Welcome to the WOLF Project at Florida Atlantic University

Today’s instructor is:

Dr. Rosanna Star Berzok
Associate Controller

Your name ____________________________

User ID/ Log-in number ____________________________

Your Password ____________________________
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Background of the TARRS Project

It was decided in the late 1990’s that Florida Atlantic University would take a huge leap into the new millennium. The very first project would address the overarching problem of a paper-intensive travel system. Typically, the journey began with a conversation between traveler and an initiator of the paper transaction. Sometimes, the itinerant request went from one in-basket to another before arriving at the travel desk, causing an overwhelming backlog. The first keystroke would involve the encumbering of the dollars in the State Automated Management Accounting System (SAMAS). Before any data could be entered into the system another person might be involved to audit the accuracy and completion of the request. Adhering to State regulations meant each expense cost would require mandated compliance, often requiring multiple approval signatures. After careful auditing, the travel desk would discern if the request was ready for entering into the system. If any data was omitted or incorrect, the request would be sent back to the department. Delays and lost requests were typical scenarios. Additionally at this juncture, travel expenses were being incurred by the traveler.

The frustrated traveler and initiator voices were heard loud and clear to administration. How could FAU provide a seamless and paperless travel transaction? Would automating the tasks such as encumbering dollars and reimbursing the traveler contribute to the mission of the university by reflecting on and evaluating of emerging needs and priorities of the FAU community? Should we introduce an enterprise resource planning software (ERP) to integrate all departments and functions into a single database in order to share information more readily? This integrated approach seemed the most likely to standardize our processes and data.

Therefore, in September of 1998, the Travel Authorization Request and Reimbursement System Committee (TARRS) was formed. The TARRS project committee members were comprised of Associate Vice President, Financial Affairs; Director and Assistance Director of Administrative Technology Systems (ATS), Director and Associate Director of Computing System Services (CSS), Programmer and Analyst (CSS); and the University Controller. The focus was to optimize internal processes and customize a full life cycle project. The project would be delineated into two phases. Phase 1 would provide a comprehensive encumbering process and Phase 2 would encompass the reimbursement process. In November 1998, the TARRS Project was presented at the Financial Managers’ meeting and the following month the first of the TARRS pilot test group training sessions began. The Director of Institutional Effectiveness completed the survey design and in May 1999, the first of a series of surveys were sent to the pilot group.
Evolution of WOLF:

Phase 1 of the TARRS Project had proven to be a more effective method for processing travel requests. The program had been very well received in the pilot test group and a compelling positive response was reported from the 2000-2001 survey. The pilot group comments were extracted and provided a one-year expansion/refinement to the program. When the 2000-2001 survey was sent out on August 2000, there were at least 295 end users and a diverse travel structure had been established. Additional relational databases were recommended and software upgrades were implemented. Continuous intra-campus training afforded hands-on experiences, whereby more Travel Authorization Request could be processed with less on line support. The results of the 2000-2001 survey appeared to show that productivity could be increased with less effort and a help line aided in personalized assistance. Proficiency increased and it appeared that the end users liked the system.

During the fiscal year 2002-2003, the restructuring of higher education in Florida appropriated governance and localized responsibility to effectively administer and supervise fiscal and human resource management. FAU was granted approval to begin the process of implementing an autonomous and fully integrated ERP to accommodate fiscal and human resources needs. SCT (Science and Computing Technology) Banner was chosen as the real time ERP. This product would sustain FAU as a leader in self-service web based technologies in higher education institutions and provide high end functionality to the FAU community. A two year plan was established as a working timeline with the financial system implementation July 1, 2003 and the human resources module projected implementation, January 2004. The ambitious project schedule included software implementation, technical training, creation and conversions of legacy financial tables and rule codes, documentation and continuous training.

Simultaneously, FAU decided to improve the computing infrastructure by replacing the aging DEC and windows based servers with the Sun E10000 System. Project 10000 began in Spring 2001. Solaris 6, 7 and 8 Operating Systems, SUN Solstice Backup Software, IBM DB2 Universal Data Base (UDB) JAVA Programming Language, C Compilers, COBOL Compilers, GNU Software Group would now change FAU architecture. The original TARRS project would now have to conform to the database changes. IBM DB2 Universal Database Enterprise - Extended Edition (DB2 UDB EEE) would now support Sun’s Enterprise server family and Solaris Operating Environment. This would pose a rewrite of TARRS and set in motion the evolution to WOLF (using Java Programming Language). Administrative Technology Systems not only maintained involvement with legacy conversions throughout the year, but successfully implemented the conversion of TARRS to WOLF.
Objectives and Goals of the WOLF Project

OBJECTIVE: An objective is defined as a specific accomplishment to be reached that can be verified within a given time and under specifiable conditions, which, if attained, advances the system toward the corresponding goal.

