Business Administrators' Forum

WAKE FOREST
U N I V E R S I T Y

Welcome

Presenter: Sharon Anderson, Financial Services

Clarification of Unallowable Costs

Presenter: Marnie Matthews, Associate Controller, Financial Services

Campus Financial Reports Update

Presenter: Nathan Anderson, Director, Financial Systems

Business Continuity: What is it? Why Is It Important? How does it impact my unit?

Presenters: Nathan Anderson, Director, Financial Systems

Brian Pearce, Director, IT Infrastructure

Procurement Update

Presenter: Rosey Murton, Director, Procurement Services

Panelists: Luci Hill, Athletics & Nicole Galliard, Procurement

Mary Jones, IS & Laura Jane Kist, Procurement

Training Announcement

Presenter: Jennifer Rogers, Finance Systems

Clarification of Unallowable Costs

Presenter:

Marnie Matthews, Associate Controller, Financial Services

- # NSF Desk Review Results
  - Favorable Assessment with best practices recommendation to identify and segregate unallowable cost

- # Unallowable Costs Administrative Procedure
  - Improve identification of unallowable costs and appropriately exclude them from any application, proposal, billing or claim related to a federally-sponsored agreement

- New account for unallowable costs

  - Effective 1/1/16 for the University

- Please note that the term *unallowable* is defined by the federal government and is for the purpose of complying with federal costing regulations only. Certain types of expenditures, though not reimbursable by the federal government, are necessary for conducting university business and will continue to be reimbursed

- ## Examples

Advertising and Public Relations

	Allowable	Unallowable
Advertising and public relations costs incurred solely for project purposes	X	
Gifts, souvenirs and costs to promote WFU		X
Gifts based on custom or given as a thank you		X

References: 2 CFR 200.421

Alcoholic Beverages

	Allowable	Unallowable
Alcoholic Beverages		X

References: 2 CFR 200.423

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- Examples - continued

Alumni Activities and Contributions

	Allowable	Unallowable
Alumni activities		X
Contributions / Donations		X

References: 2 CFR 200.424 & 2 CFR 200.434

Entertainment

	Allowable	Unallowable
Including but not limited to amusement and social activities		X

References: 2 CFR 200.438

Campus Financial Reporting Initiative

Phase V Update

Presenter:

Nathan Anderson, Director, Financial Systems

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- New summary report added to
  - Summary – Operating
  - Summary – Operating Including Activity & Location

- New parameter added to control if and how the new summary is generated

Step 10: Select the Measure(s) for the (Optional) Departmental Summary Report:
Note: Report will not display if both selections are 'None' (default).

Measure #1:	Measure #2, used for Comparison:
● None	● None
○ Budget - Full Year	○ Budget - Full Year
○ Actual - Current Period	○ Actual - Current Period
○ Actual - YTD	○ Actual - YTD
○ Actual - Full Year	○ Actual - Full Year
○ Available to Spend before Encumbrances	○ Available to Spend before Encumbrances
○ Available to Spend after Encumbrances	○ Available to Spend after Encumbrances
○ Budget - Full Prior Year	○ Budget - Full Prior Year
○ Actual - Current Period Prior Year	○ Actual - Current Period Prior Year
○ Actual - YTD Prior Year	○ Actual - YTD Prior Year

