Business Administrators Forum

Update on Key Activities
Presenter: Brandon Gilliland

Fiscal Year End Calendar
Presenter: Jennifer Killingsworth

Capital Project Policy
Presenter: Jessica Gorrell

Panel Discussion: Accounts Payable
Moderator: Kim Crewey

Update on Key Activities

Presenter: Brandon Gilliland

Recent Accomplishments

- Deacon Depot
  - Auto Receiving
  - Internal Service Providers
- Pcard
  - New interface with bank
  - Integration with end user reporting
- Training
  - COGNOS
  - Journal Voucher
  - Mid-year Closing Procedures
  - Restricted Fund Accounting

Looking Forward …

- WF@Work
  - Online W4 and NC4
- Business Process Improvement
  - Personnel
  - Non-personnel
    - Travel & Entertainment
    - How we manage contracts
- Bursting of end user reports
- Policy & Procedure Library
- Training & Orientation
- Sustainability Request Program
- Identifying metrics to help us measure the level of our customer service
- COA Allocation vs. Fee For Service

Recent Accomplishments

- Bursting of end user reports, Campus Life

- Contracts:
  - Contract awarded for Banner Address Cleansing & Implemented by Finance Systems
  - Negotiated IS infrastructure Lease Refresh at reduced rates
  - Awarded 24 new contracts for renovation and construction
  - Negotiated enhanced discounts for cell phone contracts & discounts for students
  - Awarded Scientific Maintenance contract

- Deacon Depot
  - Supplier enablements: Apple, Beckman Coulter, & Blue Caffé

- WF@Work
  - Online W-4 and NC-4 forms

- Administrative Policy Updates:
  - Revision of Fixed Asset Policy and delivered training to the University

- Business Process Improvement
  - Personnel: standardized titles, clean data, streamlined manual processes

Gold font denotes additions since the November work plan

Looking Forward

- Bursting of end user reports: Athletics
- Policy & Procedure Library
- Training & Orientation
- Deacon Depot:
  - E-mail receipt reminder notification
  - Project Request Form automation
  - ISP: Graylyn (gift shop) and WFDD (advertising)
- Business Process Improvement
  - Personnel
  - Non-personnel & P2P Vision
    - Travel & Entertainment
    - How we manage contracts
    - Signature authority
- Sustainability Request Program
- Identifying metrics to help us measure the level of our customer service
- Implementation of the new Project Policy with new forms in Deacon Depot with electronic workflow
- Implementation of Cost Allocation Model

Gold font denotes additions since the November work plan

2015 Fiscal Year-End Closing Calendar

Jennifer Killingsworth
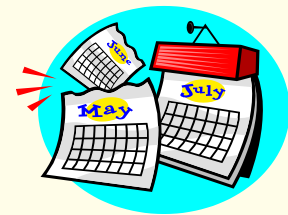Assistant Director, Accounting & Treasury

WAKE FOREST
UNIVERSITY

June 12th	**Final day to request a new supplier be set up through Procurement Services**
June 12th	**Project Summary Requests (PSR) in FAR by 5 PM**
June 19th	**Deacon Depot Purchase Requisitions entered by 5pm**
June 30th	**Final day for receipt of goods for fiscal 2015**
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 2nd	**All fiscal 2015 gifts in Advancement by 3 PM**

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**

July 13th   **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**

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

Tuesday, May 26th 3:30-4:45

Tuesday, June 2nd 3:30-4:45

Benson 409 for both sessions

If you're new to the University or just need a refresher, please sign up on the PDC website

Forms can be located at:

http://finance.wfu.edu/forms

Capital Project Policy

Presenter: Jessica Gorrell

EFFECTIVE JULY 1, 2015
for all FY16 and ongoing projects

- **The improvements must total $50k when combined to qualify as a project.**

- **Capital projects are generally defined as physical improvements that result in the addition of new infrastructure or the revitalization of existing infrastructure. Criteria used to determine an appropriate capital improvement project relate to:**

  1. The gross dollar amount of the expenditure ($50k)
  2. The extended useful life of the facility or equipment
  3. The infrequent recurrence of the expenditure
  4. The creation or expansion of a building

Improvements that are not projects:

- **Replacing carpet in a classroom**
- **Purchasing new conference room chairs**
- **Painting which is under $50k**
- **Service contracts with vendors**
- **Technology purchases under $50k**
- **Signage and advertising**

