Carnegie Mellon University
Finance Division

# FINANCE BULLETIN

## September 2022

## Inside This Issue



## Oracle Maintenance Dates

- Oct. 13 from 7 - 9 p.m. EDT
- Oct. 22 from 9 a.m. - 1 p.m. EDT

## Training Resources Spotlight: New E-Learning Travel Card Training

The Travel Card Training E-Learning course is now available in the Open Learning Initiative (OLI). This course provides detailed information on the university's Travel Card program, reviews policies, processes and procedures, and defines the responsibilities and obligations of an authorized university Travel Card holder, when purchasing on behalf of the university. This class is required to obtain a university Travel Card. For more information, including how to access the course, visit the Travel Card E-Learning course webpage.

The instructor-led Travel Card training course will continue to be offered for a period of time in conjunction with the new e-learning course. To register for the instructor-led course, visit FocusU.

Individuals requesting a university travel card must complete either the E-learning or the instructor-led travel card training prior to obtaining a card.

View the Training Matrix [pdf] for a full list of required training. For questions, contact fin-train@andrew.cmu.edu. See page five for additional training news.

## 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.

### 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, and in July the Finance Leadership Team prioritized the goals of this plan to inform the FY23 goal setting process. Going forward, resources are being developed to further support the goals of the strategic plan and ongoing annual goals.

In July and August, Finance Division leadership shared the plan with university executives, including the university Executive Management Team (EMT) and Board of Trustees committee chairs. As the socialization efforts come to a close, the plan is expected to be finalized and published in the first quarter of FY23.

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.

### 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.

## Strategic Initiatives Updates Continued

### Financial Data Warehouse (FDW) Modernization Project Continued

The User Advisory Council (UAC) met on Sept.1, and the Steering Committee met on Sept. 6. Key discussion items from those meetings included:

#### *Project Update*

The project remains on schedule. The Snowflake data validation (table-by-table comparison) is complete and the Infosemantics "lift and shift" of general ledger (GL) and accounts payable (AP) data is in progress. An external consultant has been engaged to assist the project team with identifying best practices for using PowerBI and report prototyping is underway.

#### *Information Gathering Update*

Information gathered from users regarding most used GL and AP queries included 43 folders/312 queries for GL and 13 folders/49 queries for AP. 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.

As a next action item, UAC and/or Steering Committee members will gather most used purchase order (PO) queries and can provide instructions to FDW users in their areas who are interested in contributing to these efforts.

#### *PowerBI Training Plan Overview*

The project team plans to do a phased PowerBI training approach for existing FDW users during the January - May 2023 timeframe. Completion of an instructor-led, hands-on session (approximately 2.5 - 3 hours) will be required to obtain access to production data in PowerBI and online training resources will also be made available for reference. More information about training dates and format is forthcoming.

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 Oct. 13 and the next Steering Committee meeting will be held on Oct. 25.

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.

## 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.

**Payroll Distribution Adjustment (PDA) FAQs and Resources on Sept. 27 from 9 - 10:30 a.m.**

In this session, Payroll Accounting will present an overview of the PDA workflow process, discuss common scenarios, and answer frequently asked questions. Feel free to submit general questions in advance of this presentation. Please email your question to hgloeckl@andrew.cmu.edu by Sept. 23. Questions should be general in nature as individual/specific issues should be discussed separately.

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.

## 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

- Libby Rodriguez, executive assistant, is no longer with the university as of Sept. 1. For questions, contact Sandra Moses at smoses@andrew.cmu.edu.
- Louise Van Mook, global payroll specialist, is no longer with the university as of Sept. 1. For questions, contact Elisha Singer at elishas@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 – Financial Data Warehouse 101 | Oct. 11 | 1:30 - 4 p.m. |
| FIN – Oracle GL Journal Entry | Oct. 13 | 1:30 - 4:30 p.m. |
| FIN – Oracle Purchase Order Training | Oct. 18 | 1 - 4:30 p.m. |
| FIN – Payroll Distribution Adjustment Training | Oct. 25 | 1:30 – 3:30 p.m. |
| FIN – Purchasing Card (PCard) Training | Nov. 2 | 1:30 – 4 p.m. |
| FIN – Travel Card Training | Nov. 3 | 1:30 - 3:30 p.m. |



## 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.