



Financials Focus Group (FFG) MINUTES

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| Date | February 8, 2019 |
| Time | 11 a.m.-Noon |
| Place | Research Pavilion, RP-302 (moved from College of Sciences) |
| Attendees | <p><u>In Person</u></p> <p>Francis De Sagun, Rita Echeverria, Tattianna Fuentes-Duarte, Efrain Guzman, Rita Higgins, Yujun Huang, Trina Jones, Patricia Kentish, Ushaben Lal, Cathy Lewis, Liara Maharaj, Melinda Martin, Meghan McCollum, Nancy Meza, Dorann Mullins, Esther Pennepacker, Tom Porter, Angela Rivera, Amber Ryder, Libby Sanders, Sean Simmons, Debra Simon, Michael Stein, Rich Strohfus, Mark Wray</p> <p><u>On Skype</u></p> <p>Carlos Alvarez Rivera, Maria Aragon, Maureen Au, Regino Besana, Ann Boutros, Carmen M Caraballo, Maria Carreno, Megan Carrigan, Seresa Cruz, Jacquelyn Daigneault, Millicent Downer, Cecilia Elias, Jennifer Fackler, Tammy Forrester, Michelle Fuentes, Angela Harris, Phillip Henson, Ashley Hilyer, Andrew Holloway, Jade Laderwarg, Bettyna Lahens, Maureen Landgraf, Ellaine Leodones, Silpa Limbachia, Chad Macuszonok, Merry Marcheschi, Ivette Martinez, Denise Matias, Pamela McGlinchey, Tavis McLelland, Lisa Miller, Pradeep Nimmathota, Bryant Nunez, Richard Phillips, Brenda Posey, Yadira Rivera-Vazquez, Stacey Royalty-Rose, Joe Schofield, Theresa Scipione, Vicky Sharp, Tish Sheppard, Bradley Smith, Kari Stiles, Patricia Stone, Keri Tessitore Tymensky, Melanie Warren</p> |
| Minutes | Debra Simon |

Minutes Approved

Debra Simon moved to approve the January meeting minutes; Meghan McCollum seconded the motion to approve.

Continuing Business

1. Mark Wray provided an update on the UCF Rising program. This included a short PowerPoint presentation.
 - Mark explained that a program is a group of projects working together. The UCF Rising program includes four cross-department projects: Research (Project Wahoo), Finance, Human Capital Management (HCM), and UCF IT.

- The group reviewed the timeline. Several projects will deploy over the next 14 months, 8 have no set time.
- The group also reviewed the UCF Rising program governance structure, which is comprised of Project Wahoo, Integration, and PeopleSoft pillars.
- UCF Rising had its first success – Huron IRB (Wahoo) project went live on December 21, 2018. Approximately 100 submissions were made with minimal issues.

New Business

1. PeopleSoft Grants is moving forward and Grants Lite has been selected as the method for implementing the PeopleSoft Grants module.
 - Huron Consulting is beginning to work with the Human Resources team for their part in the UCF Rising program.
 - An audience member asked if UCF Financials will be updated with the Grants Lite project at the beginning of the fiscal year?
 - No. The project will instead go-live in November. UCF Financials will have extended downtime in October/November due to Grants implementation.
2. Brad Hodum discussed interim staff changes at Finance & Accounting (F&A).
 - There has been an organizational change at F&A.
 - Brad Hodum is now the interim controller. He committed to three months initially. Brad emphasized that he has taken on this role mainly to support F&A staff. Bert Francis is handling debt management and coordination on an interim basis. This is along with his regular position. Donna Dubuc and Lynn Gonzalez are dealing with budget and planning. All four report to Kathy Mitchell.
 - Kathy Mitchell and Misty Shepherd report to LTG Caslen who reports to President Whittaker.
 - FSS temporarily reports to Brad Hodum.
 - No changes have occurred below these roles.
 - F&A will update the organizational chart on its website (fa.ucf.edu) to reflect the interim roles.
3. The Departmental Authorization List (DAL) verification window will run from February 11 until March 1. UCF policy requires the DAL to be reviewed and updated annually. The Responsible Fiscal Officers (RFOs) and Deans, Directors or Chairs (DDCs) must verify the names and roles in the DAL. The verification process has two steps:
 - The first step is to verify that the names and roles on the DAL list are correct. A list of the DAL roles with descriptions can be found in the Addy Tip called “Departmental Authorization List (DAL): Security Access Codes and Descriptions.”

- The second step is to select the verification button. A temporary link will appear in the Financials menu during the three-week verification period. The system will date the verification to show you have verified roles. Contact the Financials Service Desk for assistance at fntrain@ucf.edu or (407) 823-5117, option 6.
4. A new option for vendor payments known as Virtual Payables, or ePayables, went live recently. Enrollment is necessary to participate. Payment by this method will be faster and is backed by Visa's fraud protection. Vendors must elect to participate. Those vendors charging UCF a processing fee **cannot** enroll in the program.
 5. Training sessions focusing on travel and Concur have been well attended. The Travel Payables website also offers information on Concur. For questions related to Concur, contact the Travel Department at travelfa@ucf.edu.
 - There was a question on why fares are more expensive on Concur? The additional amount is a processing fee of \$7, which is a payment to use Concur. Fares on other websites often include similar fees, but they are not listed separately.
 - If when comparing flights your Concur flight looks more expensive than on another website, in the Concur system clear filters or expand the timeframe search.
 - Concur has a low-fare guarantee. Screenshot lower fares viewed elsewhere when you see them. It must be the exact same flight as being booked on Concur and send the screenshot(s) to your department's travel processor so that they can have Concur reimburse the difference.
 - Two benefits of the Concur system: (1) Concur tells users when they are violating UCF travel policies. (2) Concur facilitates UCF's ability to administer its duty of responsibility. When people use Concur, UCF can track when they are in danger zones and can contact them.
 - Use of Concur is not currently mandatory but may be in the future.
 - If you create a Concur profile by February 28, you will be eligible for one of 10 Southwest A-list memberships.
 - Only Allegiant is not in the Concur system.
 - When using Concur, information about all your flights will be sent to your supervisor. This includes details about your personal flights, not only your business flights.
 - If you were in the pilot program, you will not need to redo your profile.
 - Supervisor certification in Concur cannot be given to someone else.
 6. PCard holders can obtain an Amazon business account to make Amazon purchases for the university. No personal purchases may be made with this account. The Amazon business account must be set up with the PCard holder's email address and will be linked to a central UCF account.
 - The PCard must be used for the Amazon business account. It's prohibited to attach a personal card to the account, even if Amazon's system allows it.

- The account includes free shipping through Amazon Prime.
 - Departments should no longer have their own Prime accounts. Reimbursements will be given for those who now need to close a department's Amazon Prime account.
 - A PCard approver can check who is using the Amazon business account via the receipt or by emailing the PCard department.
 - A new PCard holder can email the PCard office to be enrolled for an Amazon business account. They will need to sign off on a form.
7. Due to staffing issues, travel reimbursements are six weeks behind. Using the PCard is preferable. Travelers should be informed about the reimbursement delay. Anyone who travels at least once a year should have a PCard. Reimbursement requests should be submitted within 60 days so that the reimbursement does not become taxable.

Conclusion

The next FFG meeting is scheduled for March 8 at the Research Pavilion in room 302.