



Financials Focus Group (FFG) MINUTES

Date	May 11, 2018
Time	11 a.m.
Place	University Tower, UTWR-211
Attendees	<p><u>In Person</u></p> <p>Linda Baker, Megan Carrigan, Laura Crouch, Cecilia Elias, Ivan De Sagun, Lisa Fulford, Catherine Gholson, Noemi Gonzalez, Efrain Guzman-Carreras, John Gyory, Brad Hodum, Kristal Jackson Hale, Liara Maharaj, Melinda Martin, Meghan McCollum, Trish Stone, Rebecca Vilsack, Mark Wray</p> <p><u>On Skype</u></p> <p>Carlos Alvarez Rivera, Maria Aragon, Carlos Baez Santos, Regino Besana, Ann Boutros, Gerald Cozier, Jacquelyn Daigneault, Sherri Dixon, Rita Echeverria, Michelle Fuentes, Martha Hamann, Sunny Heyl, Andrew Holloway, Barbara Kelly-Hursey, Bettyna Lahens, Ushaben Lal, Maureen Landgraf, Silpa Limbachia, Timothy Lindner, Pamela McGlinchey, Tavis McLelland, Nancy Meza, Marcia Munroe, Angela Nichols, Myrnellie Nido, Denise Oliver, Esther Pennepacker, Anthony Pierce, Brenda Posey, Tami Salter, Joe Schofield, Evelyn Sedlak, Vicky Sharp, Tish Sheppard, Debra Simon, Michael Stein, Richard Strohfus, Vicki Vitale, Mark Wagenhauser, Bobby Walton, Shirley Wang, Melanie Warren, Brandon Williams</p>
Minutes	Kiran Acharatlal

Minutes Approved

Michael Stein moved to approve the Apr. 2018 meeting minutes; Meghan McCollum seconded the motion to approve.

Continuing Business

- Becky Vilsack reported on the progress of the Next Gen project:
 - A new webpage detailing information on the Next Gen project will launch the week beginning May 14, 2018. The page will house the fit-gap schedule, the timeline, announcements and other relevant information pertaining to the project. The project will go-live in July 2019. Financials system users should use the Next Gen web page for information relating to the project. The Chart of Accounts redesign project and webpage will soon come to a closure.

Action Item

FSS will announce the launch of the of the Next Gen web page via email.

- The Grants fit-gaps plus other fit-gap sessions for Billing, Contracts, and Project Costing will run through mid-June with follow-up meetings continuing past mid-June. Development and testing phases will follow.
2. Brad Hodum and Meghan McCollum discussed the 2018 year end process and schedule:
- The schedule outlines the steps leading to the year-end close and is expected to be posted to the Finance and Accounting website on Monday, May 14.
 - Queries to assist departments realize they have unapproved requisitions that need to be canceled will be available on the year-end page.
 - Zero-dollar and purchase order (PO) lines less than \$100 will be closed at fiscal year-end by the Accounts Payables section at F&A.
 - FFG members noted that food vendor POs closed last year. Zero-dollar and PO lines less than \$100 will be closed at fiscal year-end by the Accounts Payables section at F&A.
 - There was a question regarding whether there is a way to ensure there is no credit balance is left with a vendor. Departments should get a check sent back to UCF since it is not possible to go through year-end with balances owed to the university. Departmental units should review the PO balances to check if all invoices have been received and may contact Laura Crouch if a PO needs to roll.

Action Item

Information on how to review PO balances will be posted on the Fiscal year-end webpage.

- PO roll starts June 29 at 5 PM and runs through July 4. UCF Financials system be will unavailable during the roll. The system comes up again on July 5.
- Some users should expect to get notifications from F&A about closing selected POs

New Business

1. A new functionality, Enhanced Search, will be launched soon to improve search capability in the Financials system. Kristal Jackson Hale introduced Enhanced Search. Keyword search tab can be used to get improved (more limited) search results.
- At launch, on May 21, search capability will be provided for Asset Management, General Ledger (journal search), Accounts Payable (vouchers) and Purchasing (POs and requisitions).

Action Item

An Addy Note or Tip will be made available.

2. The public query for PCard look-up changed. Private query users who made private PCard queries must change their queries for them to work. This will become important when UCF Financials Next Gen goes live, because the underlying structures will change, and new private queries would need to be written based on the new public queries. Private queries that need attention can be sent to the Financials Service Desk.

The FFG meeting adjourned at 11:45 a.m.

The next FFG meeting is scheduled for June 8, 2018, at the University Tower in room UTWR-211.