



## Financials Focus Group (FFG) MINUTES

<b>Date</b>	April 14, 2017
<b>Time</b>	11 a.m.
<b>Place</b>	Research Pavilion, Room 302
<b>Attendees</b>	<u>In Person</u> Olga Arce, Megan Cadden, Laura Crouch, Rita Echeverria, Phillip Henson, Brad Hodum, Pat Kentish, Ushaben Lal, Joel Levenson, Kassandra McCleary, Nancy Meza, Esther Pennepecker, Cherry Place, Scott Sedlak, Debra Simon, Christyn Smith, Justin Strobel, Cristy Trask, Mary Williams, Mark Wray  <u>On Skype</u> Maria Aragon, Olga Arce, Nicole Arft, Ann Boutros, Maria Carreno, Gerald Cozier, Seresa Cruz, Francis De Sagun, Mayra Lopez-Duprey Diaz, Millicent Downer, Jennifer Fackler, Martha Hamann, Sunny Heyl, Andre Holloway, Allison Kuhse, Jade Laderwarg, Bettyna Lahens, Maureen Landgraf, Bonnie Marsh, Pamela McGlinchey, Tavis McLelland, Lisa Miller, Aisha Morfe-Bencosme, Dorann Mullins, Angela Nichols, Bryant Nunez, Denise Oliver, Carmen Palade, Richard Phillips, Anthony Pierce, Brenda Posey, Carlos Alvarez Rivera, Tami Salter, Brain Sargent, Joe Schofield, Vicky Sharp, Tish Sheppard, Brad Smith, Kari Stiles, Tashina Walters, Brandon Williams, Caroline Williams
<b>Minutes</b>	Kiran Acharatlal

### Minutes Approved

Nancy Meza seconded Olga Arce's motion to approve the April 2017 FFG meeting minutes.

### Continuing Business

1. Mark Wray reviewed action items resulting from the January and March 2017 FFG meeting.
  - A list showing the primary responsibilities for Financial Reporting and General Accounting staff has been posted on the F&A website at [http://www.fa.ucf.edu/Financial\\_Reports\\_GenAcctg/Contact\\_Info.cfm](http://www.fa.ucf.edu/Financial_Reports_GenAcctg/Contact_Info.cfm). The contact list for Interdepartmental Journals has also been updated. Appendix A of this list shows the contact person based on the first four digits of a department and includes solutions to common errors journal creators may encounter.
  - The PowerPoint presentation on the Cobblestone Contract Management system has been posted to the Financials website. All UCF contracts now go through the Cobblestone system.

- The contract to implement the worldwide travel solution for UCF is now with the General Counsel's office. The projected timeframe for implementation is July 2017. Training courses on using the system will be announced shortly.

### **New Business**

1. Beginning July 1, 2017, receiving and/or inspection of purchases will mean the purchaser has approved payment of the invoice. Laura Crouch from Finance and Accounting reviewed details about the process.
  - Exceptions include non-purchase order payments or invoices that are not normally received in UCF Financials.
  - High dollar payments above \$50,000 will continue to require approval from the Dean, Director, or Chair (DDC) or the Responsible Fiscal Officer (RFO).
  - Only invoices received by F&A will trigger payment.
  - Goods and services that require inspection should not be received until the inspection process has been completed.
  - Several information sessions will be available before this rule is implemented. Financials Support Services will also send a communication announcing the change and the information sessions.
2. FSS will be offering a new instructor-led workshop, FPO235 Advanced ePro Requisitions, for requesters who are already familiar with creating ePro requisitions.
  - The workshop is for requesters who would like to learn more about specialized requisitions, how to make mass changes to a requisition, creating a template, using favorites, how to change workflow, and other helpful skills.
  - The course is not for new employees or existing employees who have never, or hardly ever, created requisitions.
  - In answer to a question, the course will include a discussion on change orders.
3. A new Florida Sales Tax Exemption certificate is now available at the F&A website at [http://www.fa.ucf.edu/Procurement\\_Card/Publications/DR14.pdf](http://www.fa.ucf.edu/Procurement_Card/Publications/DR14.pdf).
  - PCard holders may want to carry a copy of the exemption card.
  - The exemption is only valid for purchases made in Florida.
  - If a vendor charges sales tax in error, F&A will try to recover it as opposed to getting a credit for it.
  - Requesters should communicate the sales tax exemption to vendors and suppliers when obtaining a quote.
4. The PCard department currently requires a DDC to sign off on closure of a PCard when an employee leaves the university or moves to another department within the university. Under consideration is the option to allow either a DDC or RFO approve such changes. The FFG favored the change with some exemptions like food purchase which should require approval of the DDC.

The next FFG meeting is scheduled for May 12, 2017, at the Research Pavilion in room 302.