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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.

Submitting an R21 Application to the National Institutes of Health (NIH) on April 11 from 9 – 10:30 a.m. via Zoom

This session will provide guidance on proposal preparation for the National Institutes of Health (NIH) R21 Exploratory and Developmental Research Projects at both the departmental and central level.

For more information, visit the [Research Administration training webpage](#) or visit [FocusU](#) to register. For questions, contact [Teri McCort](#), assistant director, Cost Analysis.

Strategic Initiatives Updates

Chart of Accounts Redesign Project

Carnegie Mellon University 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.

The university partnered with Huron Consulting, who shared documentation of the proposed CoA redesign along with a roadmap for implementing other recommendations to improve existing processes. The project team has been working to implement identified short-term enhancements, including updated guidance on the parameters for setting up new object codes and organizations, as well as reviewing existing object code values and hierarchies.

The CoA Redesign project and information gained as a result of it will be key going forward when identifying and implementing a new university financial system.

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 Power BI 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 project remains on schedule. Key items to note include:

- Final data security validations are nearly complete
- User acceptance testing continues to make good progress and testing of reports from all modules is expected to be complete by the end of March. Thank you to all the testing volunteers!
- The process for migrating private queries from DecisionCast data warehouse to Power BI has been developed and will be communicated to users as they migrate
- Training for new and current FDW users is slated to begin on April 4 and run twice weekly through at least June. Current FDW users will receive a targeted email communication with additional training information and registration instructions.

The Steering Committee met last on March 1 and the UAC met on March 15. The key topics for those meetings included updates on the overall project status, user acceptance testing progress, PowerBI demo, and training and change management activities. The next Steering Committee meeting was held on March 21 and the UAC will meet again on April 12.

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Strategic Initiatives Updates Continued

Financial Data Warehouse (FDW) Modernization Project Continued

A targeted email to current FDW users with detailed information about go-live plans, how to register for Power BI training and resources that are available to help them migrate from the current financial data warehouse (Decision Cast) to the new Power BI tool is forthcoming. FDW users are also 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.

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.

Future of Financial Planning at CMU

Carnegie Mellon University has embarked on The Future of Financial Planning (FFP) at CMU, a multi-phase budget and financial planning system implementation project that will improve annual budgeting, forward looking forecasts, performance drivers and analysis, and reporting capabilities at the university.

The project team awarded [Deloitte](#) as the selected consulting firm to assist with phase one of the FFP project, which kicked off the week of March 13. The scope of work includes evaluating existing budget and financial planning processes, developing recommendations for streamlining these processes, identifying future budget and financial planning system needs, and developing recommendations for an implementation strategy.

In addition to the project steering committee, which includes representation from areas across the university, the FFP project team is seeking help from a broad group of stakeholders to assist with the identification of current-state observations and future-state requirements.

The project team presented a project overview at the Administrative Leadership Group (ALG) meeting on Feb. 23 and at the Dean's Council meeting on March 9. Regular updates will be provided to users and key stakeholders through targeted emails, stakeholder meetings, the Finance Bulletin and the [FFP project webpage](#) throughout the project.

Visit the [Future of Financial Planning at CMU project page](#) for more information. For questions about this project, contact Brent Carothers, associate vice president, Budget and Financial Planning, at brentcarothers@cmu.edu or 412-268-4513.

Payment Card Industry Data Security Standards (PCI DSS) Upcoming Events

Units accepting card payments for or on behalf of the university participate in an annual Payment Card Industry Data Security Standards (PCI) assessment process. Material changes to the guidance that underlies the assessment testing procedures, called "PCI 4.0," have been released. The PCI team is working with the university qualified security assessor (QSA) to evaluate these updates for operationalization, and impacted units will be required to implement and evidence them by the FY24 assessment cycle. The PCI team is offering suggestions on how new requirements can be satisfied and groups supporting these types of environments will be able to offer their proposed evidence to the QSA for feedback through the normal FY23 reporting cycles. As a reminder, reporting packages are due April 21 and assessments will take place the week of May 15.

If you have any questions or need any help, please contact pci-dss@lists.andrew.cmu.edu.

Department Spotlight: The Controller's Office

What are the key functions and services of the Controller's Office?

The Controller's Office is responsible for a wide range of financial oversight and operations at Carnegie Mellon University to ensure university compliance with accounting, tax and financial regulations. The departments within the Controller's Office serve as the backbone for the university's finances and establishing finance best practices across the university that lead to timely and accurate financial statements. Our key business functions tie into our individual departments that include Accounts Payable, Cost Analysis, Financial Reporting, International Finance, Payroll Services, Property Accounting Services, Sponsored Projects Accounting/Accounts Receivable, and Taxation.