Account	Account Description	Current Full Year Budget	Current Monthly Amount	Current YTD Actual	Current Available to Spend before Encumbrances	Current Encumbrances	Current Available to Spend	Percent Available to Spend
50013	Student	0.00	2,062.00	4,408.10	(4,408.10)	0.00	(4,408.10)	N/A
51010	Memberships and Dues	250.00	0.00	3,720.00	(3,470.00)	0.00	(3,470.00)	(1,388.00)
51012	Workshops/Prog./Seminars	1,200.00	1,732.00	4,328.66	(3,128.66)	0.00	(3,128.66)	(260.72)
53010	Supplies	111,146.00	832.85	1,555.14	109,590.86	52.66	109,538.20	98.55
53013	Copy and Printing Expense	300.00	1,616.50	24,247.50	(23,947.50)	29,752.50	(53,700.00)	(17,900.00)
53015	Uniforms	0.00	0.00	1,787.69	(1,787.69)	0.00	(1,787.69)	N/A
54010	Travel - Domestic	6,000.00	5,684.17	25,866.21	(19,866.21)	0.00	(19,866.21)	(331.10)
54018	Entertainment, Local Meals and Food	0.00	213.50	3,095.99	(3,095.99)	0.00	(3,095.99)	N/A
54021	Department Events	0.00	366.10	788.58	(788.58)	0.00	(788.58)	N/A
54514	Professional and Contract Services	0.00	11.53	1,952.14	(1,952.14)	0.00	(1,952.14)	N/A
56016	Lease/Rent Expense	0.00	530.77	530.77	(530.77)	0.00	(530.77)	N/A
56512	Student Awards	500.00	0.00	0.00	500.00	0.00	500.00	100.00
70012	Svc Fee - Telecom and Cable Cost	0.00	143.65	861.90	(861.90)	0.00	(861.90)	N/A
70016	Svc Fee - Rent	0.00	500.00	935.00	(935.00)	0.00	(935.00)	N/A
70026	Svc Fee - Mail Services	40.00	0.00	2,654.38	(2,614.38)	0.00	(2,614.38)	(6,535.95)
70027	Svc Fee - Copy Center	100.00	0.00	363.43	(263.43)	0.00	(263.43)	(263.43)
70033	Svc Fee - University Police	0.00	0.00	600.00	(600.00)	0.00	(600.00)	N/A
70036	Svc Fee - Information Services	300.00	0.00	0.00	300.00	0.00	300.00	100.00
70040	Svc Fee - Conf, Events & Tickets	0.00	0.00	50.00	(50.00)	0.00	(50.00)	N/A
70052	Svc Fee - Digital Copier Program	0.00	127.76	823.85	(823.85)	0.00	(823.85)	N/A
Total Non Personnel		**119,836.00**	**13,820.83**	**78,569.34**	**41,266.66**	**29,805.16**	**11,461.50**	**9.56**
Net		**(119,836.00)**	**(13,820.83)**	**(78,569.34)**	**41,266.66**	**29,805.16**	**11,461.50**	**9.56**

	YTD Actual Account	990001 - Future Presidents of America	990002 - Coffee Lovers Club	990003 - National Parks Club	990003 - Board Game Guild	Total
Non Personnel	50013 - Student	0.00	4,408.10	0.00	0.00	4,408.10
	51010 - Memberships and Dues	3,000.00	720.00	0.00	0.00	3,720.00
	51012 - Workshops/Prog./Seminars	4,318.66	0.00	0.00	10.00	4,328.66
	53010 - Supplies	95.66	0.00	280.51	1,178.97	1,555.14
	53013 - Copy and Printing Expense	0.00	24,247.50	0.00	0.00	24,247.50
	53015 - Uniforms	1,787.69	0.00	0.00	0.00	1,787.69
	54010 - Travel - Domestic	1,504.96	1,821.60	9,758.00	12,781.65	25,866.21
	54018 - Entertainment, Local Meals and Food	0.00	0.00	403.66	2,692.33	3,095.99
	54021 - Department Events	0.00	0.00	0.00	788.58	788.58
	54514 - Professional and Contract Services	1,940.00	12.14	0.00	0.00	1,952.14
	56016 - Lease/Rent Expense	530.77	0.00	0.00	0.00	530.77
	70012 - Svc Fee - Telecom and Cable Cost	0.00	861.90	0.00	0.00	861.90
	70016 - Svc Fee - Rent	500.00	435.00	0.00	0.00	935.00
	70026 - Svc Fee - Mail Services	0.00	2,654.38	0.00	0.00	2,654.38
	70027 - Svc Fee - Copy Center	0.00	0.00	76.13	287.30	363.43
	70033 - Svc Fee - University Police	0.00	0.00	0.00	600.00	600.00
	70040 - Svc Fee - Conf, Events & Tickets	0.00	0.00	0.00	50.00	50.00
	70052 - Svc Fee - Digital Copier Program	0.00	823.85	0.00	0.00	823.85
	Total Non Personnel	13,677.74	35,984.47	10,518.30	18,388.83	78,569.34
Report Summary		(13,677.74)	(35,984.47)	(10,518.30)	(18,388.83)	(78,569.34)