Objective 1: To improve services to the campus community by reducing an excess paper trail in the disposition of travel.

Objective 2: To reduce the cost of travel by increasing efficiency.

Objective 3: To provide cost effective access control to real-time departmental budget reports.

Objective 4: To assist fiscal management by providing accessible fiscal reporting.

GOAL: A goal is defined as the purpose by which an endeavor is accomplished.

Goal 1: To support and strengthen Florida Atlantic University’s departments in their knowledge of a “paperless” travel disposition.

Goal 2: To foster and develop programs to enhance travel efficiency for the University’s population.

Goal 3: To investigate and explore new technologies in accessing real-time departmental budgetary reporting.

Goal 4: To adapt quality and functional-specific relational databases for fiscal reporting.
Benefits of the WOLF Project

WOLF is an acronym for Web On-Line Forms. WOLF delivers a comprehensive solution with robust compliance to state regulations, encumbering of state dollars, reimbursement of travel expenditures and provides the end-user analytical reports to address the travel needs of the FAU community. This streamlined process was first introduced with the TARRS application, an acronym for the Travel, Authorization, Request and Reimbursement System. Using the authorized signature file, the traveler’s pre-trip authorization is automatically routed to selected approvers and electronically posted to the new SCT Banner accounting module. The selected approval criteria deploys secure, reliable and faster processing of travel management. Drop down menus and simple queries provide more accurate performance by integrating field population. In addition, the initiator can query the database for already established travelers or create a profile for a new traveler on line. Additionally, travel information is stored and easily retrieved for re-processing.

Features of WOLF Computing

One of the features of the paperless WOLF computing is the capacity to integrate technological delivery systems using relational databases architectural design. The security mechanism is based on Florida Atlantic University’s already effective signature system. Authorization and submission of travel management is done electronically to SCT Banner. Analytical reports assists in travel management with the ease of criteria selection. Drop down menus yield unique information associated with the account user and traveler profiles.
Initiator creates electronic reimbursement; sends emails for approval; authorized signers approve reimbursement; check printing.
WOLF Project Team Members

Controller's Office
Dr. Rosanna Star Berzok – Associate Controller
Joanne F. Anderson – Executive Secretary/Office Manager
Matt Barton – Project Coordinator/Analyst

Travel Desk
   Barbara Simmons – Accountant
   Charlotte Vest – Accountant
Evaluation

Evaluation is the means to determine a method that advances the end user’s achievement in a particular area and progresses towards achieving those identified goals and objectives. One ideal method for fostering an effective learning model is through the delivery of post response information, also known as feedback. Although the distinction of specific feedback may vary with individual response, it is noteworthy to assert that mechanical techniques, such as surveys or questionnaires, guide important recognition of personal responses. It is the WOLF Project Team members’ intent to provide open conduits for your responses. An open on-line feedback phone line is available for quick “fixes” and a subsequent follow up program is designed to provide the end-user a means to interact with the project members. This may allow the end-user to become invested in the exciting new way of “doing” travel.
Your WOLF Contact People

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Getting Started

Florida Atlantic University’s WOLF intranet site will provide the end user effective travel management with a variety of business needs. Traveler profiles and pull down menus are just examples of this innovative and robust solution in the paperless world of the internet. Electronic subroutines are the driving forces which allow interrelated links between the many databases needed to complete the data flow. Administrative Technology Systems, Computing System Services and the University Controller’s Office have worked together to launch this new program to the university community. So let’s begin the journey into the next millennium.
1 Logging into online WOLF

On Florida Atlantic University’s home page (www.fau.edu)

- a. Type http://www.fau.edu/wolf (WOLF url) in the ‘Address’ field:

- Make sure you bookmark the location for future use
- Press Enter. The WOLF – Login window appears.
Press Enter. The WOLF – Login window appears.

- **2a** - Type in your User I.D. (lower case only).
- **2b** - Type your Password (lower case only)
- **2c** - Click on the ‘Submit’ button to proceed to the next page.

