



## Financials Focus Group (FFG) MINUTES

<b>Date</b>	March 10, 2017
<b>Time</b>	11 a.m.
<b>Place</b>	College of Sciences Building, CSB-221
<b>Attendees</b>	<u>In Person</u> Carlos Baez, David Brunell, Glen Carlson, Maria Carreno, Chris Cook, Iva n De Sagun, Nicole Henry, Bettyna Lahens, Maureen Landgraf, Kassandra McCleary, Pamela McGlinchey, Cherry Place, Rebecca Pluguez, Scott Sedlak, Christyn Smith, Michael Stein, Kari Stiles, Rebecca Vilsack, Mark Wray  <u>On Skype</u> Maria Aragon, Ann Boutros, Lashanda Brown-Neal, Merry Corbett, Wanda Cortes, Jacquelyn Daigneault, Gerald Deveau, Cecilia Elias, Jennifer Fackler, Traci Fisher, Martha Hamann, Joshua Haupt, Brad Hodum, Andrew Holloway, Brenda Jackson, Christopher Kachele, Allison Kuhse, Ann Little, Merry Marcheschi, Bonnie Marsh, Tavis McLelland, Nancy Meza, Dorann Mullins, Angela Nichols, Pradeep Nimmathota, Bryant Nunez, Carmen Palade, Richard Phillips, Anthony Pierce, Brenda Posey, Chaynae Price, Tamara Pullin, Vilmania Ramos, Angela Rivera, Tami Salter, Brian Sargent, Joe Schofield, Tish Sheppard, Christine Silver, Debra Simon, Bradley Smith, James Smith, Hope Wade, Brandon Williams, Elena Wilson
<b>Minutes</b>	Kiran Acharatlal

### Minutes Approved

Michael Stein seconded Joel Levenson's motion to approve the January 2017 FFG meeting minutes.

### Continuing Business

1. Becky Vilsack reviewed the action items resulting from the January 2017 FFG meeting.
  - The annual Departmental Authorization List (DAL) verification process required by UCF to ensure that only authorized individuals create or approve financial transactions on behalf of their departments ended on February 3. A little over 98% of the 7,711 active departments and projects were verified.
  - UCF Financials will begin sending system generated email notifications to PCard approvers about transactions with deadlines that are approaching or are past. This notification listing all the transactions that need to be approved will be sent to the PCard approver and the backup PCard approver. There will be two types of notifications:
    - The first type will be sent for transactions approaching the twenty-day approval deadline.

- The second will be for transactions that have passed the approval deadlines.

PCard approvers can use the queries FXPO\_PCARD\_NOT\_APPROV\_PAST or FXPO\_PCARD\_NOT\_APPROV\_CRRNT to review transactions that have not been approved.

- Based on UCF's Collective Impact strategic goal to double research awards and become a top 50 research university, the Office of Research and Commercialization (ORC) engaged Attain, a management, technology, and strategy consulting firm to assess current systems and technology supporting research. The effort, part of Project Wahoo, will result in recommendations for improved business processes that streamline every aspect of research administration, from grant writing to project accounting.

### **New Business**

1. Rebecca Pluguez and David Brunell from UCF's General Counsel's office discussed how the UCF Cobblestone system, is used to manage contracts end-to-end. Cobblestone Systems was hired to implement an online-centralized repository and management of all UCF contracts.
  - The system will electronically route contracts and send email notifications relating to contracts.
  - It has an attachment feature and an area for notes.
  - The system provides for electronic signatures and approvals and protects contracts from being signed by unauthorized people. A list of those who have signatory authority is available at the Legal Services section of the Office of General Counsel's website.
  - The webcourse, Contract Management (Cobblestone), provides training on using the system.
  - **Action Item**  
The PowerPoint presentation about UCF's Cobblestone system will be posted on the Financials website.
2. The Travel department is conducting a year-long test to streamline the travel process at UCF. They are working with World Travel Service Inc., and Concur Technologies which provides an online booking tool to streamline all aspects of travel including costs, accessibility, maintenance, and flexibility.
  - The Concur Travel online booking tool provides negotiated rates and fares.
  - Concur allows World Travel Service to provide a user-friendly online expense reporting system.
  - The system can also be used for personal travel. Travelers will be able to add their accounts for frequent flyer and hotel rewards to the system.
  - The online booking fee is much lower than booking through a travel agent.
  - The system is in the process of being implemented for UCF global and worldwide travel.
  - Departments interested in testing the system may send an email to fatravel@ucf.edu.
3. Glen Carlson, associate controller at Finance and Accounting, will be retiring at the end of March 2017 after being at UCF for nineteen years. A farewell reception will be held in Glen's honor at the Live Oak Center on March 29 from 2 to 5 p.m.

The next FFG meeting is scheduled for April 14, 2017, at the Research Pavilion in room 302.