The Controller's Office partners and collaborates with many entities in support of not only our mission outlined in the [Finance Division Strategic Plan 2023 - 2027](#), but also the greater mission of the university.

How does the Controller's Office support the Finance Division's mission "To provide strategic, predictive, data-informed financial service and guidance to address challenges, explore opportunities, and ensure the university's financial sustainability?"

A key element of financial sustainability includes timely and accurate records and reporting. The departments within the Controller's Office consolidate the university's financial records monthly to produce the university's financial statements. These financial statements inform university leadership during the decision-making process and proactive scenario planning. This ultimately results in the annual report inclusive of the university's financial statements.

The university's annual report showcases the university's financial strength and sustainability and also demonstrates how our strength can create and nurture an environment where big ideas flourish.

How does the Controller's Office interact, collaborate, and engage with other departments across campus?

In order to be successful, the Controller's Office relies upon Finance representatives throughout the academic and administrative units for timely and accurate financial information. The Controller's Office facilitates information between the daily transactional needs and the financial planning needed to support the strategic vision of the university. Controller's Office activities include, but are not limited to:

- Consults with research administrators across campus ensuring compliance with federal regulations, providing timely and accurate financial reports to sponsors and helps maintain university's accessibility to research funding.
- Analyzes the impact of new programs and upcoming financial transactions.
- Executes the management, tracking, accounting and reporting of all movable and fixed capital assets.
- Leads the university's external audit process for the main campus, sponsored programs, and international programs.
- Coordinates the processing of all university billing for sponsored projects and miscellaneous receivables (excluding student tuition and fees), and processes all invoices and payments for university vendors, along with expense report payments to faculty, staff, students, and non-employees.
- Processes all payroll for faculty, staff, and students and records payroll accounting entries for the entire university, which includes 18 payrolls each month.

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Department Spotlight: The Controller's Office (continued)

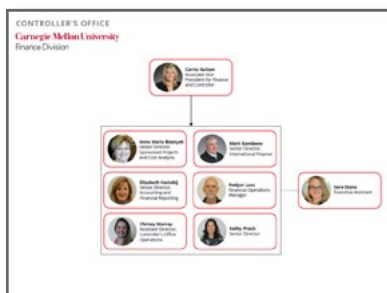
- Oversees the Administrative Leadership Group (ALG), which is comprised of Finance representatives from across the university (colleges and administrative units). The group meets monthly to review Finance Division updates and often receives updates from various campus departments that impact our members. The Controller's Office, along with the Finance Division as a whole, often partners with ALG members to advance strategic initiatives, such as the recent [Finance Division Strategic Plan 2023 - 2027 Project](#) and [Chart of Accounts Redesign Project](#).
- Participates on a variety of committees, working groups, projects and teams across CMU including but not limited to the following: Advisory Council for Research Administration (ACRA), Committee on University Policy Development (CUPD), Data Stewardship Council, Emergency Preparedness and Response Team, Enterprise Risk Management Working Group, Enterprise Space Information Management, Family Care Advisory Committee, and the Financial Data Warehouse Modernization Project Steering Committee and User Advisory Council.

What is one thing you wish people knew about the Controller's Office that they may not know?

Along with our unwavering dedication to the university's mission, we also commit our personal time to those people, animals, and organizations we care for the most. Outside of university business, we are busy raising our 17 children (ranging in ages 2 – 35), enjoying our two grandchildren, caring for our seven four-legged pets and numerous fish, and volunteering for 18 organizations and activities, including youth sports, school associations, churches, elderly care, and the Boy Scouts.

Which Finance Division values does the Controller's Office most exemplify and how?

- **Unwavering Integrity:** In support of its mission and core values, the Controller's Office is committed to conducting its activities with the highest integrity and ethical standards, and in compliance with all applicable laws, regulations and university policies. The Controller's Office illustrates unwavering integrity through honest and transparent efforts of consultation with campus or through its finance transactions. Our staff also serves on the University Compliance Committee. The mission of the committee is to support a culture of compliance in the daily business activities of the university by serving as a clearinghouse of information pertaining to the various university units' compliance obligations and compliance-related issues. Finally, even though the university is a tax-exempt entity, there are significant tax compliance requirements and over 3,600 tax documents filed and completed by this office per year, along with monitoring and implementing local, state, federal, and international regulations as needed.
- **Strength in Execution:** For the past 5+ years, we've completed a variety of audits timely and with unqualified opinions, no material weaknesses or findings of the university financial statements, single audits, and our audits related to the international campuses/programs in Africa, Australia, and Qatar campuses. In addition, Federal audits of the annual facilities and administrative (F&A) rates, fringe benefit rates and individual Federal research programs have yielded no audit findings from FY16 forward. In addition we work very closely with government agencies to audit and finalize the F&A rates, along with audits of individual programs to complete audits and finalize the F&A rates in a timely manner.



