



## Financials Focus Group (FFG) MINUTES

<b>Date</b>	November 8, 2019
<b>Time</b>	11:00 a.m.- 12:00 p.m.
<b>Place</b>	Research Pavilion, RP-302
<b>Attendees</b>	<u>In Person</u> Reggie Besana, Laura Crouch, Gerry Deveau, Rita Echeverria, Tattianna Fuentes, Cathy Hill, Bettyna Lahens, Ushaben Lal, Joel Levenson, Jacqueline Lewis, Puja Mandolfo, Melinda Martin, Chad Macuszonok, Michelle Matthews, Chris Meholic, Nancy Meza, Becky Moulton, Dorann Mullins, Molly Myers, Amber Ryder, Natalia Santana, Kymbrell Smith, Michael Stein, Richard Strohfus, Norma Suarez, Vanay Syme, Rebecca Vilsack, Mary Williams  <u>On Skype</u> Maria Aragon, Maureen Au, Jennifer Branson, Jessica Brooks, Lashanda Brown-Neal, Katie Connolly, Wanda Cortes, Gerald Cozier, Seresa Cruz, Jacquelyn Daigneault, Francis De Sagun, Stefanie DelGiudice, Maritza Diaz, Sherri Dixon, Jason Ellmyer, Traci Fisher, Jeanette Flores, Allison Freitas, Tamiko Fukuda, Nester Garcia, Noemi Gonzalez, Monique Gregory, Martha Hamann, Angela Harris, Lavera Henderson, Ashley Hilyer, Andrew Holloway, Carmen Honaker, Roane J, TRINA J, Trina Jones, Lindsay Kuznia, Ariasari Lair, Ann Leonard, Silpa Limbachia, Michele Locke, Kim MacLennan, Ivette Martinez, Julie Martorana, Monica Mayer, Pamela McGlinchey, Tavis McLelland, Myrnellie Nido, Vanessa Nixon, Bryant Nunez, Eduardo Ortiz, Richard Phillips, Brenda Posey, Tamara Pullin, Yadira Rivera-Vazquez, Joe Schofield, Vicky Sharp, Tish Sheppard, Kari Stiles, Jan Suddarth, Vicki Vitale, Mark Wagenhauser, Shirley Wang, Kristin Wetherbee, Hallie White
<b>Minutes</b>	Kiran Acharatlal

### Minutes

Tattianna Fuentes approved the amended August FFG minutes and the October minutes. Michael Stein seconded the motion to approve.

### Continuing Business

A webpage with all the updates to UCF Financials from the launch of the UCF Rising program is available on the Financials website at <https://financials.ucf.edu/ucfrising-updates-to-ucf-financials/>.

1. Budget position reports as of October 31 are available on the myUCF portal. The data on the reports is as of October 31 since UCF Financials was down from November 1 to 6.