Account		990001 - Future Presidents of America		990002 - Coffee Lovers Club		All Departments	
		Full Year Budget	YTD Actual	Full Year Budget	YTD Actual	Total	Total
Non Personnel	50013 - Student	0.00	0.00	0.00	4,408.10		4,408.10
	51010 - Memberships and Dues	0.00	3,000.00	0.00	720.00	250.00	3,720.00
	51012 - Workshops/Prog./Seminars	0.00	4,318.66	0.00	0.00	1,200.00	4,328.66
	53010 - Supplies	21,000.00	95.66	80,000.00	0.00	111,146.00	1,555.14
	53013 - Copy and Printing Expense	0.00	0.00	0.00	24,247.50	300.00	24,247.50
	53015 - Uniforms	0.00	1,787.69	0.00	0.00	0.00	1,787.69
	54010 - Travel - Domestic	0.00	1,504.96	0.00	1,821.60	6,000.00	25,866.21
	54018 - Entertainment, Local Meals and Food	0.00	0.00	0.00	0.00	0.00	3,095.99
	54021 - Department Events	0.00	0.00	0.00	0.00	0.00	788.58
	54514 - Professional and Contract Services	0.00	1,940.00	0.00	12.14	0.00	1,952.14
	56016 - Lease/Rent Expense	0.00	530.77	0.00	0.00	0.00	530.77
	56512 - Student Awards	0.00	0.00	0.00	0.00	500.00	0.00
	70012 - Svc Fee - Telecom and Cable Cost	0.00	0.00	0.00	861.90	0.00	861.90
	70016 - Svc Fee - Rent	0.00	500.00	0.00	435.00	0.00	935.00
	70026 - Svc Fee - Mail Services	0.00	0.00	0.00	2,654.38	40.00	2,654.38
	70027 - Svc Fee - Copy Center	0.00	0.00	0.00	0.00	100.00	363.43
	70033 - Svc Fee - University Police	0.00	0.00	0.00	0.00	0.00	600.00
	70036 - Svc Fee - Information Services	0.00	0.00	0.00	0.00	300.00	0.00
	70040 - Svc Fee - Conf, Events & Tickets	0.00	0.00	0.00	0.00	0.00	50.00
	70052 - Svc Fee - Digital Copier Program	0.00	0.00	0.00	823.85	0.00	823.85
	Total Non Personnel	**21,000.00**	**13,677.74**	**80,000.00**	**35,984.47**	**119,836.00**	**78,569.34**
Net		**(21,000.00)**	**(13,677.74)**	**(80,000.00)**	**(35,984.47)**	**(119,836.00)**	**(78,569.34)**

- Drills provide quicker access to additional summary data
  - Activity code drills to the 'Summary – Activity' report
  - Location code drills to the 'Summary – Location' report

Operating Including Activity & Location Summary Report

As of: FY2016 - December
Run on: 02/15/2016 5:41:17 PM
Run by: andersna
Data Source: EDWFINPROD

111111 - Unrestricted
990002 - Coffee Lovers Club (Financial Manager: Chapman, Jane)

Account	Account Description	Activity	Activity Description	Location	Location Description	Current Full Year Budget	Current Monthly Amount
46041	Club Dues	-		-		0.00	0.00
49029	Maxwell House Sponsorship Revenue	-		-		0.00	0.00
Total Revenue						**0.00**	**0.00**
51515	General Equipment - <$5K	-		-		550.00	0.00
53010	Supplies	-		-		500.00	0.00
53010	Supplies	U00890	Coffee Filters	-		0.00	0.00
53013	Copy and Printing Expense	-		-		200.00	0.00
54010	Travel - Domestic	-		-		2,000.00	0.00
54018	Entertainment, Local Meals and Food	-		-		2,600.00	7,493.15
54018	Entertainment, Local Meals and Food	-		L00990	Coffee Grounds	0.00	265.50
54018	Entertainment, Local Meals and Food	-		L00991	Starbucks	0.00	2,433.89
54018	Entertainment, Local Meals and Food	-		L00992	Krankies Coffee	4,000.00	0.00
54018	Entertainment, Local Meals and Food	U00891	Keurig Cups	-		12,000.00	0.00
70012	Telecom and Cable Cost	-				336.00	56.00

