Carnegie Mellon University Finance Division

FINANCE BULLETIN

February 2023

Inside This Issue

Oracle Financials Maintenance Dates

- March 9 from 7 - 9 p.m. EDT
- March 18 from 9 a.m. - 1 p.m. EDT

CMU Oracle Supplier Search Tool

Procurement Services has launched a CMU Oracle Supplier Search tool to enable buyers to search the Oracle supplier database by supplier category, subcategory, object code name, invoice description keyword, preferred supplier status, supplier name, and diversity, equity and inclusion (DEI) criteria (e.g., small and disadvantaged businesses).

This new search tool will help buyers identify suppliers that have existing records, thereby supporting the ability to reduce the need for setting up a new supplier and minimizing the cycle time for a purchase.

The CMU Oracle Supplier Search tool is available via Tableau. Those interested in utilizing the tool must request access by contacting Procurement Services at procurement-inbox@andrew.cmu.edu. View the CMU Oracle Supplier Search Tool Reference Guide [pdf] for additional information about this tool.

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

Walkthrough of Sponsored Projects Accounting's Award Closeout Process on March 16 from 9:30 – 11 a.m. via Zoom

This session will explain how an award closeout is performed in Sponsored Projects Accounting (SPA). We will walk you through what takes place from the time the reconciliation is started, through final billing, and end at the point when the award status can be changed to 'Closed'. We will also provide tips that can help make the process more efficient. Attending this session will be beneficial to anyone who currently has a role in the award closeout or who would just like to learn more about the process.

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.

Forms 1042-S Were Mailed in February 2022

Forms 1042-S were mailed in early February 2023 to employees who received treaty benefits (Form 8233 and W-9 recipients only) in 2022. If the United States Postal Service returns the Form 1042-S to the university as undeliverable, the employee will be notified via email and given instructions on how to obtain the 1042-S copy. Beginning on March 15, individuals may contact the Tax Department at taxdept@andrew.cmu.edu to request re-printed copies of the 2022 Form 1042-S.

If you are an employee or student at the university and need to update your address in Workday, contact HR Services at hr-help@andrew.cmu.edu or 412-268-4600.

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. To support this process, parties overseeing card acceptance practices should have received information to help them prepare for the upcoming 2023 reporting cycle, including invitations to incident response plan tabletop exercises, PCI trainings, access to a portal for documentation collection, reporting templates and other useful resources. **This year, PCI reporting packages will be 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.

Finance Forms Updates

Designated Department Financial Representatives (DDFR) Listing [pdf]

- Ashley Bonn is the DDFR for CIT CyLab as of Jan. 24
- Ben Walfish is the DDFR for CIT Energy Institute as of Feb. 6

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 is working to implement the short-term enhancements, which will be incorporated into other key strategic initiatives, including the Financial Data Warehouse (FDW) Modernization project and the implementation of a budget system, in current and future fiscal years.

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:

- 'Lift and shift' of data from the current financial data warehouse to the new Snowflake back-end storage for the new data warehouse is complete.
- Security around the data in the new data warehouse is being finalized.
- Phase two of User Acceptance Testing (UAT) with a subset of User Advisory Council (UAC) volunteers began on Jan. 23. Currently testing on General Ledger (GL) and Accounts Payable (AP) queries is in progress, with the other domains to follow as those reports become available.
- Automated report prototyping to pull current key data warehouse reports into Power BI continues.
- Power BI training dry runs have been completed with the core project team, as well as a subset of UAC volunteers from across the university.
- Training for new and current financial data warehouse (FDW) users is slated to begin in April and run twice weekly through at least June. Current FDW users will receive a targeted email communication with additional training information and registration instructions. Information is also provided in the Training News section on page six.

CONTINUED ON PAGE FOUR

Strategic Initiatives Updates Continued

Financial Data Warehouse (FDW) Modernization Project Continued

The Steering Committee met last on Jan. 11 and the UAC met on Jan.18. The key topics for those meetings included updates on the overall project status, UAT plans, Power BI training framework, private query migration process and change management activities. The next Steering Committee meeting will be held on March 1, and the UAC will meet again on March 15.

