



## Financials Focus Group (FFG) MINUTES

<b>Date</b>	Januray 13, 2017
<b>Time</b>	11 a.m.
<b>Place</b>	Research Pavilion, RP-302
<b>Attendees</b>	<p><u>In Person</u></p> <p>Tera Alcalá, Hina Behal, Reggie Besana, Megan Carrigan, Ivan De Sagun, Bert Francis, Catherine Gholson, Phillip Henson, Brad Hodum, Ushaben Lal, Joel Levenson, Patricia Kentish, Christopher Kachele, Marguerite Lachaud, Melinda Martin, Meloday Martinez, Kassandra McCleary, Dorann Mullins, Meghan Nelson, Anh Nguyen, Rashida Pierre-Graham, Carmen Palade, Tera Priest, Vilmania Ramos, Scott Sedlak, Sapna Shah, Kelly Slattery, Charlie Smith, James Smith, Michael Stein, Rebecca Vilsack, Elena Wilson, Mark Wray</p> <p><u>On Skype</u></p> <p>Aisha Morfe-Bencosme, Andrew Holloway, Angela Nichols, Ann Boutros, Bettyna Lahens, Bonnie Marsh, Bradley Smith, Brenda Posey, Brian Sargent, Caroline Williams, Cathy Hill, Cecilia Elias, Christopher Kachele, Debra Simon, Francis De Sagun, Jade Laderwarg, Jennifer Fackler, Jessica X Dong, Joe Schofield, Libby Sanders, Marcia Maukonen, Maureen Au, Maureen Landgraf, Melanie Warren, Melinda Martin, Michele Pozdoll, Michelle Greco, Millicent Downer, Myrnellie Nido, Nancy Meza, Rita Echeverria, Tamara Pullin. Tami Salter. Tavis McLelland, Vicky Sharp</p>
<b>Minutes</b>	Kiran Acharatlal

### Minutes Approved

Charlie Smith seconded Joel Levenson's motion to approve the December 2016 FFG meeting minutes.

### Continuing Business

1. Becky Vilsack reviewed the action items resulting from the December 2016 FFG meeting.
  - The project "Wahoo" PowerPoint is now available on the Financials website.
  - The availability of the SpeedChart function to split a distribution line on a requisition has been communicated to all UCF Financials system users.
  - A video showing PCard approvers how to review the available budget prior to approving transactions has been posted on the Financials website.
2. Charlie Smith from the Office of Research & Commercialization (ORC) provided an update on project "Wahoo", a business process and technology restructuring project.

- A project kickoff meeting has been scheduled for Jan. 17 at University Towers, room 211. The meeting can be attended via Skype for Business. Charlie will provide the Skype meeting link to FSS FFG members interested in attending the meeting can request the link from FSS.
- Consultants for the project will begin a three day onsite visit beginning with the kickoff meeting.
- The project team and the consultants will review the policies, procedures, and processes relating to pre/post award accounting and research administration. They will conduct interviews and gather feedback from the project “Wahoo” stakeholders to assist with the selection of an Electronic Research Administration (ERA) system and the implementation plan.

## **New Business**

1. Finance and Accounting's (F&A's) General Accounting and Financials Reporting team members introduced themselves and stated their primary areas of responsibilities. The names of the team members, their contact information, and an organizational chart for the group is available on F&A's website.

### **Action Item**

A list of the General Accounting and Financials Reporting team members and their primary areas of responsibilities will be created and posted on the F&A website.

2. UCF policy states that the Departmental Authorization List (DAL) must be verified annually and updated in a timely manner whenever staff changes occur.
  - An email announcing the verification window from Jan. 17 to Feb. 3 was sent to Responsible Fiscal Officers (RFOs). The UCF Financials query FX\_GL\_DAL\_RFO\_DDC\_DEPT\_AUTH can be run to provide a list of all active employees with their respective DAL authorization(s). The results of the query can then be used to align a department's DAL with the fiscal responsibilities of the employees they supervise.
  - There are about 7,900 departments and projects that need to be verified.
  - An Addy Note will be published to assist with the annual DAL verification process.
  - The RFO should also verify that those who have not completed the ePro Requisition webcourse have their requisition create role removed. FSS will assist by running queries to provide a list of names that fall in this category.
3. Electronic notifications will automatically be sent to PCard approvers of transactions that are approaching the 20-day approval window and those that have exceeded the deadline.
4. Two journals had caused data integrity issues when they were loaded into the DataMart. The affected journals were from the months of October and December. The data in UCF Financials was accurate, but during the transmission process to DataMart, the data became garbled. A message relating to the issue was posted on DataMart. The issue has now been resolved, and an email affirming the resolution was sent to UCF Financials system users.
5. The instructor-led training schedule for the first half of 2017 has been posted on the Financials website. A new course, FPO235 Advanced ePro Requisition Workshop, is being offered for requesters who want additional training, tips, and tricks to facilitate their task of creating requisitions. Financials system users who may have developed their own tips and tricks are encouraged to send them to the Financials Service Desk at fntrain@ucf.edu.

6. A suggestion for a future agenda topic was to discuss how the Office of General Counsel uses the Cobblestone system.

The next FFG meeting is scheduled for Feb. 10, 2017 at the Research Pavilion in room 302.