

Campus Finance Representatives Group

September 26, 2012



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- **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**
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Deacon Depot

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

Please contact dcndepot@wfu.edu with any questions

University Pcard

Partnering to Improve Utilization and
Efficiency



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Procurement Services & Accounts Payable



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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
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Top Challenges We Face Today

Challenge	Number of Occurrences in FY12
Business Purpose	650
Account Code Changes	505
Missing Statements—entire statement	470
Missing Receipts	452*
No Detailed Receipt	433*

* 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**

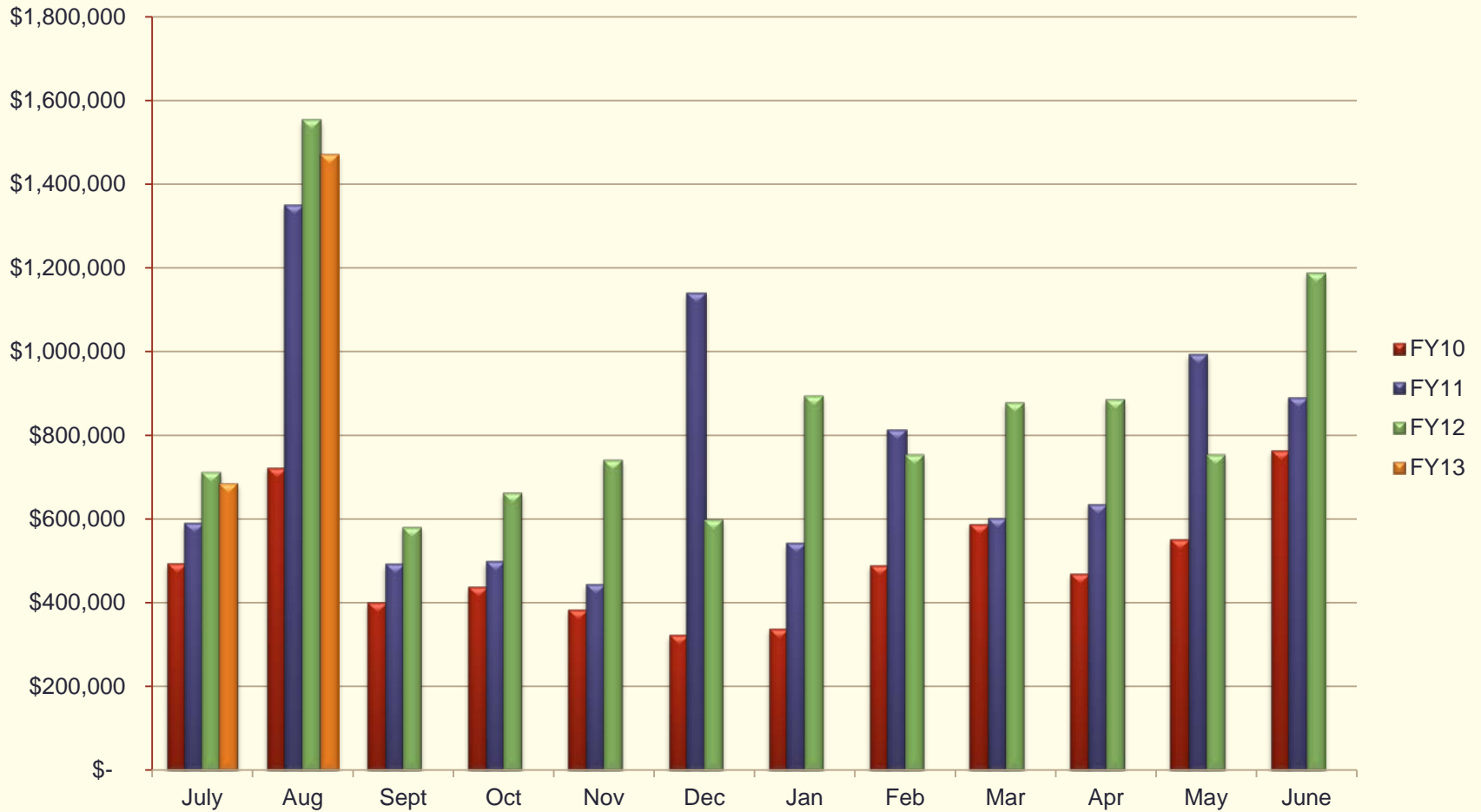
http://www.wfu.edu/fas/ap/Quick_Guide_Business_Purpose.pdf