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- Existing 'Invoice Amount' column split into a base invoice amount, additional amount and total amount
  - Additional amounts typically represent freight charges
  - Payment Due Date: states when the invoice is set to be paid

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PO to Invoice Reconciliation Detail Report
Note: All non-cancelled invoices and goods / services receipts associated with the purchase order will display, regardless of the date invoiced or date received.

PO#	Closed Indicator	Supplier ID	Supplier Name	PO Amount	Invoice Amount	Additional Amount	Total Invoice Amount	Amount Variance	Banner Invoice# (Supplier Invoice#)
66388	Closed	06042684	A New Leaf NC, LLC	235.00	235.00	0.00	235.00	0.00	I0721442 (53543)
66738	Closed	06043054	King Lawn and Garden	149.55	149.55	0.00	149.55	0.00	I0719385 (113914), I0719386 (113939)
67179	Open	06129913	Riverside Farm and Garden Supply, Inc.	35.00	0.00	0.00	0.00	35.00	
67185	Open	06088381	Reynolda Nursey & Landscaping Supplies, LLC	530.00	0.00	0.00	0.00	530.00	
67229	Open	06043054	King Lawn and Garden	552.50	0.00	0.00	0.00	552.50	
67309	Open	06043054	King Lawn and Garden	90.10	0.00	0.00	0.00	90.10	
P0031335	Closed	06505271	SupplyWorks	219.12	219.12	42.44	261.56	(42.44)	I0718438 (355458076)
P0031346	Open	02070184	Oracle America Inc.	8,631.19	0.00	0.00	0.00	8,631.19	
P0031401	Closed	06043902	CDW Government Inc	141.08	141.08	0.00	141.08	0.00	IE026229 (BQX4743)
P0031548	Closed	02090155	Office Depot	14.98	14.98	0.00	14.98	0.00	IE026378 (817349223001)
P0031549	Closed	03050323	Grainger	46.48	46.48	0.00	46.48	0.00	IE026367 (9936466474)
P0031627	Closed	06043902	CDW Government Inc	272.73	272.73	0.00	272.73	0.00	IE026412 (BSJ1994)
P0031666	Closed	06043377	Uline	568.00	568.00	56.30	624.30	(56.30)	I0720305 (73762764)
P0031710	Closed	02090155	Office Depot	40.50	40.50	0.00	40.50	0.00	IE026561 (818831265001)
P0031755	Closed	02090155	Office Depot	346.21	346.21	0.00	346.21	0.00	IE026594 (819127060001), IE026597 (819127061001)
P0031763	Closed	02090155	Office Depot	385.77	385.77	0.00	385.77	0.00	IE026586 (819190317001)
P0031801	Closed	02090155	Office Depot	62.34	62.34	0.00	62.34	0.00	IE026632 (819485323001)
P0031914	Closed	06043902	CDW Government Inc	549.16	549.16	0.00	549.16	0.00	IE026733 (BWH9696)
P0031917	Open	06391709	Retail Systems, Inc.	891.00	0.00	0.00	0.00	891.00	
P0032000	Open	06043902	CDW Government Inc	289.02	0.00	0.00	0.00	289.02	

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- Detail – Accounts Payable: Added new fields
  - Payment Terms: displays the default supplier terms (e.g. Net 45, etc.)
  - Payment Due Date: states when the invoice is set to be paid

- Detail – Transaction: Added the Pcard Transaction # field
  - Column was added to the report as part of the optional pcard data set
  - Visual cue to identify transactions that were split funded

- A new version of the Excel macros was released to handle the summary report changes
  - Download them on the Financial Service's website, http://finance.wfu.edu/cognos/

- Browser issues impacting your Cognos reports?
  - Consult the I/S support page:
    - https://sites.google.com/a/wfu.edu/is-knowledge-base/public/reporting/browser-settings

- Have an idea to submit for future releases?
  - Almost all enhancements are generated by campus feedback
  - Share your ideas via email cfri-feedback@lists.wfu.edu or the Google Form link from within the Financial End User Reports folder in Cognos

Business Continuity

What is it? Why is it important?
How does it impact my unit?

