Carnegie Mellon University
Finance Division

FINANCE BULLETIN

October 2022

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Oracle Maintenance Dates

- Nov. 10 from 7 - 9 p.m. EST
- Nov. 19 from 9 a.m. - 1 p.m. EST

Research Administration Information Sharing and Education (R.A.I.S.E.) Training Sessions

The R.A.I.S.E. program offers stand-alone training sessions that are open to any interested Carnegie Mellon employee. Session topics vary and are intended to provide information on current 'hot topics' with federal sponsors, specific agency requirements, institutional processes or organizational best practices. Sessions are led by experienced professionals internal to Carnegie Mellon, unless otherwise noted.

Accounts Payable on Oct. 19 from 9 - 10:30 a.m.

This session will discuss how to submit Accounts Payable Redistribution forms (APRs), as well as some of the most common issues and fixes that are needed to get APRs processed.

For more information, visit the Research Administration training webpage or visit FocusU to register. For questions, contact Teri McCort, manager, Sponsored Projects Accounting and Compliance, at teriz@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 varied reporting and fiscal management needs at all levels of the university for the foreseeable future.

Proof of Concept meetings have been held with key stakeholders to review the draft recommended updates to the chart based upon campus discovery sessions. In addition, a meeting was held with Huron CoA and budget experts to understand how any updates to the CoA inform the implementation of a budget system. Huron is working to provide the university a final draft of the proposed CoA redesign along with other recommendations to improve existing processes.

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. It is important to note that the implementation of PowerBI will provide an additional tool for users to leverage, but is not intended to replace other data tools (e.g. Tableau, Excel4apps) already in use at the university.

The User Advisory Council (UAC) met on Oct. 13 and key discussion items included:

Project Update

The project remains on schedule. The Infosemantics 'lift and shift' of general ledger (GL) is complete, accounts payable (AP) and purchase order (PO) are nearing completion and accounts receivable (AR) and Grants Accounting (GA) are over halfway complete. The project team is also determining the optimal architectural structure for PowerBI based on best practices and available options to ensure it will be as user-friendly as possible, continuing efforts related to report prototyping and validation, and conducting table-by-table unit testing to compare Oracle and Snowflake (back end).

Information Gathering Update

Following the successful efforts to gather most used GL and AP queries, UAC members were asked to gather most used PO queries for PO, which resulted in five folders containing about 15 queries being provided. Thank you to all Steering Committee members, UAC members and FDW users who contributed queries! The information provided will be used in conjunction with the results from the FDW Modernization Project User Survey conducted in spring 2022 and usage information available from the FDW to provide as complete a picture as possible as to what queries are most critical to FDW users. This will help the project team ensure data informed report rationalization decision making as the new FDW is developed.

Strategic Initiatives Updates Continued

Financial Data Warehouse (FDW) Modernization Project Continued

Information Gathering Update Continued

As a next action item, UAC members were asked to gather the most used AR, GA, and Labor Distribution (LD) queries. UAC members from central finance will also provide most used Cash Management (CM) and Fixed Assets (FA) queries. UAC members can provide instructions to FDW users in their areas who are interested in contributing to these efforts.

System and User Acceptance Testing Overview

The systems testing is being conducted by internal project team members and focuses on comparing DecisionCast, Snowflake, and PowerBI results. User acceptance testing will be a phased testing plan performed by volunteers from the UAC and will focus on tool functionality, data results, and user interface.

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 Steering Committee meeting will be held on Oct. 25 and the next UAC meeting is scheduled for Nov. 15.

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.

Conflict of Interest Disclosure and Anti-Kickback Form

In the coming weeks, Procurement Services will distribute the annual Conflict of Interest Disclosure and AntiKickback Agreement Form to all individuals with purchasing authority (card holders and those with Oracle Purchase Order access) via email. This action is required per the university Purchasing Policy under Purchasing Ethical Standards. Buyers are encouraged to review the university Purchasing Policy and complete the form in a timely manner.

For questions, contact Procurement Services at procurement-inbox@andrew.cmu.edu.

Thank you in advance for your support.

UPS CampusShip Launches

Procurement Services worked with the United Parcel Service (UPS) to transition the university from the UPS.com portal to UPS CampusShip, a web-based shipping solution designed to improve account management and provide better security, as of Oct. 10.

As part of the new account management process, departments are required to pay for shipping with a university card at checkout, which streamlines the billing process and alleviates billing issues.

Login information for UPS CampusShip was distributed via email to those with UPS accounts. The new UPS CampusShip user interface is nearly identical to the UPS.com portal, so there were minimal changes from the user perspective as part of the transition.

For more information, visit the UPS supplier page or contact Procurement Services at procurement-inbox@andrew.cmu.edu.

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 – Purchasing Card (PCard) Training	Nov. 2	1:30 – 4 p.m.
FIN – Travel Card Training	Nov. 3	1:30 - 3:30 p.m.
FIN – Financial Data Warehouse 101	Nov. 9	1:30 - 4 p.m.
FIN – Oracle GL Journal Entry	Nov. 15	1:30 - 4:30 p.m.
FIN – Oracle Purchase Order Training	Nov. 16	1 - 4:30 p.m.
FIN – Payroll Distribution Adjustment Training	Nov. 22	1:30 – 3:30 p.m.

University Contracts Office (UCO) News

Please submit all contracts requiring completion before Winter Break to the UCO by Nov. 16. The UCO will be closed during Winter Break and the UCO inbox will not be monitored. The UCO will make an effort to accommodate requests submitted after Nov. 16, however completion before the end of the calendar year cannot be guaranteed. For questions, contact the UCO at university-contracts@andrew.cmu.edu.

Supplier Directory Updates

- Fluted Mushroom: New catalogs posted on Sept. 22

- Taylor Rental: No longer a university supplier as of Sept. 26 as the company is no longer in business

- UPS: Updated on Oct. 10 to reflect the transition to UPS CampusShip. See the UPS CampusShip Launches article on page three for more information.

Employee Updates

- Jennifer Bonfili joined Budget and Financial Planning as manager, budget and financial planning on Sept. 26.
- Xuemei Wang joined Financial Reporting as senior accountant on Oct. 10.
- Lloyd Hedlund, senior financial analyst, is no longer with the division as of Sept. 25. For questions, contact Brent Carothers.
- Elisha Singer, payroll manager, is no longer with the university as of Oct. 14. For questions, contact Deborah Stackhouse.

ALG Meeting Topics - Sept. 22 and Oct. 20

Sept. 22 Meeting

- Chart of Accounts Redesign Project Update
- COVID-19 Situational Update and Travel Risk Policy Update
- Office of Human Resources Updates
  - » Request Delegation Change
  - » Lactation Website
  - » Open Enrollment and Benefits Fair; Flu Vaccination Program; Vacant Positions/Open Positions Audit
  - » External Job Posting and the Chronicle for Higher Education
  - » ERG's Winter Necessities Clothing Drive

Oct. 20 Meeting

- Budget Office Introduction and Reminders
- Conflict of Interest/Anti-Kickback Annual Confirmation
- COVID-19 Situational Update
- Hourly Student Employement
- Enrollment and Student Success Update

- Office of Human Resources Update
  - » Open Enrollment, In-Person Benefits Fair, and Virtual Benefits Fair
  - » New Resources: Calendar and Supervisor Page

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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.