



## Financials Focus Group (FFG) MINUTES

<b>Date</b>	February 9, 2018
<b>Time</b>	11 a.m.
<b>Place</b>	Research Pavilion, Room 302
<b>Attendees</b>	<u>In Person</u> Carlos Baez, Shafaq Chaudhry, Jacquelyn Daigneault, Ivan De Sagun, Noemi Gonzalez, Liara Lalloo, Maureen Landgraf, Chad Macuszonok, Melinda Martin, Dorann Mullins, Carmen Palade, Tamara Pullin, Vicky Sharp, Rebecca Vilsack, Mark Wray  <u>On Skype</u> Maria Aragon, Ann Boutros, Eric Brewington, Katie Connolly, Wanda Cortes, Cecilia Elias, Sunny Heyl, Andrew Holloway, Usha Lal, Joel Levenson, Pamela McGlinchey, Tavis McLelland, Nancy Meza, Susan Morris, Angela Nichols, Denise Oliver, Amy Owens, Stacey Royalty-Rose, Brian Sargent, Joe Schofield, Debra Simon, Christyn Smith, Michael Stein, Allison Stiefeld, Richard Strohfus, Hallie White, Brandon Williams
<b>Minutes</b>	Kiran Acharatlal

### Minutes Approved

Maureen Landgraf seconded Carlos Baez's motion to approve the August 2017 FFG meeting minutes.

### Continuing Business

1. A section for frequently asked questions (FAQs) has been added to the Composite Fringe Benefit Rates webpage. This was an action item resulting from the August 2017 FFG meeting.
2. Becky Vilsack provided an update on the Chart of Accounts (CoA) Redesign project.
  - Huron Consulting was hired to direct UCF through the CoA Redesign.
  - A kickoff session for the project was held on November 13 to explain what is expected of everyone who enters or uses UCF Financials information.
  - Information gathering sessions will be held with key stakeholders to gather requirements and reporting needs. Meeting invites will be sent shortly.
  - A prototype, based on the information gathering sessions, will be delivered by Huron after all the workshops/sessions. Those who provided input will be invited to view the prototype.

- The aim of the redesign project is to improve the CoA structure and extraction of data from the UCF Financials system and to remove the need for shadow systems.
- The redesigned CoA will be completed in conjunction with the implementation of the Grants module as an element of Project Wahoo and Office of Research and Commercialization's (ORC's) new electronic research system (eRA).
- Information about the CoA will be available on the F&A website (<https://fa.ucf.edu/>).
- The go-live date for implementation of the new CoA is July 2019.

## New Business

### 1. Discussion on the system maintenance (PeopleTools 8.55 upgrade)

- The PeopleTools upgrade on November 19 will result in changes to UCF Financials.
- The updated regular journal template, the Standard Budget Ledger (SBL) journal template, and the macro file will be available on November 19. It will be necessary to download and install the updated template and macro files to continue producing and uploading journals to UCF Financials.
- A new Addy Tip, "Changes with System Maintenance (PeopleTools 8.55 Upgrade)", has been posted to the Financials website in the Addy Note section under the Miscellaneous category.
  - In eProcurement, approvers will now see a **Header Comments** link, but requesters must continue to put attachments on Line 1.
  - Requisitions with an initial budget error can now be cancelled by fixing the budget error.
  - For General Ledger, the **Save** button on the **Budget Overview** page will retain the ChartField values that were previously entered.
  - ChartField descriptions will also now display along with numeric values on the **Budget Overview** page.
  - Query users will be required to enter separators in the **Date** field for query prompts.

### 2. There will be a date and possibly location change for the December FFG meeting since it coincides with President Hitt's Holiday Coffee,

The FFG meeting adjourned at 11:25 a.m.

The next FFG meeting is scheduled for December 8, 2017, at the College of Sciences in room CSB-221.