- **Retiling and replacing fixtures in bathrooms (that total over $50k)**

- **Purchasing new furniture for multiple classrooms (that total over $50k)**

- **New building construction**

- **Renovating a sports facility**

- **New windows in a building**

- **Road paving**

- **Security enhancements (that total over $50k)**

- **Add additional approvers**

  <u>Project Request Approval Process</u>

  1. Department Head

  2. Project Manager

  3. Facilities

  4. Procurement

  5. Budgets and Financial Planning

  6. Financial Services

  7. CFO

  8. BOT FC, BOT AC, BOT (Executive or Full) by means of Board Resolution (if over $1M)

- **Procurement and Facilities will now review all project requests. Procurement approves for the purpose of bidding and contract management and Facilities reviews for the purpose of utilities, campus awareness, etc.**

- **Split the existing Project Summary Request into two new forms: 1) Project Request 2) Project Modification Request**

- **All scope changes and budget changes will be completed through the Project Modification Request**

- **Both forms will require the same approvals**

- **The final policy is still working it's way through approvals, but the DRAFT can be found at:**
http://finance.wfu.edu/faculty-staff/project-management/
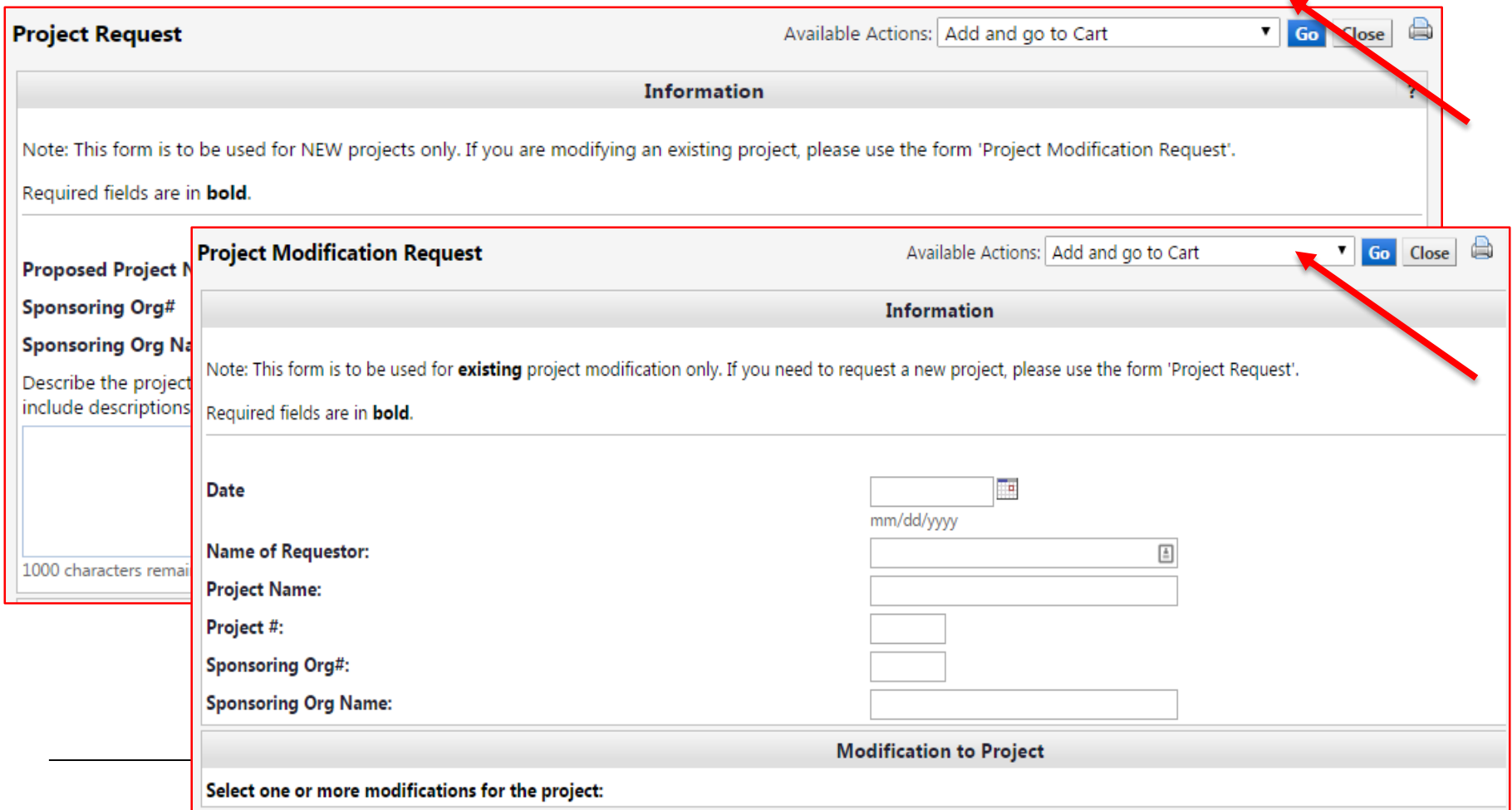
AUTOMATED WORKFLOW!

