Dear Colleagues,

This issue of the e-newsletter contains some important information about changes to the chart of accounts that affect how transactions related to faculty start-up and cost-share funds should be coded. These changes will be effective July 1, 2012. Please read about them in the Accounting section.

You are also invited to review recommendations about using cloud services in the Information Security section.

Other useful information for budget managers, faculty or staff who travel, and staff who use the HCOM system can be found respectively in the sections on Budget, Card Services and Reimbursements, and Procurement.

Finally, on a more personal note, it has been a privilege for me to serve the SEAS community for the past five and a half years. Thank you for your feedback, support, and collegiality along those years.

Harry Dumay, PhD MBA
Chief Financial Officer/Associate Dean for Finance and IT Operations

Staffing Announcement

Marina Magid began working at SEAS on May 14 as the Assistant Director of Research Administration, reporting to Seedang Simonin. Marina’s office is located in NW B-154 and she can be reached via email at mmagid@seas.harvard.edu or by phone at (617) 495-1634.

FY12 Financial Year-End Close Information

To see the detailed FY12 Financial Year-End Close Information that was sent out via e-mail on June 11th, please open the FY12 Financial Year-End Close Information document (PDF).

Information Security

Cloud Computing – Opportunities and Risks

The developments in cloud computing in recent years are providing new opportunities for many SEAS faculty and staff to communicate, collaborate, and compute more effectively. While there are many uses of the phrase “cloud computing,” in general, it refers to free or low cost services offered worldwide to any individual user where resources, such as infrastructure or software, are provided over the Internet. In many cases, data resides on the cloud provider’s servers. A variety of collaboration tools also exist “in the cloud” that can facilitate research and related endeavors involving colleagues at Harvard and all over the globe.

The online services, which are often free or low-cost, can seem very inviting. Usually, individuals are prompted to sign up for such services under a “click through” (i.e., non-negotiable) agreement and pay only for the resources they directly use. However, there are Harvard Enterprise Security Policy compliance and other risks when SEAS data is shared outside of Harvard. When choosing a cloud provider you should think about privacy, security, backup, and support of the processed or stored data. Once you select a cloud provider it is highly advisable to work with SEAS Information Security to review the type of data you want to use in the cloud as well as the terms and conditions of services like authentication, authorization, sharing, backup, and encryption.

SEAS' internal resources like Accellion Secure Workspaces may meet your computing needs without taking on the risks that exist “in the cloud.” With Accellion Secure Workspaces, an easy Dropbox-style file sharing and collaboration solution, SEAS' professors, researchers and administrative staff can easily setup secure workspaces, and invite people both internal and external to SEAS to share and manage files securely with other universities and organizations.

More information, including a step-by-step procedure on how to setup Accellion Secure Workspace, is available here.
Accounting

New Org Announcement

SEAS Accounting Office would like to make an announcement about an update to SEAS chart of accounts (CoA) in the Organization (Org) section of the coding string. This is the second element of the 33 digit coding string, and it is a 5 digit value that represents a cost center.

Two new Organizations (Org’s) have been added, one for Startup activities and the other for Cost Share activities. Currently the activities for these two cost centers are being captured in Org 28610, which is a heavily utilized Org across the School. In order to streamline the reporting and better capture the transactions at these two areas, SEAS Accounting Office is adding the new Org’s.

The changes will be effective for July 1, 2012 and it only affects the second element of the coding string. All other elements of the coding stay the same. If you are using HCOM to make purchases or processing any other transactions, prior to July 1st you should keep using the same coding string for the Org value (28610) for Startup and Cost Share, and then make the switch to the new Org’s beginning July. Additionally, the steps have been already taken to map salaries associated to these areas to be charged to the new Org’s effective 7/1/2012.

