Central Financial System Roles

This report displays user access to Harvard University central financial systems. The information is imported from the Harvard Data Warehouse. Users of the following systems will be included in this report:

- Accounts Receivable
- AP view
- Budget Tool
- CPATH
- Ecrt
- Electronic Shop and Pay
- Fed Ex
- Financial Reporting
- General Ledger
- HCOM
- HUBS
- OBI
- Oracle Assets
- pCard
- Vendor Request
- Web Voucher

Please see below for definitions of these systems.

In order to run the report, please complete the following steps:

1. Select at least one department from the list of departments. Please note only depts. within a user’s security rights will appear in the drop down menu.
2. Select the format for the report. The report can be run as an Adobe, Excel or web page file.
3. Click “Submit”.

Description of the Central Financial Systems

- **Accounts Receivable**: centrally managed billing and receivable management system

- **AP view**: Accounts Payable view allows access to screens that provide additional invoice and payment information not available within Web Voucher inquiry, including:
  - Invoice holds
  - Batch identifier associated with an invoice payment (used to retrieve a copy of the invoice from AP Customer Service).

- **Budget Tool**: An Oracle-based application used to enter and upload budgets for all fund types (Sponsored Funds)

- **CPATH**: Capital Planning at Harvard (CPATH) is an automated, web-based, and centralized system that will collect and report on the University’s annual five-year capital plan. CPATH will also provide Schools/Units the opportunity to manage individual project
information in their capital plan portfolio throughout the year. CPATH has been integrated with the CAPS automated system to initiate Project Proposals and with the G/L to pull spending.

- **Ecr**: quarterly and annual sponsored salary certification

- **ESP (Electronic Shop and Pay)**: This electronic system can be used to place orders with Strategic Vendor Partners. All payments to vendors for transactions created using ESP are settled through central receipt of invoice.

- **FedEx**: A web-based tool to create domestic express shipments.

- **Financial Reporting**:
  - CREW (Common Reporting Environment for the Warehouse Financial Reports): A Parameter-driven system that draws data from Harvard’s Data Warehouse. Data is compiled nightly from a variety of production sources. Users can submit financial report requests for immediate processing or schedule reports to automatically run on a recurring basis.
  - **Ad Hoc**: Direct query or ad hoc access provides a specially trained user with the ability to directly access the underlying data structures in the data warehouse to create their own custom reports.

- **General Ledger**: The General Ledger (GL) is the central repository for transactions from Harvard's financial applications (PCard, Budget Tool, Accounts Payable, Web Voucher, Payroll) and other local interfaces. Manual journals are entries you make to the General Ledger using Oracle to redistribute or reallocate money from one 33-digit chart of accounts combination to another or several 33-digit combinations. Typically, manual journals are created to:
  - Correct or adjust prior journal entries
  - Move expenses from one funding source to another
  - Account for the internal sale of goods or services
  - Transfer funds

- **HCOM**: An Oracle-base shopping application.
  **Access levels**:
  - $25,000 Approver: can approve up to $24,999.99
  - $15,000 Approver: can approve up to $14,999.99
  - $5,000 Approver: can approve up to $4,999.99
  - $2,500 Approver: can approve up to $2,499.99
  - $1,000 Approver: can approve up to $999.99
  - $0 Approver: are really just shoppers in HCOM. They review and approve “transactions” that others send to them, but they are not allowed to create purchase orders. They must forward them on to other approvers with actual $$ approval authority. We also have to create zero dollar approvers when a user should be a Web Voucher approver, but only a shopper in HCOM.
  - Shopper

- **HUBS (Harvard University Budgeting System)**: Non-sponsored budget tool application.

- **OBI**: application is designed to present financial and research administration report information using a modern interface and several built-in features to facilitate the analyzing and manipulation of report data.

- **Oracle Assets**: fixed asset system to manage university-wide assets and equipment.
- **PCard**: The Purchasing Card (PCard) is a credit card used to pay for high-volume, low dollar, non-travel related University business purchases. University employees who use or approve PCards log in to this system to reconcile their transactions.