To view the full Controller's Office Department Spotlight along with an organizational chart that features photos of each department employee, visit the [Finance Division News webpage](#). It is our hope that this information increases campus engagement and helps colleagues across campus put faces to names and foster connection.

For more information about the Controller's Office, visit the [Controller's Office webpage](#) and [directory](#).

Effort Certifications for Fall 2022

Effort certifications for fall 2022 will be generated in Oracle on Monday, Apr. 10, and are due by **Monday, Apr. 24**.

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.

Finance Division Campus Customer Service Survey

The Finance Division conducted a campus customer service survey from Feb. 27 – March 17. The goal of the survey was to gather actionable information regarding customer service components of the overall Finance Division, as well as its specific departments and areas, from our customers and stakeholders in the university financial community. The survey results will be used to inform future division goals and priorities, as well as to measure stakeholder satisfaction with the division's customer service annually. Thank you to everyone that completed the survey!

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.

Financial Data Warehouse (FDW) 101 Training Update

As part of the [FDW Modernization project](#) to migrate from the DecisionCast data warehouse to Power BI, the last 'FIN – Financial Data Warehouse 101' DecisionCast training session was held on Feb. 9.

Training for the new Power BI data warehouse is slated to begin on April 4. The FIN - Power BI Financial Data Warehouse 101 sessions are available for registration in [FocusU](#). This hands-on class provides detailed instruction on navigation, terminology, and techniques used in the Power BI financial data warehouse. Participants will learn how to filter reports, save personal bookmarks, save reports to the My Workspace, and export data results to Excel. This class is required to obtain access to production data in the Power BI financial data warehouse.

The required prerequisite for the FIN - Power BI Financial Data Warehouse 101 training is the [CMU Finance Fundamentals e-learning course](#). Both current DecisionCast users and new Power BI data warehouse users are required to complete this training prior to receiving production data access in Power BI. Sessions will be held twice weekly April through at least June and then monthly going forward.

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Training News (continued)

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
CMU Finance Fundamentals	OLI	cmufinfun
Introduction to PCI DSS @ Carnegie Mellon	OLI	PCIDSS23
Introduction to Purchasing	FocusU	n/a
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
Travel Card Training	OLI	travelcard

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 - Power BI Financial Data Warehouse 101	April 4	9:30 a.m. - 12 p.m.
	April 6	9:30 a.m. - 12 p.m.
	April 11	1:30 - 4 p.m.
	April 12	1:30 - 4 p.m.
FIN - Oracle GL Journal Entry	April 13	1:30 - 4:30 p.m.
FIN - Oracle Purchase Order Training	March 23	1 - 4:30 p.m.
	April 19	
FIN - Payroll Distribution Adjustment Training	March 29	1:30 - 3:30 p.m.
	April 24	

Employee Updates

- Karen Hignett is no longer with the division as of Feb. 21. For questions, contact [Brent Carothers](#).

ALG Topics - March 23

- Business Applications Development & Support Department Spotlight
- Invoices Before Purchase Orders Update
- Financial DataWarehouse Project Update
- Office of Human Resources Updates
 - » Merit Process Reminder
 - » Staff Recruiting and Hiring Process Flow Resource
 - » United Way
 - » End of Academic Year Updates for Student Workers

University Contracts Office (UCO) Updates

General Request Reminders

1. Remember to include in your request whether the purchase is being made with sponsored, federal or university funds (the UCO does not need the Oracle string.)
2. If the supplier is located outside of the U.S. and sponsored or federal funds are being used for the purchase, kindly include a sentence that confirms the funding award allows for purchases from suppliers outside the U.S.
3. Remember to include:
 - » The address of the supplier. Most quotes do not have an address.
 - » The corporate name and whether it is a corporation or LLC.
 - » The state where the supplier is incorporated or formed.

Software and Software as a Service

1. For software, please confirm that the software will be used locally and not in a virtual server or other cloud.
2. For software as a service requests, please indicate the Data Classification of the data that will be uploaded to the supplier's platform as per the Information Security Office (ISO) data classifications.
3. Indicate if the software or software as a service will be used in the classroom.

For questions, contact the UCO at university-contracts@andrew.cmu.edu.

Finance Forms Updates

Designated Department Financial Representatives (DDFR) Listing [pdf]

- Rachel Teeney has been added as a DDFR for CIT Mechanical Engineering as of March 3
- Lisa Ciletti is now the DDFR for CMU-Q as of March 3

Oracle Financials Maintenance Dates

- April 13 from 7 – 9 p.m. EDT
- April 22 from 9 a.m. – 3 p.m. EDT