Below are the new assigned Org numbers for the two cost centers:

Old Org for Startup and Cost Share activities (to be used until 6/30/2012):

1. 28610

New Org’s for Startup and Cost Share activities effective 7/1/2012:

1. Startup – 28790
2. Cost Share – 28791

SEAS Accounting Office will be monitoring and reviewing the old Org 28610 periodically in FY13. If you see anything that needs to be corrected as SEAS transitions to the new Org’s or have any questions, please contact Tom Nawabi via email at tnawabi@seas.harvard.edu or by phone at 617-495-1248.

If you would like more information on the chart of accounts (CoA) please click this link to see more coverage in this area.

Payroll

Annual Salary increases for exempt staff will be reflected on the July 13th, 2012 paycheck. Please note the 7/13 payment will be a 50/50 split between the old and new rates as this check includes the last week of June.

HUCTW contract negotiations are currently underway. If a new contract is not agreed upon in time for the 7/13/12 paycheck, annual increases will be paid retroactively.

Budget

SEAS Budget Office recently began distributing the approved budgets for FY13 and spending against these budgets will begin as of July 1st. Suggestions for improvements to the budget process as well as any other feedback would be greatly appreciated.
May budget reports are in progress and a notice that the reports are available for review will be sent shortly. As part of our year-end process, we will be working with budget managers to ensure that all expenses are properly represented in their respective budgets as we close the fiscal year.

**Card Services and Reimbursements**

**Online Tips & Tricks Training Sessions for New Egencia Travelers**

SEAS Card Services and Reimbursements Office recommends this online training to all first time Egencia users. Topics covered will include:

- Overview of the **Egencia Homepage** including traveler tools and broadcast messages from Your Travel Manager
- Best practices for **booking a flight**
- Hotel booking and **hotel rate types** on Egencia

**Procurement**

**New Leasing Agent for Large Equipment and Laptop/Desktops**

Harvard has selected a new leasing agent for large equipment and laptop/desktops. Merrimak is no longer our vendor of choice for these services. Effective immediately, if you request a new lease please forward the quote to Joanna Curry, Procurement Manager at SEAS, and she will facilitate those orders with the new agent.

**Vacation Time Is Here – Remember to Set Your iProcurement Vacation Override**

Before leaving, be sure to login to iProcurement and set your vacation override to another approver from your area to approve on your behalf while you are away. To set your vacation override rule, click on ‘Requisitions/Notifications’ and then ‘Vacation Rules’ at the bottom of the screen. Create your vacation rule and ‘Apply’. Detailed instructions are available here.

In addition, it is a good practice to grant at least one user access to your iProcurement worklist, in case of unplanned absences. It gives that person the ability to go into your queue and approve or forward requisitions on your behalf. In order to do that, please follow the instructions available here.

Please note, that this is an emergencies-only procedure, since the requisition approved by someone other than yourself in your worklist will still show your name as the approver.

**Procedures / Reminders**

- **Airgas cylinder rental invoices**: Airgas sends the majority of those invoices directly to the Procurement Team; in case you receive one in your lab/office, please forward it to Donesia Cummings.
- An updated [iProcurement Authorization Form](#) is available on the intranet. To set up a new user with access to HCOM, please complete it and send to Joanna Curry. Please be certain the person you’re requesting access for has an active Harvard appointment and that the form has been signed by the PI. Please do not send incomplete forms.

**Research Administration**

**Audit Update**
The Harvard's audit season is in full swing! We are embarking on the A-133 annual audit of sponsored programs conducted by external auditor PriceWaterHouse Cooper. Transactions from three sponsored awards are selected for testing (auditing) to determine that expenditures and procedures were appropriate, allowable, and allocable to the award. While SEAS Research Administration Office manages the majority of interactions with the PWC auditors and with OSP, there is a standard audit procedure for PWC auditor to meet with PIs of the selected awards some time in late August or early September.

As a part of the A-133 audit this year, we will also have an audit of equipment. Twenty five pieces of federally-funded equipment are randomly chosen from the entire list of inventory for testing to ensure that Harvard has robust guidelines/procedures/systems/controls in place to track and manage all federally funded equipment from procurement to disposal. PWC auditors will visit the lab to verify that the equipment is in place.

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