

Ref.#	Business Process	Controls Summary	Tub Impact
1	<i>Sponsored Awards Program</i>	Controls that are material to Harvard's external financial reporting and closely related financial compliance controls that meet <i>Uniform Guidance</i> requirements	Minimal <ul style="list-style-type: none"> Majority of control activities are <u>already being performed</u> – this exercise mainly formalizes and consolidates them into a controls matrix
2	<i>Oracle Financials Data Interfaces</i>	Controls over accounting information (journals, A/P invoices and A/R bills) originated from local sub-systems and that is passed electronically to Oracle Financials; management of interfaces inventory; and regular reconciliation between sub-systems and Oracle Financials	Moderate <ul style="list-style-type: none"> Although these processes are being performed as part of regular business operations, all controls are new and key controls have evidence retention requirements FAR will perform monitoring activities over a set of these controls <u>during Q3FY19</u> to ensure smooth implementation and assist in resolving any issues related to performance of controls
3	<i>Business Expenses Reimbursement – Concur</i>	Controls over business expense reports created, reviewed and approved via Concur	Minimal <ul style="list-style-type: none"> All controls are already being performed - exercise formalizes controls previously performed via <i>Web Reimbursement</i>. A pair of controls may experience some minor changes in the near future
4	<i>Hire to Pay</i> (Formerly known as <i>Payroll</i>)	New and enhanced controls for requesting and approving new job positions, hiring/re-hiring candidates/employees, managing employee records, reporting and approving time; managing changes to tax reference tables and processing payroll tax liability	Minimal <ul style="list-style-type: none"> Re-release of <i>Payroll</i> controls matrix under new name, <i>Hire to Pay</i>, to include enhancements to previously implemented controls and new controls over processes not previously addressed Two (2) new Key controls that have evidence retention requirements Enhanced documentary evidence requirements for some previously implemented controls
5	<i>Property, Plant and Equipment</i> (Formerly known as <i>Fixed Assets</i>)	Modified existing controls affected by changes noted in the newly released <i>Property, Plant and Equipment Policy</i> and the soon to be released, <i>Software Policy</i>	Minimal <ul style="list-style-type: none"> Re-release of <i>Fixed Assets</i> controls matrix under new name, <i>Property Plant and Equipment</i>, to include enhancements due to changes to University policies

Where to find them – Office of the Controller Internal Controls webpage
<https://hwpi.harvard.edu/internalcontrols/business-cycle-controls-matrices>

*For a tracked changes version of *Property, Plant and Equipment* controls matrix and/or summary of changes, please contact Carlos Cevallos directly