



## Financials Focus Group (FFG) MINUTES

<b>Date</b>	April 12, 2019
<b>Time</b>	11 a.m.-Noon
<b>Place</b>	Research Pavilion, RP-302
<b>Attendees</b>	<p><u>In Person</u></p> <p>Jim Clarke, Varsha Das, Ivan De Sagun, Sherri Dixon, Chris Kachele, Ushaben Lal, Melinda Martin, Michelle Matthews, Monica Mayer, Meghan McCollum, Nellie Nido, Rebecca Pluguez, Cathy Radzai, Amber Ryder, Joe Schofield, Debra Simon, Michael Stein, Rebecca Vilsack, Kristin Wetherbee, Mark Wray,</p> <p><u>On Skype</u></p> <p>Christine Anderson, Maria Aragon, Olga Arce, Maureen Au, Carlos Baez Santos, Ann Boutros, Jennifer Branson, Maria Carreno, Wanda Cortes, Katheryn Daniels, Gerald Deveau, Maritza Diaz, Millicent Downer, Amy Duvall, Rita Echeverria, Tammy Forrester, Allison Freitas, Michelle Fuentes, Tamiko Fukuda, Margarita Garay, Efraín Guzman-Carreras, Martha Hamann, Angela Harris, Andrew Holloway, Jay Holt, Barbara Kelly-Hursey, Jade Laderwarg, Bettyna Lahens, Ariasari Lair, Maureen Landgraf, Silpa Limbachia, Michele Locke, Merry Marcheschi, Ivette Martinez, Nancy Meza, Lisa Miller, Susan Morris, Vallery Morton, Angela Nichols, Vanessa Nixon, Bryant Nunez, Denise Oliver, Esther Pennepacker, Thomas Porter, Michele Pozdoll, Tamara Pullin, Yadira Rivera-Vazquez, Wrenz Ronas, Stacey Royalty-Rose, Brian Sargent, Theresa Scipione, Kari Stiles, Richard Strohfus, Keri Tessitore Tymensky, Mark Wagenhauser, Bobby Walton, Melanie Warren</p>
<b>Minutes</b>	Kiran Acharatlal

### Minutes Approved

Joe Schofield moved to approve the March meeting minutes; Michael Stein seconded the motion to approve.

### Continuing Business

1. Mark Wray provided an update on the UCF Rising program:
  - The UCF Rising program encompasses several ongoing projects to achieve the third goal of the UCF Strategic Plan, which is growing UCF's research and graduate programs.
  - Some fun facts about the project included:

- The name of the project was selected and voted on by project managers.
- Leadership is represented by 5 key areas: Academic Affairs, Research, Finance and Accounting, Human Resources and UCF IT.
- The timeline for the project was developed over a 3-week period by more than 30 people.
- The DARF (Departmental Administrators Research Focus) group was created.
- The HRS IRB (Institutional Review Board) project was the first one implemented.
- Approximately 70 UCF and Huron employees are actively involved with the UCF Rising project.
- Mark Wray discussed the UCF Rising timeline.
  - The timeline shows that some of the projects are halfway or more than halfway completed. These include the HRS IRB, HRS Grants, HRS Agreements, and HRS IACUC projects.
  - The PUM and Tax Updates are maintained and coordinated by UCF IT, Office of Research, and UCF Financials.
  - The gold stars on the timeline represent the go-live dates of the projects.
  - The PeopleSoft Grants and the HCM Commitment Accounting projects are tentatively scheduled to go-live in November with a relatively short downtime of less than a week.
- Research information from HRS Grants will feed into PeopleSoft Grants.
- The activation of the HCM Commitment Accounting in PeopleSoft HR will result in salaries being encumbered.

**Action Item**

The PowerPoint presentation on UCF Rising will be posted to the Financials website on the Financials Focus Group web page.

2. The Departmental Authorization List (DAL) annual verification window, opened on February 11, will close at the end of the business day today, April 12.
  - The verification is mandated by UCF policy 3-207.1 and must be performed annually to verify that individuals performing financial tasks in the UCF Financials system are authorized to do so.
  - Out of the 8,777 departments and projects requiring verification, about 8,704 have completed the verification. Departments and projects that do not complete the verification by the deadline, will be deactivated, and all the DAL security codes will be removed. The codes can be reactivated by contacting the Financials Service Desk at 407-823-5117 (select option 6) or by email at fntrain@ucf.edu.
  - Departments and projects created after the verification window closes can be verified the following year.

## **New Business**

1. Monica Mayer and Nellie Nido from UCF Procurement Services discussed Procurement online courses, which are in the process of being created.
  - A general course will address purchasing rules, unauthorized purchasing, and how to prevent it.
  - Another course will specifically be for those people who violate procurement rules. The most common violations are authorizing a vendor to perform work without having a purchase order (PO) in place or when contracts are not signed properly.
2. Open discussions on the Concur travel system included the following:
  - Some principal investigator (PIs) are concerned about the booking and change fees charged by Concur but not charged by other online travel sites. Meghan McCollum addressed this item:
    - Online booking fees are charged by other travel sites, but they are not displayed separately as in Concur.
    - As for the change fee, a part of it could possibly be charged by the airline itself, not Concur.
  - Booking travel through Concur has several advantages:
    - it indicates if university travel rules are not being adhered to.
    - Concur also helps to track employees in emergency situations.
    - Concur allows the payment method to be changed.
  - There was concern that when a travel arranger books travel for another employee, the travel arranger's PCard information remains on the traveler's profile.
    - If a traveler does makes charges to the arranger's PCard, these charges must be reimbursed by the traveler to the travel arranger. A note can be added to advise the traveler not to use the PCard shown in the traveler's profile.
  - It was also indicated that not all international hotels are available through Concur. Travel arrangers can contact Concur customer service for assistance.
  - When making bookings for two travelers to the same hotel, Concur will not allow the travel arranger to make both bookings simultaneously but instead requires a lag of 24 hours between the two bookings. Concur customer service would be able to assist with this.
3. Mark Wray announced that his last day at UCF will be April 18, 2019. UCF Financials system users should contact the Financials Service Desk for any issues relating to the system.

## **Conclusion**

The meeting adjourned at 11:50 a.m.

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