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 recommended supplier presented their proposal to the project team, including the project sponsors and steering committee, on Jan. 25. The project team had a follow up meeting with the supplier on Feb. 6 to obtain clarification on a few items. Overall, the project team was pleased with the presentation and are moving forward with obtaining the necessary approvals to award the consultant. 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.

Campus Customer Service Survey

The Finance Division will conduct a campus customer service survey from Feb. 27 – March 10. The goal of the survey is 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.

Members of the university financial community will receive an invitation to participate in the survey from Angela Blanton, vice president for finance and chief financial officer, via a Qualtrics email address (fin-comm@qualtrics-survey.com) on Monday, Feb. 27. We encourage you to help us gain an understanding of how we are serving you by completing the survey, which should take no longer than 10 minutes, by Friday, March 10. The survey invitation will include additional information and a means to verify the survey's authenticity.

Your survey responses are confidential and will not in any way identify individual respondents. However, respondents have the option to share their name and contact information if they are open to the Finance Division contacting them for additional information or feedback. The survey results will be used to inform future division goals and priorities, and to measure stakeholder satisfaction with the division's customer service annually.

Thank you in advance for your participation! General questions about the survey can be directed to Finance Communications at fin-comm@andrew.cmu.edu.

Department Spotlight: Business Applications Development and Support

What are the key functions and services of the Business Applications Development and Support department?

Business Applications Development and Support (BADS) configures, maintains and supports a number of finance business systems and software for the university including Oracle Financials (EBS), feeders, Online Forms System, and Excel4apps. Oracle alone encompasses approximately 1,500 users and 500 different responsibilities across 11 modules. The BADS team works closely within the Computing Services division for system maintenance, integrations, patches, upgrades, issue resolution, and enhancements in both production and test environments. We also collaborate with the user community at CMU to identify and propose changes to system functionality or operating business processes for the purpose of enhancing customer service, reduction of cost, implementation of best practices, or compliance with audit or agency guidelines.

What are some ways that BADS contributes to the Carnegie Mellon's success?

The BADS team is instrumental in creating efficiencies through enhanced use of the finance systems. BADS has taken part in the technical development necessary to utilize Oracle Labor Distribution (LD) for the Payroll Distribution Adjustment process removing the necessity of using paper forms and adding workflow to the process increasing transparency, automating the FISERV Credit Card Accounts Receivable process to substantially reduce manual effort, and upgrading Oracle EBS to a version supported by the vendor through the decade.

How does BADS 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?"

The BADS team ensures that the university's financial system of record is configured and operating based on the requirements of Finance Division leadership. This allows leadership to have a high level of confidence while using the financial data to make strategic decisions.

What are some ways that BADS contributes to the success of your campus partners/customers?

The BADS team prides itself on customer service and quick turnaround. Our average time to resolve tickets is less than four hours, so we are able to get users the help they need quickly so they can get back to work.

How does BADS interact, collaborate, and engage with other departments across campus?

With Oracle EBS being an enterprise-wide system, the BADS team interacts with partners across the Pittsburgh campus and across the world at CMU's international campuses. We interact through our ticketing system in ServiceNow, Zoom interactions, and Bomgar support sessions.

What is one thing you wish people knew about your team that they may not know?

Each of member of the BADS group possesses varying skill sets which range from highly functional (e.g., knowledge of business processes, accounting, reporting, data manipulation) to highly technical (e.g., UNIX and SQL coding, database querying tools, web service components) and a combination of both functional and technical. These combined skill sets allow members of the BADS team to work closely with each other, system users, and technical counterparts to support current processes as well as implement system changes or enhancements. BADS team members have the ability to understand business processes and then apply system concepts to allow those processes to be implemented in systems. BADS team members know the strengths of other team members well enough to pool those strengths to accomplish any project deliverables or goals.

CONTINUED ON PAGE FIVE

Department Spotlight: Business Applications Development and Support (continued)

Which Finance Division values does BADS most exemplify and how?

- **Unwavering Integrity:** We will do the right thing, every time, regardless of external pressures
- **Collaborative Innovation:** We work with you to provide the best solution, not just "a" solution
- **Strength in Execution:** We have demonstrated an ability to utilize technology in combination with business process enhancements to reduce manual work and create efficiencies for the university

What is BADS most proud of accomplishing in the last few years?

