



## Financials Focus Group (FFG) MINUTES

<b>Date</b>	October 10, 2019
<b>Time</b>	11:00 a.m.- 12:00 p.m.
<b>Place</b>	Research Pavilion, RP-302
<b>Attendees</b>	<p><u>In Person</u></p> <p>Tera Alcalá, Laura Crouch, Varsha Das, Gerry Deveau, Tatiana Fuentes, Catherine Gholson, Lynn Gonzalez, Rita Higgins, Carmen Honaker, Patricia Kentish, Ushaben Lal, Joel Levenson, Jacqueline Lewis, Meghan McCollum, Nancy Meza, Dorann Mullins, Amanda Rakoczy, Amber Ryder, Aida Salazar, Scott Sedlak, Debra Simon, Mike Stein, Vanay Syme, Becky Vilsack, Mary Williams</p> <p><u>On Skype</u></p> <p>Allison Freitas, Amanda Frashier, Andrew Holloway, Angela Harris, Angela Nichols, Angela Rivera, Angela Whelan, Ariasari Lair, Barbara Kelly-Hursey, Barbara Wilson, Brenda Jackson, Cortright Francis, Cynthia Gabriel, Debra Simon, Denise Matias, Elizabeth Hardman, Eric Brewington, Esther Pennepacker, Francis De Sagun, Glendaley Carrasquillo, Hallie White, Ivette Martinez, Jacquelyn Daigneault, James Clarke, Jan Suddarth, Jason Ellmyer, Jeanette Flores, Jennifer Branson, Joe Schofield, Julie Martorana, Kari Stiles, Katheryn Daniels, Keri Tessitore Tymensky, Kiran Acharatlal, Kristin Wetherbee, Lashanda Brown-Neal, Lindsay Kuznia, Lisa Miller, Marcia Munroe, Maria Aragon, Maria Carreno, Mark Wagenhauser, Martha Hamann, Melanie Warren, Melanie Warren, Melinda Martin, Merry Marcheschi, Michelle Fuentes, Monique Gregory, Myrnellie Nido, Pamela McGlinchey, Richard Phillips, Richard Strohfus, Seresa Cruz, Sheryl Gamble, Shirley Wang, Stacey Royalty-Rose, Tamiko Fukuda, Tavis McLelland, Theresa Scipione, Thomas Porter, Tonya LaPrarie, Vicki Vitale, Vicky Sharp, Wrenz Ronas, Yadira Rivera-Vazquez, Yujun Huang</p>
<b>Minutes</b>	Kiran Acharatlal

### Minutes

The August FFG minutes had some amendments and will be approved at the next FFG meeting.

### Continuing Business

Becky Vilsack provided a brief description of the UCF Rising program and followed this with updates on the program using a PowerPoint presentation

1. UCF Rising program is a collection of projects and initiatives aligned with the third goal of the UCF Strategic Plan, which is growing UCF's research and graduate programs. The Office of Research (OR)

will be implementing the Huron Research Suite Grants to assist with proposals and grants award. For fiscal year 2019, UCF reached \$190 million in research funding.

2. The presentation included a schedule outlining key dates leading to UCF Financials downtime.
  - October Month End Close activities will take place from October 29 – 31.
  - UCF Financials will be unavailable from November 1 – 6. An updated UCF Financials will be available on November 7.
  - UCF Financials “read only” application will be available from November 4 – 6. Financials system users will be able to run queries and NVision reports, but the data will be as of October 31.
  - DataMart will be available during UCF Financials downtime, but the data will be as of October 31. The data in DataMart will be refreshed on November 8 and will include the salary encumbrances from Human Capital Management (HCM).
  - A new budget ledger for sponsored projects will be available on November 8.
  - Budget position reports dated as of October 31 will be available on the myUCF portal.
  - Project purchase orders (POs) will be rolled during the UCF Financials downtime.

### **Action Item**

The presentation named “UCF Rising – Updates” will be posted to the Financials website and link to it will be sent to all FFG members via email.

2. Salary encumbrances will be reflected for all projects and departments in UCF Financials beginning November 7. Discussion is currently underway to allow a 3-month grace period for departments only.
  - All salary cost transfers must be entered in HCM through ePAFs and not by journal entries in General Ledger. There will be manual controls in place in the Finance and Accounting area to reject anything related to salaries.
  - In response to a question about labor costs, these are charged through an invoice and are not considered a salary cost transfer.
  - Details on payrolls and composite fringe will be in available in HCM system and not UCF Financials.
3. New and updated Addy Notes, videos and other resources will be available on the UCF Financials website. It will include the following:
  - A new Addy note on running a budget position report for an award.
  - New journal templates with updated Addy notes on creating and uploading journal templates.
  - Videos on running budget position reports.
4. Journal templates and upload of journal templates were discussed.
  - Journal templates will have a new option, a preferred way, to upload journals with more than ten lines. Uploading a journal with ten lines or less will remain unchanged. This change will apply to both traditional and standard budget ledger journals.

- Journal creators will no longer be able to select payroll account numbers and edit them.
  - As of November 2019, Microsoft Windows 10 is required to upload offline journals.
  - New journal upload templates will be required and distributed.
5. In response to a question about expenses for UCF research foundation, these expenses will be available on the budget position report.
  6. Encumbrance, budget, or other process questions should be discussed with up the budget directors of the college or division first. Human Capital Management (HCM) system and Office of Research both have emails set up for questions related to their systems.

### **New Business**

1. Beginning October 1, all PCard statements have been migrated to electronic statement delivery. Statements are no longer mailed.
  - PCard holders were sent an email with their login information and instructions to gaining access to the statements online.
  - PCard statements for another employee in the department may be downloaded but the employee ID of the person requesting the download and the names of the PCard holders must be provided to the PCard department. The PCard approver may send this request.
  - PCards can be used during the Financials downtime scheduled from November 1 – 6. PCard charges may be approved until 10/29.

### **Conclusion**

The meeting adjourned at 12:05 p.m.

The next FFG meeting is scheduled for November 8 at the Research Pavilion in room 302 (RP-302).