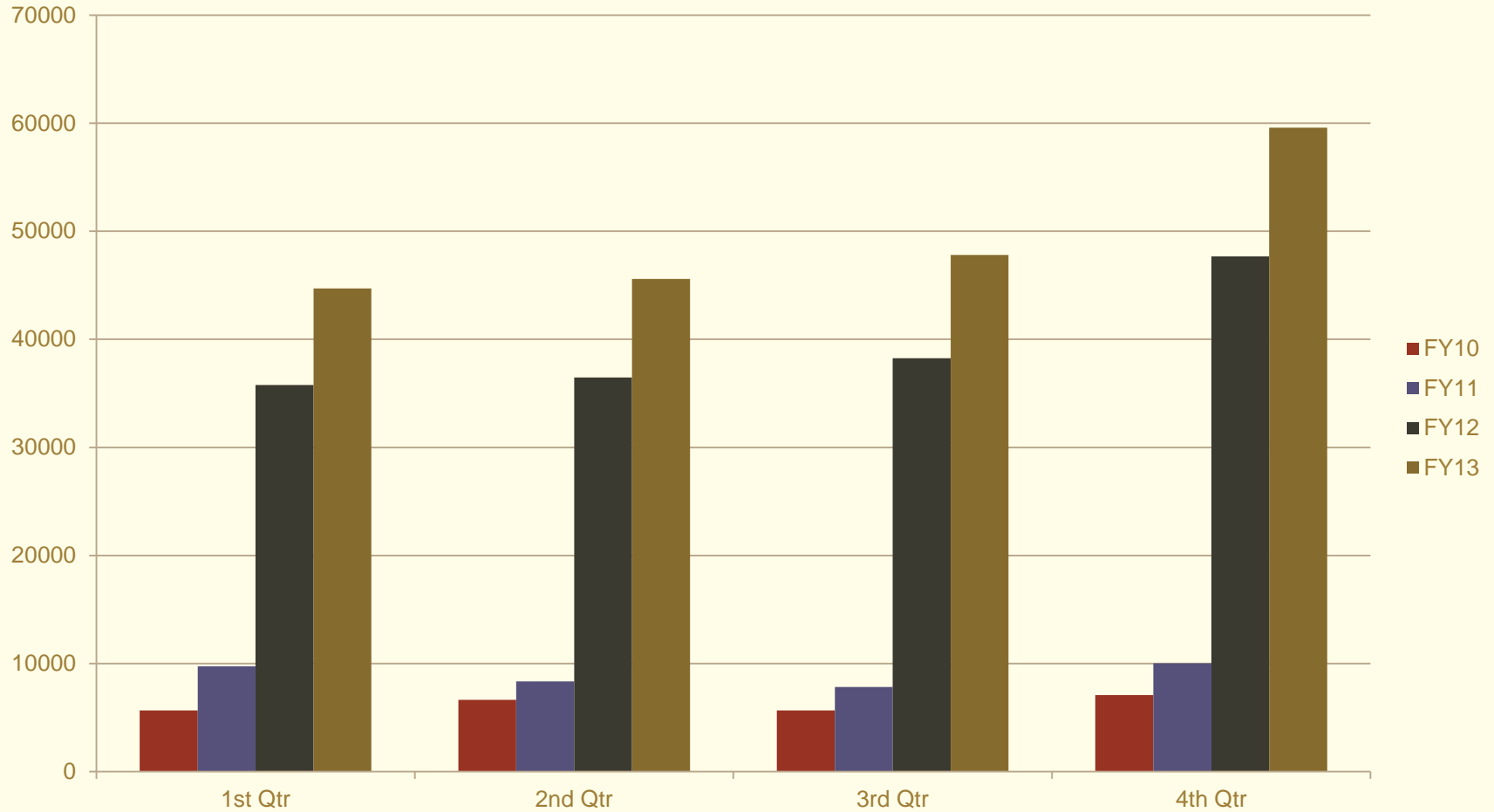
Others Include (will be ready in the upcoming months):