Contact your WOLF administrator if you have not been assigned clearance to use the WOLF system.
3 WOLF manager

The WOLF Manager screen will be displayed

On this screen (WOLF Manager) there are three (3) alternate routes to access WOLF Reimbursements

3a

- In this section you can create a New Reimbursement

3b

- WOLF Forms
  
  3b1

  - Depress the ‘All Forms’ tab. Then, in the Status section, depress ‘Reimbursable’

  3b2

  - From the WOLF Forms ID grid, you may select ‘Reimburse’, for whatever form you choose.
You may ‘Look Up Form’: Look up the TAR you wish to reimburse, and on that Form,

- Select ‘Enter New Reimbursement’
The General Instructions Screen

This is a scrollable screen. There is more information, just scroll down.
Please read all the General Instructions carefully, then click Yes or No in answer to the question at the bottom of the screen and click on the button labeled ‘Proceed to Reimbursement Entry’.

Additional Notes:
- Make sure you fill in the radio button for whether you understood the instructions or not.
- All receipts (mandated by State requirements) must be maintained by the individual departments when submitting via Wolf.
- Currently, all international reimbursements must be submitted via the paper Reimbursement Voucher.
The Reimbursement Entry screen

This (scrollable) screen contains pre-filled information from the original TAR encumbrance.

Summary of TAR CO029
- Status: Encumbrance Posted
- Approval Status: Fully Approved
- Traveler: Berzo, Rosanna Star
- Origin / Destination: Boca Raton, Florida / Lake Buena Vista, Florida
- Total Encumbrance: $241.10
- Approvals:
  - Approved by Supervisor Medeiros, Stacey L.
  - Approval Assumed for Traveler Berzo, Rosanna Star
  - Duplicate Approval Suppressed for Account Signer Medeiros, Stacey L.

TAR Details

<table>
<thead>
<tr>
<th>Cost</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of Meals</td>
<td>$84.00</td>
</tr>
<tr>
<td>Incidental Expenses</td>
<td>$0.00</td>
</tr>
<tr>
<td>Mileage @ $0.25 per mile</td>
<td>390 miles × $0.25 = $97.50</td>
</tr>
<tr>
<td>Cost of Fuel Adjustment @ $0.10 per mile</td>
<td>390 miles × $0.10 = $39.00</td>
</tr>
<tr>
<td>Lodging</td>
<td>$0.00</td>
</tr>
<tr>
<td>Rental Car</td>
<td>$0.00</td>
</tr>
<tr>
<td>Common Carrier</td>
<td>$0.00</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>$15.00, Tips</td>
</tr>
<tr>
<td>pCard Expenses</td>
<td>$117.00, Registration and Hotel Charges</td>
</tr>
<tr>
<td>Purchase Order Expenses</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Estimated Expenses</td>
<td>$1,761.50</td>
</tr>
<tr>
<td>Less pCard Expenses (117.00)</td>
<td>$1,644.50</td>
</tr>
<tr>
<td>Total TAR Encumbrance</td>
<td>$241.10</td>
</tr>
<tr>
<td>Original Encumbrance</td>
<td>$241.10</td>
</tr>
</tbody>
</table>

Account (Fund-Org): [120000] [CO:29] [F:120000] Controller's Office
In-State Travel
Expense Balance: $1,498.60
Total Costs: $1,781.80
Net Remaining Encumbrance: $241.10
Departure Date and Time: Sunday 02-Apr-2006 9:00am
Return Date and Time: Wednesday 05-Apr-2006 8:00pm
Additional required general information must be filled in by the initiator. All boxes must be filled in to continue. Depress 'Next Page' to continue.
2. Places of Travel Screen

The 'Places of Travel' screen is pre-filled with information from the original TAR encumbrance and data you entered on the prior screen.

You may add more places, if needed, and expand the list further by depressing the 'Enter More Places' button. Click on 'Next Page' to continue to the next screen.
3. Line Items Screen:

Each separate cost during your trip is entered on a separate line.

Using the Date dropdown 7a specify the date and cost.

Use the ‘Depart’ and/or ‘Return’ dropdowns 7b to indicate the time of day you departed or returned, for a non-blanket TAR, or the time-span during the day for a blanket TAR.
Use the ‘From’ dropdown \(7c\) and the ‘To’ dropdown \(7d\) to specify ‘from’ and ‘to’ during that timeframe.

The From and To dropdowns contain the cities \(7e\) specified from the last screen.

Next, fill in the ‘Purpose’ \(7f\) of that day’s travel.
Choose the type of cost from the Cost Type dropdown (not all options are shown in diagram below).

A place is provided on each line for description as needed.
Next, enter the amount associated with the selected Cost Type in the dollar box, and indicate whether or not you have a receipt using the 'Receipt' dropdown. Notes may be added as needed.
As you enter costs, the reimbursement values appear in the ‘Reimbursement Values’ block.

