Business Administrator’s Forum

May 14, 2014

Benson 401D

Agenda

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

WAKE FOREST UNIVERSITY

2014 Fiscal Year-End Closing Calendar

Jennifer Killingsworth
Assistant Director, General Accounting

WAKE FOREST UNIVERSITY

WAKE FOREST UNIVERSITY

Key Dates for Fiscal 2014 Close- First Departmental Close

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

WAKE FOREST UNIVERSITY

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**

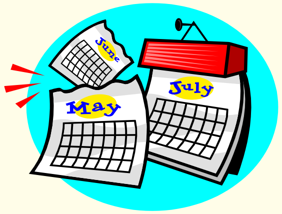
WAKE FOREST UNIVERSITY

Key Dates for Fiscal 2014 Close- Second Departmental Close

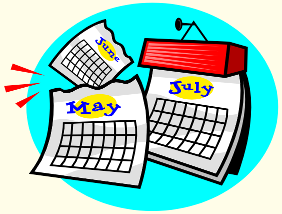
July 11th Journal entries in FAR by 5 PM

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

For More Information/Training…

Fiscal Year-End Closing Training

June 2nd 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

Campus Financial Reporting Initiative

Technology Update

WAKE FOREST
UNIVERSITY

Wake Forest University

Financial End User Report Enhancements in Cognos

- 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

Detail - PO - Invoice Reconciliation with Line Items

WAKE FOREST UNIVERSITY

PO to Invoice Reconciliation Detail Report with Line Items

Note: All non-cancelled invoices associated with the purchase order will display, regardless of the date invoiced.

PO#	PO Line Status	Supplier ID	Supplier Name	PO Line Number	PO Line Item Description	PO Line Amount	Invoice Line Amount	Amount Variance	PO Line Quantity	PO Receipt Quantity	Quantity Variance	Banner Invoice# (Supplier Invoice#)
P0017141	Closed	02090155	Office Depot	1	273646-Office Depot(R) Brand White Copy Paper, 8 1	64.62	64.62	0.00	2	-	2	IE011047 (694937673001)
P0017141	Closed	02090155	Office Depot	2	537045-Dart Insulated Foam Drinking Cups, 8 Oz., B	17.99	17.99	0.00	1	-	1	IE011047 (694937673001)
P0017141	Closed	02090155	Office Depot	3	773261-Sparco Push Pins, 3/8, Clear, Box Of 100	1.29	1.29	0.00				
P0017141	Closed	02090155	Office Depot	4	559319-Sparco Push Pins, 3/8, Assorted Colors, Box	1.69	1.69	0.00				
P0017141	Closed	02090155	Office Depot	5	450073-Purell(R) Instant Hand Sanitizer Pump, 8 Oz	8.97	8.97	0.00				
P0017141 Totals						**94.56**	**94.56**	**0.00**				
P0017170	Closed	06039017	Cayman Chemical	1	400060-10-EIA Buffer Concentrate (10X)	33.00	69.00	(36.00)				
P0017170	Closed	06039017	Cayman Chemical	2	482200-100-20-Hydroxyecdysone AChE Tracer	372.00	372.00	0.00				
P0017170	Closed	06039017	Cayman Chemical	3	482202-100-20-Hydroxyecdysone EIA Antiserum	126.00	126.00	0.00				
P0017170	Closed	06039017	Cayman Chemical	4	400050-100-Ellman's Reagent	30.00	30.00	0.00				
P0017170	Closed	06039017	Cayman Chemical	5	400005-1-Precoated (Mouse Anti-Rabbit IgG) EIA 96-	63.00	63.00	0.00				
P0017170 Totals						**624.00**	**660.00**	**(36.00)**				

PO Line Quantity	PO Receipt Quantity	Quantity Variance
2	-	2
1	-	1
1	-	1
1	-	1
3	-	3
8	**-**	**8**
3	3	-
3	1	2
3	2	1
3	1	2
3	3	-
15	**10**	**5**

- In addition to looking at variances based on amounts, you will soon be able to analyze variances based on quantities
- Has everything been received?

Detail – Transaction

Report Field	New or Repurposed Field?
Supplier Name	Currently only shows names for invoice documents but will also display merchant names on Pcard transactions
Transaction Description	Will display the full description from Works, not just 35 characters
Purchase Date	New
Post Date	New
Cardholder Name	New
Merchant Category Code	New
Item Tax	New
Total Amount	New

- Enhanced data will be available for cycles ending on/after 08/01

Other Report Enhancements

- **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