise, please submit requests to reassign effort certification workflow items to the appropriate Oracle supervisors to Human Resources Services at hr-help@andrew.cmu.edu.

Remember to use Financial Data Warehouse (FDW) query **Employee Oracle Supervisor Lookup**, which can be found under **College & Departments > Labor Distribution > Effort Report Monitoring**. This report identifies employees who are eligible for effort certifications.

For additional information, please review:

- LD Certification System Overview [pdf]
- CMU Effort Reporting Guidelines [pdf]

Please contact Human Resources Services for questions at hr-help@andrew.cmu.edu or 412-268-4600.

Leadership Dashboard Project Update

The University Leadership Dashboard Project, a multi-year initiative to develop tools and standards for sharing managerial, operational and financial data across CMU through a systematic, streamlined and consistent process, aims to grow the university's data analytics community and promote collaboration across functional areas. This dashboard will empower data driven decision-making, knowledge sharing, and delivery of sharp, actionable insights to university stakeholders and leadership - enabling the university to predict and prepare for new opportunities and challenges.

A Leadership Dashboard Project Kickoff event, sponsored by the Office of the Provost, the Finance Division and Computing Services, was held on July 26 as an opportunity for our data analytics community across the university to learn and connect. Event materials and additional resources can be found on the Data @ CMU website.

Business Systems Help Desk Transition

Customers who contact the Business Systems Help Desk via email at orclhelp@andrew.cmu.edu or phone at 412-268-4666 are automatically routed to the Computing Services Help Desk as the front-line of support as of Aug. 15. Issues requiring additional support are escalated to the Business Applications Development and Support (BADS) team as needed, exactly as it has occurred in the past.

This strategic transition follows the collaborative partnership announced in the January Finance Bulletin in which the BADS team, who provides end-user business and development support for Oracle EBS, the Financial Data Warehouse, Excel4apps and the Online Forms System via the Business Systems Help Desk, began reporting jointly to the Finance Division and Computing Services in an effort to streamline and further enhance Carnegie Mellon University's technology services.

This help desk transition not only improves efficiencies by leveraging talent and services in a more centralized manner, but it also extends support hours to 8:30 a.m. – 6 p.m. for campus customers.

The Computing Services Help Desk and Business Systems Help Desk looks forward to continuing to provide the highest level of customer and systems support for the university financial community. For questions, contact the Business Systems Help Desk at orclhelp@andrew.cmu.edu or 412-268-4666.

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.

Finance Forms Updates

Designated Departmental Finance Representative (DDFR) Listing [pdf]: Updated on Aug. 2 to reflect new DDFRs for the Dietrich Center for the Arts in Society, as well as the College of Fine Arts (CFA) Dean's Office, Drama unit and Music unit.

Supplier Directory Updates

CDW-G: Supplier contacts were updated as of Aug. 1.

ALG Meeting Topics - Aug. 25

- COVID-19 Situational Update
- Chart of Accounts Redesign Project Update
- Procurement Services Level of Engagement
- Office of Human Resources Updates
  - » Student Workers
  - » Employee Referral Program
  - » Family Care Initiatives
  - » Workday User Interface

Employee Updates

Ben Jeder, manager, financial planning and analysis, is no longer with the university as of Aug. 1.

Oracle Maintenance Dates

- Sept. 15 from 7 - 9 p.m. EDT
- Sept. 24 from 9 a.m. - 3 p.m. EDT

Training News

Training Resources Spotlight: Purchasing Card (PCard) Training

Purchasing Card (PCard) training provides detailed information on the university's PCard program, reviews policies, processes and procedures, and defines the responsibilities and obligations of an authorized university cardholder when purchasing on behalf of the university. Individuals requesting a university purchasing card must complete either the e-learning or the instructor-led PCard training prior to obtaining a card. View the Training Matrix [pdf] for a full list of required training by Oracle responsibility.

For questions, contact Finance Training at fin-train@andrew.cmu.edu.

Training News Continued

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 – 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.
FIN – Financial Data Warehouse 101	Sept. 13	1:30 - 4 p.m.
FIN – Oracle GL Journal Entry	Sept. 15	1:30 - 4:30 p.m.
FIN – Oracle Purchase Order Training	Sept. 21	1 - 4:30 p.m.
FIN – Payroll Distribution Adjustment Training	Sept. 27	1:30 – 3:30 p.m.

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Contact

To contact a Finance Division staff member, view the Finance Division directory. For questions about the Finance Bulletin, contact Finance Communications at fin-comm@andrew.cmu.edu.