



Financials Focus Group (FFG) MINUTES

Date January 11, 2019

Time 11 a.m.

Place Research Pavilion, RP-302

Attendees In Person

Laura Crouch, Annette Gamarra, Efraín Guzman-Carreras, Kia Hawayek, Cathy Hill, Phillip Henson, Rita Higgins, Joel Levenson, Cathy Lewis, Patircia Kentish, Chad Macuszonok, Melinda Martin, Meghan McCollum, Nancy Meza, Dorann Mullins, Marcia Munroe, Esther Pennepecker, Rebecca Pluguez, Amber Ryder, Aida Salazar, Scott Sedlak, Kymbrell Smith, Michael Stein, Justink Strobel, Rich Stohfus, Rebecca Vilsack, Mary Williams

On Skype

Maureen Au, Carlos Baez Santos, Ann Boutros, Lashanda Brown-Neal, Maria Carreno, Gerald Cozier, Jacquelyn Daigneault, Katheryn Daniels, Varsha Das, Francis De Sagun, Gerald Deveau, Jessica Dong, Millicent Downer, Cecilia Elias, Tammy Forrester, Michelle Fuentes, Tattianna Fuentes-Duarte, Nester Garcia, Noemi Gonzalez, Angela Harris, Brad Hodum, Andrew Holloway, Martinez Ivette, Carmen Jarquin, Trina Jones, Barbara Kelly-Hursey, Bettyna Lahens, Maureen Landgraf, Merry Marcheschi, Ivette Martinez, Denise Matias, Monica Mayer, Jasmine McCranie, Pamela McGlinchey, Tavis McLelland, Garcia Nester, Angela Nichols, Pradeep Nimmathota, Jan Oddo, Denise Oliver, Carmen Palade, Carmen Palade, Richard Payne, Thomas Porter, Brenda Posey, Michele Pozdoll, Tamara Pullin, Jocelyn Ronas, Wrenz Ronas, Stacey Royalty-Rose, Brian Sargent, Joe Schofield, Theresa Scipione, Vicky Sharp, Tish Sheppard, Gregory Spain, Kari Stiles, Keri Tessitore Tymensky, Vicki Vitale, Mark Wagenhauser, Shirley Wang, Anjella Warnshuis, Melanie Warren, Kristin Wetherbee, Barry Wick

Minutes Kiran Acharatlal

Minutes Approved

Joel Levenson moved to approve the October 2018 meeting minutes; Joe Schofield seconded the motion to approve.

Continuing Business

1. Becky Vilsack reported that the Next Gen project, specifically the implementation of the Oracle Grants PeopleSoft Grants module, will now be a component of a larger program under a single governance

structure called UCF Rising. The implementation of the Chart of Accounts has been postponed and will be re-evaluated in early 2019.

- Chad Macuszonok discussed the UCF Rising program, its goals, the projects involved, the program timeline, and its governance structure.
 - A program is the cohesive management of work across multiple projects or initiatives centered around a unified goal, mission, strategy, or objective.
 - The goal of the program is to build the technology infrastructure to support the \$250M research initiative.
 - UCF Rising is a cross-department project encompassing Office of Research's project Wahoo, UCF Financials' Next Gen, Human Capital Management, and UCF IT.
 - The implementation of the PeopleSoft Grants module is targeted to go-live in November 2019.
 - The first of the Huron Research suite, known as IBR, went live on December 21, 2018, with minimal user issues.
 - Becky and Chad addressed questions related to the program:
 - Is a longer than usual down period still anticipated at the end of the 2019 fiscal year? It is not anticipated but the question has not been addressed yet.
 - Will the presentation be available on the F&A website?
The change management team is working on setting up the UCF Rising website which will have information related to the program.
2. An Excel-based taxable template is now available in the Forms section of the F&A website. The template is to be used to compute the taxable portion of travel reimbursements when there are more than two days of personal travel days combined with business travel.

New Business

Meghan McCollum discussed several travel related agenda items.

1. Original travel receipts for PCard charges can be submitted electronically. Original copies are not required.
2. Meghan McCollum discussed use of Concur Solutions for personal and business travel. UCF has partnered with Southwest Airlines to offer negotiated rates to UCF employees beginning December 1, 2018, for either personal or business travel made through Concur.
 - UCF travelers will receive 50 percent bonus points for travel with Southwest from January 1 until May 21, 2019. This discount will apply even for travel booked through Concur prior to December 1, 2018.
 - All UCF employees, including PhD students, will be entitled to the negotiated rates. Those that do not have a profile created in Concur can have another employee (travel arranger) book their tickets for them. A UCF employee with a Concur profile can also book travel for non-employees by emailing the department's travel processor to gain access to do so.
 - To learn more about Concur, UCF employees can sign up for instructor-led Concur training sessions through my.ucf.edu. The course number is FPO236. Available sessions are as follows:

Date	Location	Time
Friday, January 11	Millican Hall, MH-209	2:00-3:30 p.m.
Monday, January 28	Research Pavilion, RP-302	2:30-4:30 p.m.
Wednesday, January 30	Research Pavilion, RP-302	2:30-4:30 p.m.
Friday, February 1	Research Pavilion, RP-302	2:30-4:30 p.m.

- Instructions on creating a Concur profile are available at the Travel website under the Useful Links section.
- Meghan McCollum responded to questions about Concur:
 - Is there a booking fee associated with using Concur?
There is a \$7 booking fee which is the same as what other travel booking websites charge. The difference is that Concur breaks down the charges and lists each one individually.
 - Can Concur can be used to book group travel for a department?
It can, but a department representative must be set up to do this.
 - Besides the Southwest discounts, are all other current or new discounts available for UCF employees for personal travel, etc.?
Yes, they are available to UCF employees for personal travel as well.
 - Would the Travel department conduct training classes for individual departments?
Departments can email the Travel department at travelfa@ucf.edu to request this.
 - Will Concur be mandated for UCF business travel?
It may be required eventually.
 - Will Concur charge a change fee if there are changes in travel plans?
Concur cannot waive change fees if they are charged by the airline.
- 3. A worker classification questionnaire is available on the F&A website to assist with deciding whether a worker is an employee of UCF or an independent contractor. All questions on the questionnaire must be completed.
- 4. Florida's state sales tax rate on commercial real property rentals have been reduced from 5.8 to 5.7 percent beginning January 1. An email announcing the reduction was sent out in December to all Financials system users.
- 5. The PCard department reached a new purchasing program agreement between UCF and Amazon business. This will simplify the purchasing process and will allow department to take advantage of Amazon's competitive prices and wide selection of products.
 - The program is only for business purchases and not for personal purchases.
 - The Amazon business account has business prime (free two-day) shipping on eligible items.
 - The account is setup for automatic tax-exempt purchasing for items sold by Amazon prime and participating third-party vendors.

- Prime memberships previously purchased with a PCard for departmental use can be canceled. A pro-rated refund will be issued to the original source of payment.
- The program is being funded by UCF's Administration and Finance department.
- An email announcing the program will be sent to PCard holders first and will later be announced via Campus News.
- Instructions on registering for the accounts and frequently asked questions will be posted on the PCard website.

Conclusion

The meeting adjourned at 11:57 a.m.

The next FFG meeting is scheduled for February 8 at the College of Sciences in room 221.