Campus Finance Representatives
Group

September 26, 2012
Agenda

- **Deacon Depot**
  - Tips and Tricks
  - Helpline
  - Receiving
  - Feedback

- **Pcard**
  - Opportunities to Improve Utilization and Efficiency
  - Feedback on Pcard processes

- **Cognos/Excel**
  - I have run my reports...now what can I do with the data?

- **Initiatives**
Deacon Depot
This portion of the meeting was a live training session. Deacon Depot Information and Training Tools can be found at http://deacondepot.wfu.edu/training-information/

Please contact dcndepot@wfu.edu with any questions
University Pcard

Partnering to Improve Utilization and Efficiency

Wake Forest University

Procurement Services & Accounts Payable
Fun Facts About Pcard
During FY12:

• 5,973 statements with 42,456 transactions were processed
• 45,114 checks were processed for Reynolda Campus
• Total Pcard spend was $8,851,926.21
• Average transaction total $208.50
Top Challenges We Face Today
## Top Challenges

<table>
<thead>
<tr>
<th>Challenge</th>
<th>Number of Occurrences in FY12</th>
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<tbody>
<tr>
<td>Business Purpose</td>
<td>650</td>
</tr>
<tr>
<td>Account Code Changes</td>
<td>505</td>
</tr>
<tr>
<td>Missing Statements—entire statement</td>
<td>470</td>
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<tr>
<td>Missing Receipts</td>
<td>452*</td>
</tr>
<tr>
<td>No Detailed Receipt</td>
<td>433*</td>
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</tbody>
</table>

* If the receipt/expense was for a North Carolina purchase, the University cannot receive a sales tax refund without a receipt showing taxes.
How Can We Help Each Other?
Today’s Resource for the Audience / Campus:
• Business Purpose

Others Include (will be ready in the upcoming months):
• Advances
• Business Expense Receipts
• Completing the Expenditure Voucher Form
• Completing the Travel and Entertainment Voucher
• Meals
• Prompt Payment Checklist
• Submitting Reimbursement Requests
• Travel Receipts
• What you need to know before / after traveling
How can you help us?

• Share these resources with your department

• Support University policy and procedures by reviewing all documentation prior to sending to accounts payable

• Continue to provide ideas for Pcard program improvement
Where we are

July Aug Sept Oct Nov Dec Jan Feb Mar Apr May June
FY10 FY11 FY12 FY13
Where we are going

![Bar Chart](chart.png)

- **FY10**
- **FY11**
- **FY12**
- **FY13**

<table>
<thead>
<tr>
<th>Quarter</th>
<th>FY10</th>
<th>FY11</th>
<th>FY12</th>
<th>FY13</th>
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When to use your Pcard

Travel & Entertainment

Total spend less than $2500 annually*

Supplier is used 3 times or less annually*

* Please ask yourself these 2 questions BEFORE you request a new supplier.
How are we going to get there?

We need YOU!
## Pros and Cons

### Pcard vs. Reimbursement

<table>
<thead>
<tr>
<th>Pcard Pro</th>
<th>Pcard Con</th>
<th>Reimbursement Pro</th>
<th>Reimbursement Con</th>
</tr>
</thead>
<tbody>
<tr>
<td>Don’t have to use personal funding</td>
<td>WORKS</td>
<td>Departments can view charges before reimbursed</td>
<td></td>
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<tr>
<td>Departments can avoid paying NC Sales tax charges</td>
<td>Time to update transactions</td>
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<tr>
<td>Don’t have to wait 10 days to receive reimbursement</td>
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<td>Proxy can be assigned to view transactions and complete documentation</td>
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</table>
I have run my reports...now what can I do with the data?
Other Initiatives
Other Initiatives

• NOVAtime
  • Time keeping and reporting
  • Leave management

• Electronic payments to suppliers, students, and employees

• Projects Summary Report – display of funding info

• Workflow and document imaging
  • ePAF
  • Expense reimbursements

• Expanding CFR to CFAR
Meeting Dates

• Wednesday, October 17, 2012  9:00-10:30 am Benson 401D
• Wednesday, November 14, 2012  2:00-3:30 pm Benson 401D
• Wednesday, December 12, 2012  3:30-5:00 pm Benson 401D

Upcoming CFR Topics

• Budget Development
• Student Payment Procedures
• Capital Project Procedures
• University Insurance
• Risk Management

Other Topics?

Please submit your suggestions to Amy Ciaccia at ciaccial@wfu.edu