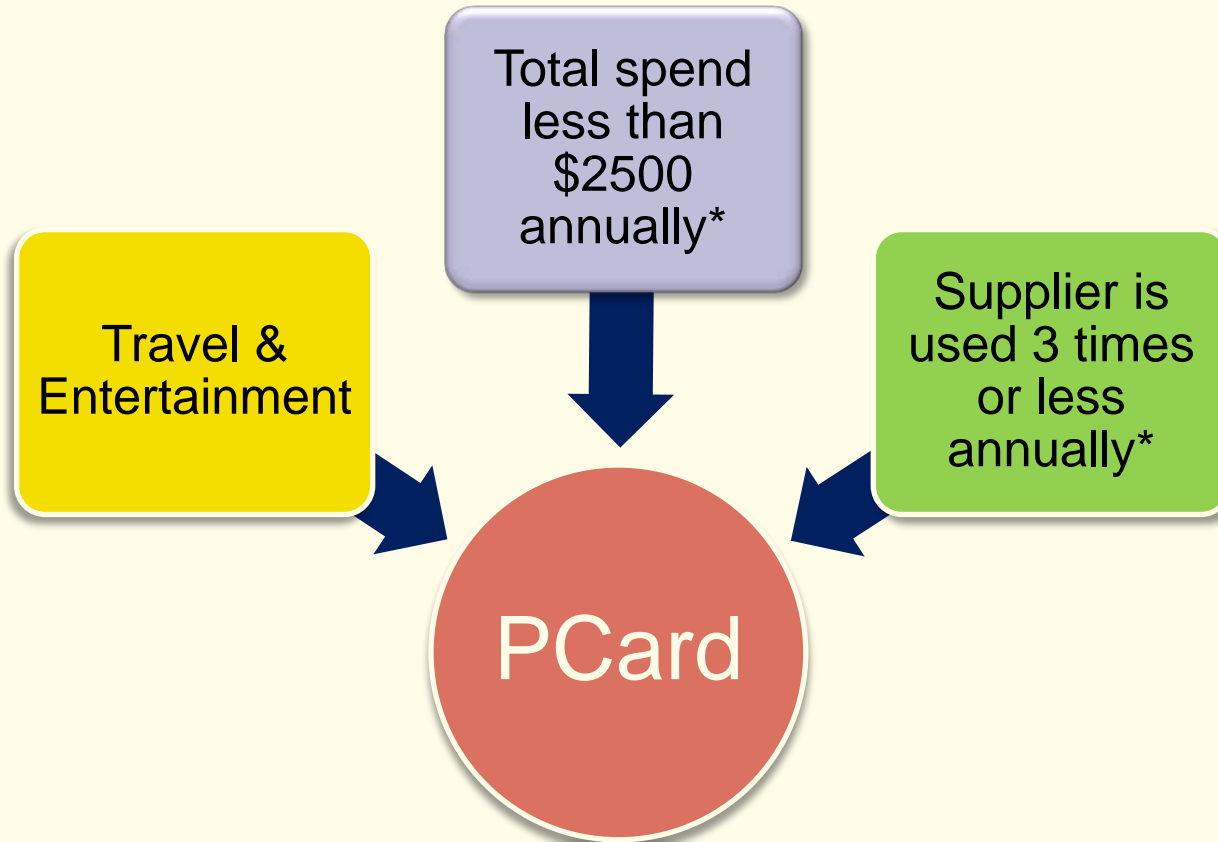
- **Advances**
 - **Business Expense Receipts**
 - **Completing the Expenditure Voucher Form**
 - **Completing the Travel and Entertainment Voucher**
 - **Meals**
 - **Prompt Payment Checklist**
 - **Submitting Reimbursement Requests**
 - **Travel Receipts**
 - **What you need to know before / after traveling**
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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**
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* Please ask yourself these 2 questions BEFORE you request a new supplier.

We need YOU!

Pros and Cons

Pcard vs. Reimbursement

Pcard Pro	Pcard Con	Reimbursement Pro	Reimbursement Con
Don't have to use personal funding	WORKS	Departments can view charges before reimbursed	
Departments can avoid paying NC Sales tax charges	Time to update transactions		
Don't have to wait 10 days to receive reimbursement			
Proxy can be assigned to view transactions and complete documentation			

I have run my reports...now what can I do with the data?



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**
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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