- **Vendor Request**: The Vendor Request web-based form allows a Requestor to enter New Vendor or New Vendor Site information within Oracle. Most importantly, the form allows a Requestor to track the status of requests through the approval process.

- **Web Voucher**: A web-based tool for processing vendor invoices and fees, reimbursements, direct payments to JPMorgan Chase on behalf of corporate cardholders, employee travel advances, travel authorizations, honoraria to invited guests, and additions to Petty Cash accounts. Web Voucher allows the user to query payment details and account coding of previously submitted vouchers.
<table>
<thead>
<tr>
<th>Responsibility Type and Tub</th>
<th>COA Segment</th>
<th>Object Code</th>
<th>Salary Restriction</th>
<th>Reporting Detail</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDW^FCOR</td>
<td>^F566876</td>
<td>^BFIE</td>
<td>-S</td>
<td>^PV</td>
<td>HDW^FCOR^F566876^BFIE-S^PSHV</td>
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<tr>
<td>HRVD^GL^FCOL</td>
<td>^M3096</td>
<td>^BIE</td>
<td>-FE</td>
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<td>HRVD^GL^FCOL^M3096^BIE-FE</td>
</tr>
<tr>
<td>HRVD^BUD^FMUS</td>
<td>^30950</td>
<td>^IE</td>
<td>-F</td>
<td></td>
<td>HRVD^BUD^FMUS^30950^IE-F</td>
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<tr>
<td>[no restriction]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>HDW^FDEA^O34543^R34509n4^BFIE^S</td>
</tr>
</tbody>
</table>

**Salary Restriction** refers to the salary Object Codes. Refer to Chart below for specifics.

<table>
<thead>
<tr>
<th>Object Codes Restricted</th>
<th>Interpretation</th>
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</table>
| -S 6001-6090, 6130-6290, 6340-6370 | **Restricted**: All Non-Casual Salaries, Fringe, Benefits, etc.  
**Not Restricted**: Casual salaries. |
| -FE 6001-6050, 6130-6179, 6230, 6250-6270, 6340-6370 | **Restricted**: Faculty & Exempt Staff Salaries, Fringe, Benefits, etc.  
**Not Restricted**: Non-exempt Staff & Casual salaries. |
| -F 6001-6040, 6230, 6250, 6340-6370 | **Restricted**: Faculty Salaries, Fringe, Benefits, etc.  
**Not Restricted**: Exempt & Non-exempt Staff & Casual salaries. |
| [no restriction]         | **Restricted**: Nothing  
**Not Restricted**: All of the above. |

**Object Code Access.** Object Codes have been split into three groups.

- **IE** Income * Expense Object Codes. Most restrictive.
- **BFIE** Balance Forward (from Balance Sheet). Income, Expense Object Codes. Only used with
<table>
<thead>
<tr>
<th>COA Segment (Org, Fund, Activity, Root) that the responsibility should be restricted to.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: General Ledger, Accounts Receivable, Web Voucher and Budget responsibilities can restrict on Org level only.</td>
</tr>
<tr>
<td>* HDW (reporting) responsibilities can restrict on any segment, up to two segments (e.g. Org &amp; Root; Fund &amp; Activity; etc.)</td>
</tr>
<tr>
<td>* This segment will vary in description depending on the responsibility and value. You will not necessarily be able to determine the COA values that are included in a responsibility simply by looking at the responsibility name.</td>
</tr>
<tr>
<td>n4 If there is a lowercase &quot;n&quot; either followed by a number or not, this indicates that there are more values included than are listed. The number does not indicate how many values there are and should be ignored. (ex. O31450n4, indicates that there is some other Org(s) in the resp.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Label to show what application the responsibility is controlling and who (Tub) it is for.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDW HDW stands for Harvard Data Warehouse, and is responsible for AWS2 &amp; HUDINI.</td>
</tr>
</tbody>
</table>
HUBS Guide

**Role Types:**

1) **Planner:** Enters and submits budgets, runs business rules. Full selection of reports available.
2) **Viewer:** Can only view forms and reports. Cannot enter data.

