



Financials Focus Group (FFG) MINUTES

Date

July 13, 2018

Time

11 a.m.

Place

College of Sciences, CSB-221

Attendees

In Person

Noemi Gonzalez, Liara Maharaj, Amber Ryder, Mi-foon Cheng, Jacquelyn Daigneault, Michael Stein, Seresa Cruz, Cathy Radzai, Meghan McCollum, Rebecca Pluguez, Trish Stone, Laura Crouch, Joe Beissner, Patricia Kentish, Debra Simon, Mark Wray, Scott Sedlak, Rebecca Vilsack, Ivan De Sagun, Chris Kachele

On Skype

Millicent Downer, Rita Echeverria, Maureen Landgraf, Merry Marcheschi, Brian Sargent, Michelle Matthews, Richard Phillips, Traci Fisher, Joe Schofield, Tavis McLelland, Ann Boutros, Andrew Holloway, Barry Wick, Cynthia Gabriel, Usha Lal, Eric Brewington, Catherine Gholson, Hallie White, Hina Behal, Ivette Martinez, Jade Laderwarg, Lisa Miller, Nancy Meza, Olga Arce, Pamela McGlinchey, Tish Sheppard, Sara Garrabrant, Stacey Royalty-Rose, Tattianna Fuentes-Duarte, Theresa Scipione, Angela Rivera, Angela Nichols, Bettyna Lahens, Barbara Kelly-Hursey, Bryant Nunez, Bradley Smith, Carmen Jarquin, Cecilia Elias, Maria Aragon, Marcia Maukonen, Martha Hamann, Maria Carreno

Minutes

Mark Wray

Minutes Approved

Liara Maharaj moved to approve the June 2018 meeting minutes; Michael Stein seconded the motion to approve.

Continuing Business

1. Becky Vilsack provided an update on the UCF Financials Next Gen project. Notable highlights:
 - The Next Gen project serves as a “roll-up” for a number of related projects that are associated with changing the university’s chart of accounts and implementing new module in UCF Financials.
 - The number of digits in the Department ID will change from 8 to 7. What we now call departments will be known as Organizations.
 - The number of digits in the Project ID will change from 8 to 9.

- The new values for the ChartField segments are posted on a spreadsheet on the [Next Gen website](#); users are encouraged to look at them and consider any impacts to any systems in their areas that will be affected by changes to the chart of accounts next July. The spreadsheet will be updated several more times before next year's go-live.
- Fiscal year-end close next year will be significantly longer than is typical to allow for the conversion of data and the roll-out of UCF Financials Next Generation.

New Business

1. Scott Sedlak reported a change to the PCard request form. The form itself is now online, embedded in the UCF Financials menu. It will continue to be used for requesting new cards, closing of a PCard account, and name (or other) changes associated with a PCard account. When a user requests a new PCard or change to an existing one, workflow will route the request to the DDC or RFO of the appropriate department for action. We confirmed that the user making a PCard request can differ from the employee for whom the request is being made. The new process will launch in August 2018.
2. New Consolidate Fringe Benefit Rates (CFBR) have been published to the [Finance and Accounting website](#) after their annual review.
3. An FFG member inquired about making DAL changes for a number of organizational changes that are occurring as fiscal year 2019 begins. The DAL is fundamentally a person-by-person or department-by-department list; although updating the list when an entire college re-organizes can be time-consuming, it is required by the [DAL policy](#) on the university policy website.

The meeting adjourned at noon.

The next FFG meeting is scheduled for August 10 at the Research Pavilion in room 302.