2. Special mid-month budget position reports, reflecting the salary encumbrances for departments and projects posted in UCF Financials, are available on November 8.
3. Windows 10 is now required to upload traditional and Standard Budget Ledger (SBL) journals. In addition, the new versions of the two journal template files must be downloaded to upload journals.
4. Financials Support Services (FSS) implemented the Grants module as part of the UCF Rising initiative. The new module enables the university to support additional research and helps facilitate the growth of research funding.
5. During the downtime, a tools upgrade was completed to improve functionality in UCF Financials. Other modules were also updated as a result of the Grants implementation.
6. Some of the key changes to UCF Financials include the following:
  - Project requisitions cannot be copied if they were created before November 1, but this does not apply to requisitions assigned to Departments.
  - All salary transfers must be now entered in the Human Capital Management (HCM) PeopleSoft system and not in UCF Financials. The HR liaison for the unit can provide access to the HCM system, provided approval has been given to do so. Detailed payroll reports will now be available in the HCM PeopleSoft system and not in UCF Financials.
  - Grant funding will be managed by a Project and not a Department. Analysis types will help to show the difference between chargeable and cost-share/match projects.
  - Project Purchase Orders (POs) were rolled as of November 1. Sponsored research POs will reflect the Activity ID "GRANT. This Activity ID will not show on transactions prior to November 1. It will not be possible to reopen Project POs created before November 1.
  - New offline journal templates must be used to upload traditional and Standard Budget Ledger (SBL) journals. The Addy Note, "Uploading a Journal Created from a Template", has been updated.
  - Budget ledger names have changed for research-only projects. The "PROJ" in the ledger name has been retired and is replaced with "PGRT".
  - The Financials DataMart user guide descriptions for the Encumbrance and Budget quadrants have been updated to reflect the changes resulting from UCF Rising.
7. Other discussions and questions regarding the changes to UCF Financials resulting from UCF Rising included:
  - Human Capital Management (HCM), Huron Research Suite (HRS), Budgeting and Accounting questions will be monitored by the Financials Service Desk. Thirty-eight calls were received on the launch date with twenty-nine of them resolved quickly. An issue with expenditure report was fixed immediately.
  - Relating to a question about when to use the "Parent" or "Child" ledger group, the "Child" is used for tracking and the "Parent" for budget checking.
  - In response to a question about gaining access to run payroll reports in HCM, special security must be provided by the appropriate HR liaison in order to run the reports. Prior to

UCF Rising, it was possible to drill down on salary totals per period on a Budget Position Report and see payroll information by personnel, but this is no longer available.

- Regarding a question about viewing legacy payroll information, this is still available in UCF Financials.
  - There were several comments about the budget overview report not showing encumbrances. The information should be available by running a Budget Inquiry report and by using the PGRT ledger.
  - The Budget Position report as of October 31 posted at the UCF website did not show encumbrances. These should be available on the mid-month and the November-end report.
  - Several areas reported not being able to view the encumbrances in the Budget Position report. These areas were advised to contact the appropriate areas.
8. Updates relating to the Human Capital Management (HCM) system were provided by Becky Moulton and Molly Myers from the Human Resources department. A webpage for the HCM enhancements from UCF Rising is available at <https://hr.ucf.edu/ucf-rising-hris-enhancements/>.
- The BI Publisher Reporting pagelet has been activated to make running reports easier. A guide to running reports and documentation regarding the required security access is available at the HR website.
  - Several Webcourses regarding the new HCM functionality are also listed at the HR website. They include HR liaison training, ePAF update, funding distribution change eForm, salary supplement request, and salary cost transfer eForm.
  - Security requests for the new functionalities should be done by using the new HCM Security Request Form.
  - It was brought up at the meeting that the cash recovery payroll account is not a salary expense and should therefore be available in UCF Financials instead.
9. An update on the Huron Research Suite (HRS) was provided by Christine Meholic and Chad Macuszonok from Office of Research. A PowerPoint presentation was used.
- Several applications were implemented beginning with the IRB in December 2019. Other applications included non-financials agreements, IACUC, Grants and Agreements, and Paris and Aurora reports refactored.
  - Huron help centers, UCF Financials Webcourses, AURORA and PARIS reference guides and the Wahoo Project website (<https://wahoo.research.ucf.edu/>) provide support and training materials.
  - Office hours sessions are available for the research community on Tuesdays and Wednesdays from 9:00 to 11:00 a.m. and 2:00 to 4:00 p.m. in Research 1, room 382. Business analysts and owners and Huron consultants will be available.
  - New project IDS should begin showing up in PeopleSoft Grants shortly.

**Action Item**

The PowerPoint presentation will be posted to the Financials website and the link will be sent to the FFG via email.

10. The Travel manual has been updated with no major change. The updates were made in order to make it more user-friendly. The manual is available at <https://fa.ucf.edu/travel-payables-about/>. Questions regarding travel can be addressed to Mary Williams or Meghan McCollum.

### **Conclusion**

The meeting adjourned at 11:57 p.m.

The next FFG meeting is scheduled for December 13 at the College of Sciences Building (CSB) in room 221.