All forms will now be located in Deacon Depot and will utilize approval workflow within Deacon Depot.

1. Fill out the appropriate form for the situation (Request or Modification)

WAKE FOREST
U N I V E R S I T Y
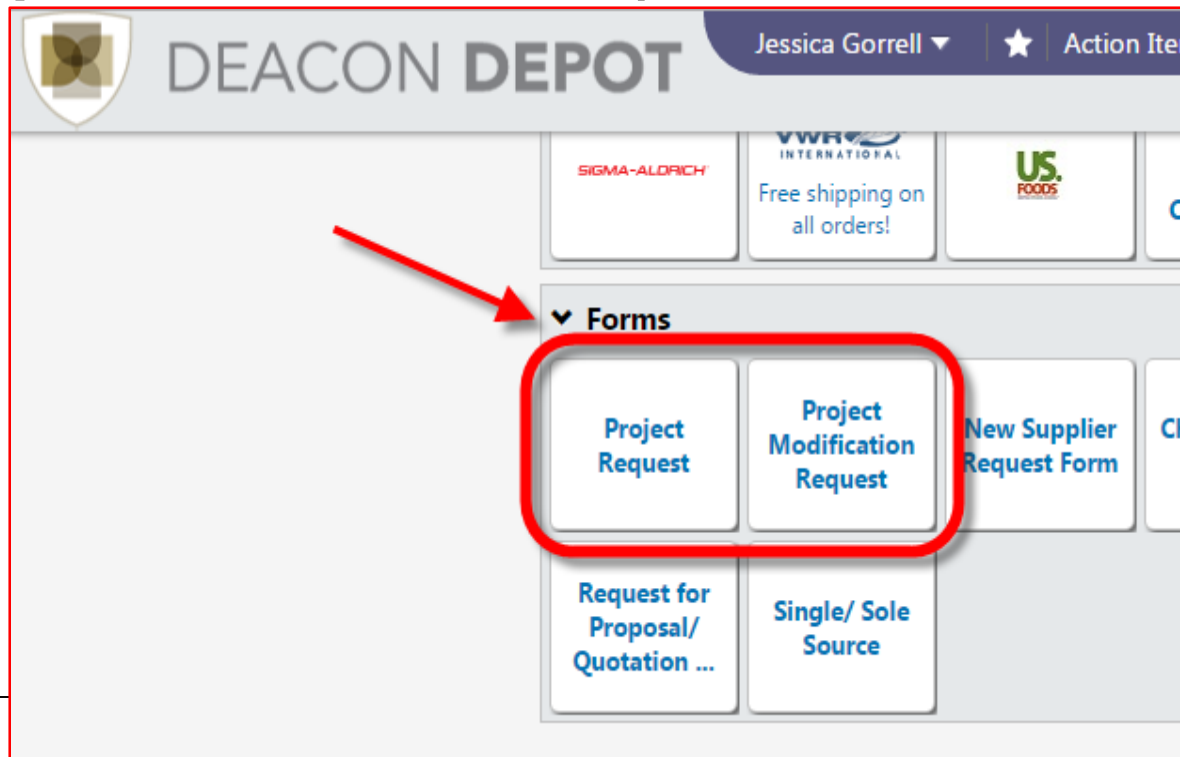
2. Add the Form to your cart and submit like a regular order.

3. The Cart/Form will route through predetermined steps for approvals.

- **Two training sessions will be offered in early June through the PDC. I'll email the link when they are available:**

<p style="text-align:center;color:red;">JUNE 4th – 3 - 4pm</p>
<p style="text-align:center;color:red;">JUNE 8th – 9 - 10am</p>

- **Shortly there will also be quick guides on Project Creation and Project Modification**

- **If you are a Reviewer, there will also be a Reviewer's Guide available to help with Deacon Depot workflow**

Panel Discussion: Accounts Payable

Moderator: Kim Crewey

- **Personal Credit Card vs. University Credit Card**

- **Forms W-9 and W-8BEN**

- **Accountable Plan Rules**

- **End User Reporting**

- **Approvals**

- **Payment Methods**