Presenters:
Nathan Anderson, Director, Financial Systems
Brian Pearce, Director, IT Infrastructure

Business Continuity Management (BCM) is a management process that identifies risk, threats and vulnerabilities that could impact an entity's continued operations and provides a framework for building organizational resilience and the capability for an effective response.

BCM addresses actions taken in the event of a loss of

People   Facilities   Technology   Suppliers

In order to continue operations at an acceptable level within the predefined objective

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Crisis & Incident Management

Business Recovery

Emergency Response

Business Continuity

Contingency Planning

Pandemic Planning

IT Disaster Recovery

Source: Gartner, "Business Continuity Management Defined, 2008"

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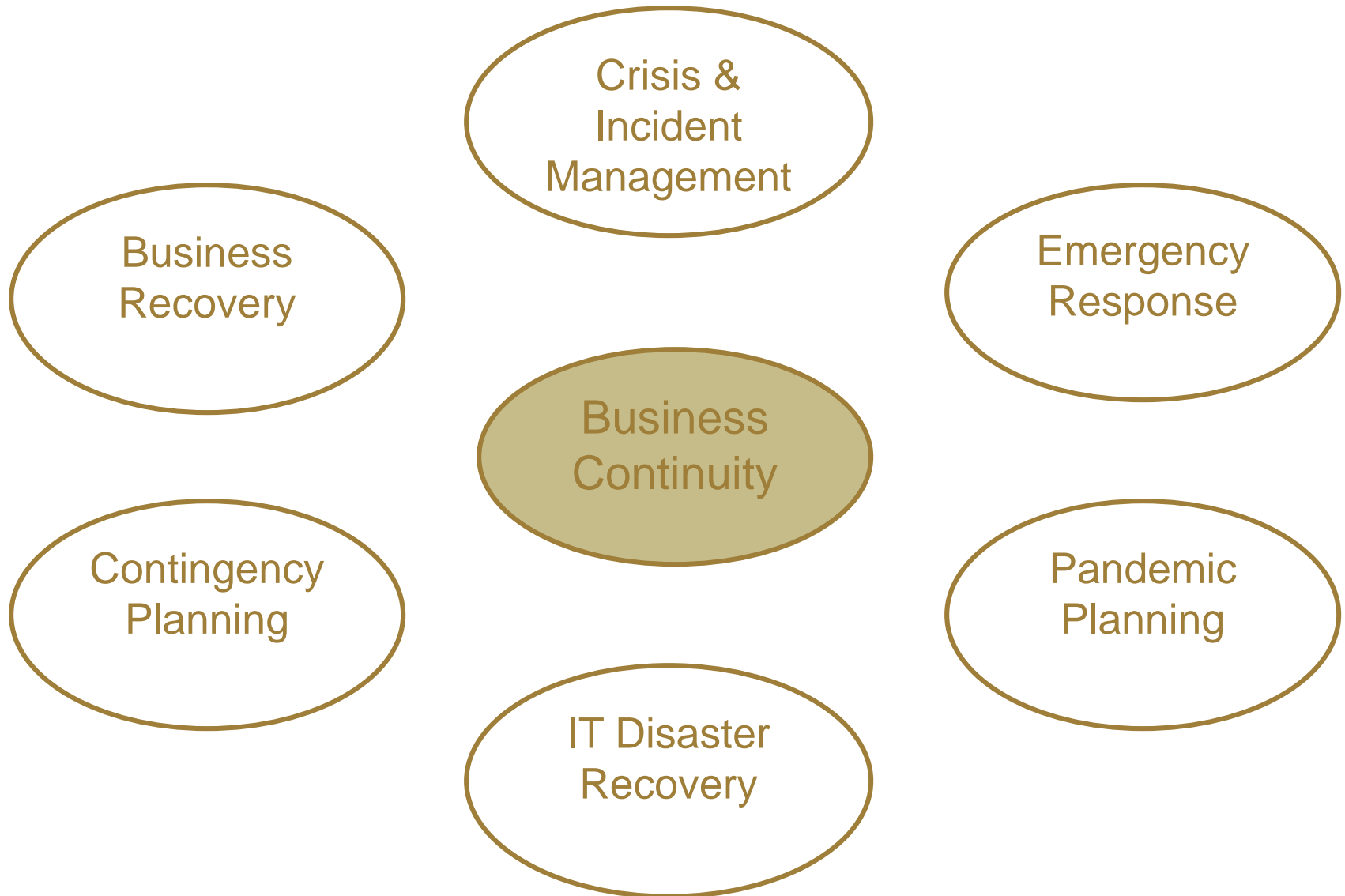
Unit	Representative
Advancement	Chris Jackson
Athletics	Randy Casstevens
Business School	John Owen
Campus Life	Wendy Logan
College	Scott Claybrook
Divinity School	Mark Batten
Facilities & Campus Services	Mike Draughn
Financial Services; Auxiliary Services	Nathan Anderson, Sharon Anderson, Dixie Ross
Human Resources	Shannon Araya
Internal Audit	Angela Atkins
I/S	Brian Pearce, Lynn Berry, Jeff Teague
Law School	Trevor Hughes
Provost's Office	Barbara Meredith
University Police	August Vernon
Registrar's Office	Harold Pace
Reynolda House	Kim Hampton
ZSR Library	Thomas Dowling