Working collaboratively with the Computing Services Database Administrators (DBA) team, we successfully upgraded Oracle EBS without any external resources. We were able to complete the upgrade meeting project deadlines while maintaining support of the current Production environment.

To view the full BADS 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 names to faces and foster connection.

For more information about BADS, visit the BADS webpage or contact BADS at orclhelp@andrew.cmu.edu.

Employee Updates

- Adam Ries has been promoted to senior payroll accountant, Payroll Services, as of Feb. 6.
- Evan Cvejkus is no longer with the division as of Feb. 17. For questions, contact Katie Price.
- Nick Dunbar is no longer with the division as of Jan. 31. For questions, contact Elizabeth McShane.

ALG Topics - Feb. 23

- Accounts Payable Department Spotlight
- Payment Card Industry (PCI) FY23 and 4.0 Updates
- Capital Project Update
- Update on ERM Risk Priorities and Annual ERM Assessment for CY23
- Spring Financial Review and Future of Financial Planning (FFP) Update
- Office of Human Resources Updates:
  - Temporary Employement Service
  - Employee Referral Program
  - Performance Management
  - United Way
  - Workday Release

Training News

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 in April. Additional information about the Power BI training, as well as instruction on how to register, will be provided via email to current data warehouse users and included in the March Finance Bulletin.

If a new user requires financial data warehouse access prior to April, please contact Finance Training at fin-train@andrew.cmu.edu to arrange an interim training session.

CONTINUED ON PAGE SEVEN

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
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 – Oracle GL Journal Entry	March 14	1:30 - 4:30 p.m.
FIN – Oracle Purchase Order Training	March 23	1 - 4:30 p.m.
FIN – Payroll Distribution Adjustment Training	March 29	1:30 – 3:30 p.m.

Proposed FY24 Facilities and Administrative, Fringe Benefit and Other Rates

In January, CMU submitted proposed FY24 facilities and administrative (F&A) rates, fringe benefit rates and other rates to the Office of Naval Research (ONR). **The proposed rates are provided for information and planning purposes only and cannot be used in proposals or for invoicing sponsored awards until final sign off from ONR.** The FY24 rates are included with the budget assumptions from the office of Budget and Financial Planning.

The proposed FY24 rates are subject to change pending the Defense Contract Audit Agency (DCAA) audit. Once audited and negotiated with ONR, these rates must be used on all awards with a start date of July 1, 2023, or later regardless of the rate in effect at the time of the research proposal submission to the sponsor. For more information on the F&A rates, please visit the Cost Analysis Rates webpage 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	NREC CAPPED	NREC UNCAPPED	SILICON VALLEY CAPPED	SEI
CURRENT FY23 FIXED	52.2%	59.4%	25.9%	n/a	25.8%	36.3%	26.0%	11.9%
PROPOSED FY24	52.1%	52.3%	26.0%	n/a	26.5%	26.4%	26.0%	11.0%

Submitted to ONR on Jan. 31, 2023. These rates are subject to audit, provided for information/planning purposes only and should not be used in proposals.

Nonfederal F&A Rates (Not Negotiated with ONR)

	ON-CAMPUS NONFEDERAL	OFF-CAMPUS NONFEDERAL	NREC NONFEDERAL	SILICON VALLEY NONFEDERAL
CURRENT FY23 FIXED	63.0%	25.9%	30.5%	26.0%
PROPOSED FY24	63.0%	26.0%	26.5%	26.0%

Nonfederal rates will be finalized after approval of federal rates.

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	25.8%	25.1%	7.8%	27.0%	32.7%	9.1%	9.5%	4.0%
PROPOSED FY24	25.2%	24.1%	7.5%	25.8%	32.5%	n/a	9.2%	4.0%

Submitted to ONR on Jan. 31, 2023. These rates are subject to audit, provided for information/planning purposes only and should not be used in proposals.

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
PROPOSED FY24	111.0%	22.5%	36.8%	13.2%	0.00054%

Submitted to ONR on Jan. 31, 2023. These rates are subject to audit, provided for information/planning purposes only and should not be used in proposals.

Carnegie Mellon University Finance Division

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.