



Financials Focus Group (FFG) MINUTES

Date	June 09, 2017
Time	11 a.m.
Place	Research Pavilion, Room 302
Attendees	<u>In Person</u> Laura Crouch, Bert Francis, Catherine Gholson, Efraín Guzman-Carreras, Chris Kachele, Patricia Kentish, Liara Laloo, Joel Levenson, Melinda Martin, Marcia Maukonen, Meghan McCollum, Nancy Meza, Libby Sanders, Reshma Sharma, Debra Simon, Christyn Smith, Michael Stein, Richard Strohfus, Rebecca Vilsack <u>On Skype</u> Ann Boutros, Gerald Cozier, Seresa Cruz, Maritza Diaz, Rita Echeverria, Cecilia Elias, Jennifer Fackler, Martha Hamann, Ashley Hilyer, Andrew Holloway, Allison Kuhse, Jade Laderwarg, Maureen Landgraf, Merry Marcheschi, Ivette Martinez, Pamela McGlinchey, Tavis McLelland, Aisha Morfe-Bencosme, Bryant Nunez, Carmen Palade, Richard Payne, Matthew Petrone, Richard Phillips, Anthony Pierce, Brenda Posey, Tamara Pullin, Tami Salter, Carlos Baez Santos, Brian Sargent, Joe Schofield, Vicky Sharp, Jalisa Watson, Brandon Williams
Minutes	Kiran Acharatlal

Minutes Approved

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

Continuing Business

1. Albert Francis, assistant controller at Finance and Accounting (F&A), reviewed the UCF community schedule for fiscal year-end 2017, which is posted on the F&A website. Discussions included the following:
 - PCard transactions should be tied to purchase orders (POs) only until June 29, 2017 in order to properly liquidate a purchase order (PO) and relieve an encumbrance.
 - All deposits must reach the bank and the Cashiers Office by 1 p.m. on June 30, 2017 to endure posting at the bank.
 - All unpaid invoices and estimates for goods or services greater than or equal to \$10,000 must be received by F&A by June 30, 2017. Departments should review all quotes, estimates, emails relating to these goods and services and send them to F&A.
 - All POs under \$100 or less will be closed. POs that have rolled more than once should be closed.

New Business

1. The approval-to-pay invoices business process will be in effect on July 1, 2017. This improved process will speed up the invoice payment process. The last information session on this process will be held on June 19th from 2 to 3 p.m. at the Research Pavilion. An email will be sent to remind the UCF community of the new process for payment. Relating to a question about the process, no invoices will be paid until F&A receives them.
2. Beginning July 1, the Property section of F&A will begin to charge a \$50 per month fee to departments that have not tagged their property within 20 business days of receiving or completing construction of the asset. An email notification with more details will be sent by the property section to the UCF community. Information about the fee will also be posted on the F&A website. The fee assessment rule will now begin to be enforced since the Property section is not always informed about constructed assets being completed.
3. Pages within UCF Financials can be personalized to assist the UCF Financials system users. Personalization can help group data fields that are used or reviewed most frequently. An example is moving the ChartField into one tab on the ePro requisitions page.
4. Financials Support Services has added two new team members: Richard Strohfus and Efrain Guzman-Carreras. Both Richard and Efrain are part of the FSS functional team with Richard currently working in the purchasing (PO) module and Efrain with the eProcurement module.
5. The Concur pilot program will be rolled out towards the end of July or early August. An email can be sent to Cristy Trask to participate in the program.
6. The user acceptance testing (UAT) for the Composite Fringe Benefit Rate (CFBR) system has been completed. The rate will go into effect July 1, 2017.

The next FFG meeting is scheduled for July 14, 2017, at the College of Sciences building in room 221.