- Campus-wide inventory of IT services

- Hazard Vulnerability Assessment (HVA)

- IT service priority setting matrix / tiers

- Protocols for new IT services
  - Project implementation tasks for new I/S-hosted projects
  - Procurement process questions for new externally-hosted projects

- Campus-wide list of all IT services
  - Departmental
  - Campus-hosted by I/S
  - Hosted by supplier
  - External

- Contains information about key points of contact as well as the priority setting for each service

Natural Hazards

Man-made Hazards

IT Hazards

Technological Hazards

- Recovery Time Objective (RTO): defines how long it takes to restore the disrupted service

- Recovery Point Objective (RPO): defines the point in time that we are recovering to; this metric determines the maximum amount of data that could be lost

Tier	Criticality	RTO	RPO
0	Foundational	Must be recovered with or prior to mission-critical services	Must be recovered with or prior to mission critical services
1	Mission Critical	0 – 1 hours	0 – 1 hours
2	Critical	1 – 12 hours	1 – 6 hours
3	Important	12 – 48 hours	6 – 24 hours
4	Non-Critical	48+ hours	24+ hours

- Develop and document a disaster recovery plan for the new system

- Exercise the disaster recovery plan before the new application goes live

- Before go-live, collect emergency contact information from the supplier

1. Provide a copy of your Business Continuity Management Program documentation (including Business Continuity, Disaster Recovery and Pandemic Plans). If you are for any reason unable to provide the requested documents, provide an explanation.

2. How often are your Business Continuity, Disaster Recovery and Pandemic Plans reviewed and updated? Describe the level of senior management sponsorship and review that occurs in relation to each of the plans.

3. Does your organization's Business Continuity, Disaster Recovery and Pandemic Plans include provisions to ensure that the business continuity capabilities of your critical third parties / suppliers are capable of supporting your organization's continuity plans and testing objectives? If no, describe how your organization addresses and mitigates this risk.

4. What are the defined recovery objectives for each of the products and services that the University receives from your organization?

5. Describe your organization's risk assessment process for business continuity planning.

6. Identify any business disruptions your organization anticipates would cause an exception to your current planned recovery strategies. Include geographic considerations for all locations where provided services reside.

7. What provisions exist for the relocation of data centers, processes, and employees to ensure the continuity of the your organization?

8. What is your organization's communication plan in the case of an incident where one of the plans (Business Continuity, Disaster Recovery or Pandemic) is activated.

9. To what extent have you conducted recovery test exercises in the past 12 months that are needed to deliver provided products and services? What were the results and were plans updated as a result of the exercises?

