What You Need to Know About Protecting Sensitive Data

Presenter: Joel Garmon, Director, Information Security

2014 Fiscal Year-End Closing Calendar

Presenter: Jennifer Killingsworth, Assistant Director, General Accounting

Campus Financial Reporting Initiative – Technology Update

Presenter: Nathan Anderson, Director, Financial Systems & Analysis
What You Need To Know About Protecting Sensitive Data

Joel Garmon
Director, Information Security
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 6th</td>
<td>Final day to request a new supplier be set up through Procurement Services</td>
</tr>
<tr>
<td>June 13th</td>
<td>Project Summary Requests (PSR) in FAR by 5 PM</td>
</tr>
<tr>
<td>June 23rd</td>
<td>Deacon Depot Purchase Requisitions entered by 5pm</td>
</tr>
<tr>
<td>June 30th</td>
<td>Final day for receipt of goods for fiscal 2014</td>
</tr>
<tr>
<td>July 1st</td>
<td>P-card statement closing date. Transactions must be posted by this date</td>
</tr>
<tr>
<td>July 2nd</td>
<td>- Invoices, employee travel expense reports, and expenditure vouchers in AP by 5 PM (will be posted in 1st close)</td>
</tr>
<tr>
<td></td>
<td>- All deposits in Accounts Receivable by 4:30 PM</td>
</tr>
<tr>
<td></td>
<td>- Journal entries in FAR by 5 PM</td>
</tr>
<tr>
<td></td>
<td>- Fixed asset addition/disposal support in FAR by 5 PM</td>
</tr>
<tr>
<td>July 3rd</td>
<td>All fiscal 2014 gifts in Advancement by 3 PM</td>
</tr>
</tbody>
</table>
Key Dates for Fiscal 2014 Close—First Departmental Close

July 7th
Procurement card (Pcard) documentation in Accounts Payable (AP) and entered into Works by 5PM (will be posted as an accrual in 2nd close)

July 8th
Final Invoices, employee travel expense reports, and expenditure vouchers in AP by 5 PM (will be posted by 2nd close)

July 9th
Payroll reallocations and redistribution in Payroll by 5 PM (will be posted by 2nd close)

July 9th
FIRST Departmental Close – Draft reports available after 5 PM
Key Dates for Fiscal 2014 Close-
Second Departmental Close

July 11th
Journal entries in FAR by 5 PM

July 14th
- Final Bi-weekly, Student, Ad Comp Payroll Accruals and any redistributions/reallocations recorded
- July 1st Pcard statement accrual recorded
- APC entry for RCxxxxx funds recorded
- Known prepaids and accruals

July 15th
SECOND Departmental Close – Draft reports available after 8:30 AM
Key Dates for Fiscal 2014 Close
Final Departmental Close

July 16th  * Final Journal entries in FAR by 5 PM

July 17th  * FINAL Departmental Close – Final reports available after 5 PM
Fiscal Year-End Closing Training
June 2\textsuperscript{nd} at 3:00-4:30
Benson 409

If you’re new to the University or just need a refresher, please sign up on the PDC website:
http://pdc.wfu.edu/calendar/7828/

Forms can be located at:
http://finance.wfu.edu/forms
Recent focus in the Campus Financial Reporting Initiative has been to enhance existing reports with better P2P data

**Deacon Depot Receipts**
- Now being integrated into the Finance data warehouse (EDW)
- Quantity data will be included on the ‘Detail - PO - Invoice Reconciliation with Line Items’ report

**Purchasing Card Data**
- Works data is being integrated into the EDW
- A broad range of Pcard data will now be optionally displayed on the ‘Detail – Transaction’ report

**Payment Data**
- PayNetExchange data has been integrated into the EDW
- Information about how the invoice was paid (i.e. Check, ACH or vCard) will be included on the ‘Detail – Accounts Payable’ report
In addition to looking at variances based on amounts, you will soon be able to analyze variances based on quantities.

Has everything been received?
<table>
<thead>
<tr>
<th>Report Field</th>
<th>New or Repurposed Field?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Name</td>
<td>Currently only shows names for invoice documents but will also display merchant names on Pcard transactions</td>
</tr>
<tr>
<td>Transaction Description</td>
<td>Will display the full description from Works, not just 35 characters</td>
</tr>
<tr>
<td>Purchase Date</td>
<td>New</td>
</tr>
<tr>
<td>Post Date</td>
<td>New</td>
</tr>
<tr>
<td>Cardholder Name</td>
<td>New</td>
</tr>
<tr>
<td>Merchant Category Code</td>
<td>New</td>
</tr>
<tr>
<td>Item Tax</td>
<td>New</td>
</tr>
<tr>
<td>Total Amount</td>
<td>New</td>
</tr>
</tbody>
</table>

- Enhanced data will be available for cycles ending on/after 08/01
• **Detail – Accounts Payable**
  - ‘Check’ language changed to ‘Payment’ language
  - New column added for ‘Payment Type’ which displays how the invoice was paid, including Check, ACH or vCard
  - Another new column added to indicate whether the invoice is a credit memo; the amount column sign has also been updated appropriately

• **Detail – Salary & Fringe**
  - New prompt to allow filtering by earnings code

• **Access – My Security**
  - New report
  - Will display what FOAPAL elements you are restricted to and which report data is displayed for it
  - Will be helpful to more casual Cognos users or those waiting to check their security access