**Responsibility Names/Security Profiles:**

1) **EmplCINA:** access to the Employee and CINA data and most object codes between (4000-9336)
2) **CINA:** access to object codes in 4000-9336 range at an aggregate level. Can't view individual employee salary.
3) **Tub Financial Officer (TFO):** EmplCINA user for entire tub as described above. Copy CINA or Employee snapshots of the budget to draft versions.
4) **Super User:** FAS Finance Office users only. TFO for all of FAS. Additionally, TFO FAS Super users also can do the following for all FAS tubs: set merit increases for employee salaries, execute business rules to roll over employee data to the new budget year, set the multi-rg indicator for employees that are distributed to multiple Orgs, save snapshots of the budget to versions that CINA/EmplCINAs can't save to such as Leadership Review and Department Submission, and will be able to upload CINA or Employee data and dimension files.
### Accounts Receivable

<table>
<thead>
<tr>
<th>Account Status Summary</th>
<th>ARACTSM136</th>
<th>Account Status Summary</th>
<th>ARACTSM136</th>
<th>Summary listing of all outstanding invoices at the summary level by Customer, Site and Invoice.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR Aging Balances</td>
<td>AROCAGE142</td>
<td>Outstanding Customer Aging Sum</td>
<td>AROCAGE142</td>
<td>To review outstanding accounts receivable balances by customer, broken down into 7 aging buckets (current plus six month past due categories).</td>
</tr>
<tr>
<td></td>
<td>ARPSTDU143</td>
<td>Past Due Invoices</td>
<td></td>
<td>To review invoices past their due date</td>
</tr>
<tr>
<td>Bad Debt Write-Off and Recovery</td>
<td>ARBDREC137</td>
<td>Bad Debt Recoveries Report</td>
<td>ARBDREC137</td>
<td>To provide Accounts Receivable users with the ability to view all invoices that have been written off to bad debt and subsequently paid.</td>
</tr>
<tr>
<td></td>
<td>ARBDWOF138</td>
<td>Bad Debt Write-Off Report</td>
<td>ARBDWOF138</td>
<td>Provides local billing units with information needed to manage receivables and the related general ledger accounting.</td>
</tr>
<tr>
<td>Billing Detail</td>
<td>ARBALSM140</td>
<td>Billing Summary</td>
<td>ARBALSM140</td>
<td>To review a summarized history of transactions that affect a customer’s invoices and on-account credits.</td>
</tr>
<tr>
<td></td>
<td>ARBLDTL139</td>
<td>Billing Detail</td>
<td>ARBLDTL139</td>
<td></td>
</tr>
</tbody>
</table>

### Cash Management

| Escheat Due Diligence   | CMESCHT156 | CM - Escheat Due Diligence Report | CMESCHT156 | Contains data needed by local units to perform due diligence research on checks that have been outstanding (uncashed) for more than 6 months. |
|                         | CMWIRES157 | CM - Unclaimed Wires Report     | CMWIRES157 | Allows Tub financial staff to view money that has come into the Income Wire account to determine whether the money belongs to them. |

### Procure to Pay/Accounts Payable

| Committed Funds         | APCMFND219 | AP - Committed Funds           | APCMFND219 | Use this dashboard to view open purchase orders where funds have been committed but have not yet posted to the General Ledger. The dashboard will display un-posted purchase orders residing in Accounts Payable which include purchase orders via Web Voucher and Electronic Shop and Pay (ESP). |
|                         | APVNDRD135 | AP - HU Vendor Detail          | APVNDRD135 | Use this dashboard to view invoice and payment information by vendor. |
|                         | NEW        | AP Invoice Holds              | NEW        | This dashboard displays all invoices on hold that require resolution so vendors may be paid |