10. Has an independent third party evaluated your Business Continuity Management Program within the past 18 months? If yes, provide a copy of the most recent report, preferably a SOC II, Type II report.

- Inform your BCPC committee member of any new IT services in your unit so that the inventory can be kept up to date

- When participating in conversations within your unit regarding new IT services, champion the conversation to understand what might happen if the service was unavailable for a period of time and/or data was lost

- Partner with I/S on sharing the appropriate priority tier for each service used within your unit

- Analyze feedback from suppliers on responses to their business continuity capabilities

Procurement Update

Presenter:

Rosey Murton, Director, Procurement Services

Panelists:

Luci Hill, Athletics & Nicole Galliard, Procurement

Mary Jones, IS & Laura Jane Kist, Procurement

Procurement Updates

- Recent Projects

- Policy Updates

- University PCard Program

- Deacon Depot Updates

- Value Focused Initiatives

Examples of Recent Projects:

- Enterprise Resource Planning RFI
- Innovation Quarter Projects
- "Bring Your Own Device" Program for Student Laptops
- High Performance Computing Cluster Enhancement
- Enterprise Back-up Replacement
- Poteat/Huffman Renovations
- Security Service Contract
- Moving Services Contract

Policy Updates

- Contract Administration Policy and Administrative Procedure

- Procurement Policy and Administrative Procedure

Highlights of recent enhancements to the University PCard Program:

- Management/Account Transition

Increased Automation
- Online Application for PCard
- Online Cardholder Agreement
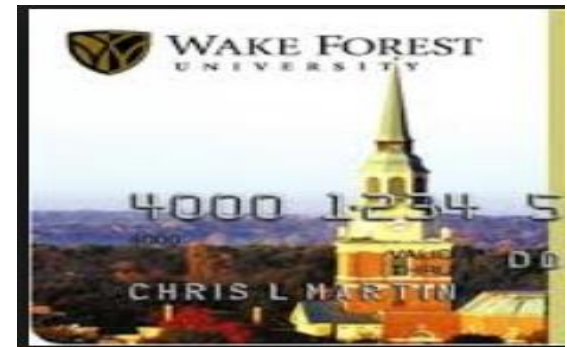
Training
- Refresher Training Automated/Updates
- Automated training for PCard under development
- Classes will now be held on campus for accessibility
- Online Sales Tax Job Aid

Advanced Checkout Changes

Based on feedback we received from campus customers over the past year, we changed the Deacon Depot Checkout Default Experience to Advanced Checkout. Advanced Checkout allows users to more easily:
- Edit accounting code, ship-to information, and accounting date
- Attach external documents such as quotes and contracts
- Attach internal documents such as competitive quotes
- See the same view in cart checkout as in PR approval. The advanced checkout screen is the same as the screen seen when approving a purchase requisition.

If you have any questions please contact us at x8289 or procure@wfu.edu.

Value Focused Initiatives

- Research and Benchmarking
  - Addition of Smart Procure
  - Building Peer Networks

- Commodity Assignments to enhance knowledge base
  http://finance.wfu.edu/faculty-staff/procuring-goods-and-services/who-to-contact

- Renegotiation of existing contracts for more favorable pricing

- Proactive partnering for cost savings

Panel Discussion
Partnering for Savings

Luci Hill, Athletics
Mary Jones, Information Services
Nicolle Gaillard, Procurement Services
Laura Jane Kist, Procurement Services

Group Activity

Partnering for Savings

- Each table will have 10 minutes

- The goal is to develop a commodity or service-based cost savings idea per table for the University to explore

Training Update

Presenter: Jennifer Rogers, Finance Systems

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Mon., 3/21/16   11:00 – 12:00 PM   401 A/D Benson

Wed., 4/20/16   1:00 – 2:30 PM   409 Benson

Tues., 5/10/16   9:00 – 10:30 AM   404 ZSR Library-Auditorium

Your input is essential as we continue to collaborate and discuss items of interest so that we can improve how we do business at Wake. So, please continue to send along suggestions, questions, and topics you want to hear about, know about, or discuss with others.