



Financials Focus Group (FFG) MINUTES

Date	June 8, 2018
Time	11 a.m.
Place	University Tower, UTWR-211
Attendees	<u>In Person</u> Megan Carrigan, Laura Crouch, Ivan De Sagun, Paulina Dovali, Traci Fisher, Annette Gamarra, Catherine Gholson, Naemi Gonzalez, Efrain Guzman-Carreras, Carmen Jarquin, Christopher Kachele, Liara Maharaj, Melinda Martin, Amber Ryder, Allison Stiefeld, Rebecca Vilsack <u>On Skype</u> Carlos Alvarez Rivera, Maria Aragon, Maureen Au, Carlos Baez Santos, Ann Boutros, Eric Brewington, Lashanda Brown-Neal, Maria Carreno, Pedro Cordero, Gerald Deveau, Maritza Diaz, Millicent Downer, Rita Echeverria, Michelle Fuentes, Martha Hamann, Don Harper, Sunny Heyl, Andrew Holloway, Cali Jones, Patricia Kentish, Jade Laderwarg, Maureen Landgraf, Silpa Limbachia, Ivette Martinez, Pamela McGlinchey, Tavis McLelland, Nancy Meza, Michael Morris, Vallery Morton, Marcia Munroe, Angela Nichols, Myrnellie Nido, Bryant Nunez, Richard Payne, Esther Pennepacker, Brenda Posey, Stacey Royalty-Rose, Tish Sheppard, Debra Simon, Bradley Smith, Jillian Stafford, Michael Stein, Shirley Wang, Kristin Wetherbee, Mary Williams
Minutes	Kiran Acharatlal

Minutes Approved

Liara Maharaj moved to approve the May 2018 meeting minutes; Traci Fisher seconded the motion to approve.

Continuing Business

1. Becky Vilsack reviewed the action items resulting from the April FFG meeting:
 - An email announcing the webpage for the UCF Financials Next Gen project was sent to all Financials system users from Financials Support Services.
 - The project involves the implementation of the PeopleSoft Grants module plus the new Chart of Accounts (CoA) Redesign and the re-implementation of the existing Financials system. The tentative go-live date is July 15, 2019.
 - A cutover schedule showing the time frame for year-end and the downtime for the UCF Financials system will be finalized and made available at a later time. The tentative dates for the system to be down is July 4 - 14, 2019.
 - The Finance & Accounting (F&A) value setting team have been mapping the existing ChartFields to new ones. There will be ten ChartFields in total. Once the mapping is

completed, the information will be shared with Financials system users and will be made available on the F&A website.

- All delivered reports will be converted. Data prior to conversion will be available for comparison purposes only after the project go-live.
 - Departments using sub-systems to manage Financials data will have to review the new ChartFields and make the necessary changes.
 - After the fit-gaps are completed, the development phase for the prototype will begin.
2. An Addy Tip, Enhanced Search, has been posted to the Miscellaneous section of the Addy Notes website. The tip provides an overview of how to use the Enhance Search feature in UCF Financials. The Addy Tip is accompanied by a video. The Enhanced Search feature has been enabled in select areas of the application.
 3. In response to requests from FFG, an Addy Tip showing how to review Purchase Order (PO) balances has been created and published. The tip, Using Purchase Order Inquiry to Review Purchase Order Balance, will help determine if all invoices have been received and if any POs can be closed.
 4. Update on the 2018 fiscal year-end
 - Laura Crouch announced that all blanket POs must be closed by September 30, 2018. Should a PO need to roll, the information can be sent to Laura. POs less than a \$100 will not roll. In response to question, blanket POs charged to the Research Foundation will also be closed on September 30.
 - Beginning July 1, Travel POs will be closed 60 days after the travel has been completed.
 - The fiscal year-end schedule on the F&A website provides a detailed list of the last dates for transactions.
 - There was a question about when accruals would be posted. Different accruals are posted at different times. For example, salary accruals are posted prior to the end of the fiscal year.
 - **Action Item**
An Addy Tip with guidelines for creating New Year requisitions will be published shortly.
 - The Department/Project and VP Org changes will tentatively be available at the end of June. Due to reorganization, it is anticipated that there will be quite a few department changes.

New Business

1. Open discussion
2. In reply to a question about whether travel POs for the new fiscal year should stay open, the answer is that the PO will roll only if there has been expenditure associated with it in the current fiscal year. POs that will be charged against only during the new fiscal year should not be created in the current year.

The FFG meeting adjourned at 11:35 a.m.

The next FFG meeting is scheduled for July 13 at the College of Sciences Building in room 221.