Business Administrator Forum

September 13, 2018
9:00 – 10:30 AM

WAKE FOREST
UNIVERSITY

409 Benson University Center

BAF Agenda

Welcome

Introduce Janet Williams, VP for Finance

Presenter: Sharon Anderson, Director, Strategic Initiatives

Departmental Deposit Administrative Policy & Procedure

Presenter: Jamie Costello, Manager, Student Financial Services

Workday Tips & Tricks and Q&A

- Expense Reports and Supplier Invoices

Facilitators: Allison Belton, Director, AP & Summer Peters, AP Analyst

Workday Feedback – round table exercise

Facilitator: Melissa Clodfelter

Departmental Deposit

Administrative Policy and Procedure

Jamie Costello, Manager, Student Financial Services

Wake Forest University

Administrative Policy

- ✓ All Departmental Deposits must be processed through the "Record Cash Sale" business process in Workday.
- ✓ All "Cash Sales" must be submitted through Workday within 24 hours of receipt of the funds excluding weekends and official Wake Forest University holidays and closures.
- ✓ It is the department's responsibility to bring all cash and checks directly to Student Financial Services immediately after submitting the cash sale.
- ✓ Gifts are not accepted as departmental deposits and must be forwarded to University Advancement for processing.

Cash Sale Requirements:

- **Customer**: Is the division where the cost center is mapped.

- **Cash Sale Date**: The date funds are submitted to the bank.
  - Credit Card Funds – Use the Settlement Date
  - ACH or Wire – Use the date on the email notification from finance.
  - Check and Cash – Use the current Date

- **Reference**:
  - Credit Cards – Merchant Number
  - ACH or Wire – Use the name of the sender (e.g. Nelnet)

Cash Sale Requirements (*continued*):

- **Attachments**:
  - Credit Cards: Settlement Report
  - ACH or Wire: Email notification from finance
  - Cash and Check: Backup supporting the purpose of the deposit. (not required)

- http://finance.wfu.edu/policies-and-procedures

Workday
Tips & Tricks
Q&A

Expense Reports and Supplier Invoices

Allison Belton, Director, AP
Summer Peters, AP Analyst

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Workday Feedback

Workday: Finance

Improving "how we do business," Workday has enabled for Finance:

- Ability to see people, their hierarchy in the organization, and their contact information
- Visibility into absences
- Improved transparency
- Archived processes are retained in your Inbox
- Electronic routing (workflow) with visibility
- Eliminated multiple sign-ons for bolt-on applications
- Ownership of the processes is decentralized
- Mobile app
- Real time data

Now that you have been in Workday for a couple of months:

1. What has surprised you most about the system?

2. What is working well or has improved in the system?

3. What is most challenging for you in the new system?

4. What additional training would you like to receive to assist with you making your day-to-day operation more efficient?

Next Forum

November 27, 2018

9:00 – 10:30 a.m.

401 A/B Benson University Center

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. (My e-mail is anderssc@wfu.edu). I would love to hear from you!