



Financials Focus Group (FFG) AGENDA

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| Date: | June 8, 2018 |
| Time: | 11:00 a.m. |
| Location: | University Tower, UTWR-211 |
| Facilitator: | Rebecca Vilsack |
| Minutes: | Kiran Acharatlal |

----- Agenda Topics -----

1. Review and approve the May 2018 FFG meeting minutes
2. **Continuing Business –**
 - Update on Action Items from April
 - An email announcing the Next Gen webpage was sent on May 16.
 - An Addy Tip (Enhanced Search), and a video (Using the Features of Enhanced Search) have been made available on the Miscellaneous section of Addy Notes.
 - Information (Addy Tip) on how to review purchase order (PO) balances has been posted on the Fiscal year-end webpage. (Laura)
 - 2018 fiscal year-end
 - Update (Megan)
 - Blanket purchase orders (PO's) must be closed by Sept. 30 (Laura)
 - Update UCF Financials Next Gen Implementation project (Becky)
3. **New Business –**
 - Open discussion