Note the encumbered values are directly imported from the original tar encumbrance.

Additionally, ‘Reimbursement Computation’ specifies the Cost Type.
Continue entering your costs, one cost per line item. If you need more line items, click on the ‘Enter More Line Items’ button at the bottom of the Line Items screen.

Line items - some limits:
- There is a $25 limit on expenses without receipts
- There is a 10% limit on expenses exceeding the estimated Tar encumbrance
- A $1000 threshold is currently enforced, check with WOLF administrator for threshold updates.
- Justification must be submitted for any Florida Hotel rate of greater than $200 per night, using a paper transaction.
- Maximum ‘Per Diem’ within the continental United States is $80/day. Per diem is denoted as meals and hotel combined.

When you have completed entering all your costs, continue to the next screen by depressing the ‘Next page’ button at the bottom of the Line Items screen.
NOTE: If Vehicle Rental, Common Carrier, and/or pCard cost is incurred the ‘Vehicle Rental, Common Carrier, and/or pCard’ screen will then come up.
**Vehicle, Common Carrier, and pCard Costs screen**

Any pCard Cost expense you have entered requires further information to be entered on this screen. The applicable cost entry will be pre-filled with the cost you specified, for your convenience.  

You must now enter in the ‘Merchant/Vendor’ box and ‘Description of Item’ if necessary.

Click on ‘Next Page’ when you have completed entries on this screen.
The Checklist

The next screen is the Checklist. Please read carefully, and check all boxes Yes or No, N/A or Checked or Verified, etc. When you have completed the Checklist, click on Next Page, at the bottom, to continue.
The 'Details' screen contains all the details of the data you have entered. Please verify all information.
Continue to scroll to the bottom of the Details screen. You will find ‘Reimbursement Certifications’ statement.

The preparer, in lieu of the Traveler, may ‘approve’ and certify that all the information on the Reimbursement request is correct.

Only one Supervisor’s Approval is needed when processing reimbursements. Select the appropriate approver from the Supervisor list or by entering the appropriate ID in the box provided.
If you receive any warning messages, it indicates that some information is still needed, e.g., a State limit or rule has been violated, or if you discover you are missing some piece of data, you can save your partially completed Reimbursement request at any time from any screen. Look for the ‘Save Current Form and Exit’ button at the bottom of any screen.

If there are no warning messages, and you have entered all your information, you are now ready to Submit your Reimbursement. Click on the Submit button provided.
Your Reimbursement will be assigned a number. If you are logged into the Wolf Production System, the number will be sequential for your department.

Congratulations! You have successfully completed an electronic Travel Reimbursement.
USEFUL BANNER FORMS

- **FGIENCD** – to see your remaining encumbrance balance in Banner
  - **Note:** Wolf Encumbrances are stored by TAR number, with a preceeding ‘W’. e.g., AF0250 would be stored as WAF0250.

- **FAIVNDH** - to see vendor payment history.

- **FGBDSR** – to see budgets.

FREQUENTLY ENCOUNTERED BANNER RULE CODES
You might see any of these on a Wolf Encumbrance in Banner FGIENCD

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNEI</td>
<td>Cancel Check – Invoice w/ encumbrance</td>
</tr>
<tr>
<td>CNNI</td>
<td>Cancel Check – Invoice w/o encumbrance</td>
</tr>
<tr>
<td>DNEI</td>
<td>Check – Invoice w/ encumbrance</td>
</tr>
<tr>
<td>DNNI</td>
<td>Check – Invoice w/o encumbrance</td>
</tr>
<tr>
<td>E010</td>
<td>Post Original Encumbrance</td>
</tr>
<tr>
<td>E020</td>
<td>Encumbrance Adjustment</td>
</tr>
<tr>
<td>E032</td>
<td>Encumbrance Liquidation</td>
</tr>
<tr>
<td>E036</td>
<td>Encumbrance Partial Liquidation</td>
</tr>
<tr>
<td>E090</td>
<td>Year End Encumbrance Roll</td>
</tr>
<tr>
<td>ENCB</td>
<td>Encumbrance Gurfeed</td>
</tr>
<tr>
<td>INEI</td>
<td>Invoice with encumbrance</td>
</tr>
<tr>
<td>INNI</td>
<td>Invoice w/o encumbrance</td>
</tr>
<tr>
<td>ICEI</td>
<td>Payment reversal – regular payment</td>
</tr>
<tr>
<td>ICNI</td>
<td>Payment reversal of Direct Pay</td>
</tr>
</tbody>
</table>