



Financials Focus Group (FFG) MINUTES

Date	May 10, 2019
Time	11 a.m.-Noon
Place	Research Pavilion, RP-302
Attendees	<p><u>In Person</u></p> <p>Regino Besana, Laura Crouch, Tattianna Fuentes-Duarte, Efraín Guzman-Carreras, Lisa Fulford, Ushaben Lal, Joel Levenson, Melinda Martin, Michelle Matthews, Dorann Mullins, Richard Phillips, Rebecca Pluguez, Amber Ryder, Aida Salazar, Asha Sharma, Debra Simon, Richard Strohfus, Rebecca Vilsack, Mary Williams</p> <p><u>On Skype</u></p> <p>Carlos Alvarez Rivera, Christine Anderson, Maria Aragon, Olga Arce, Carlos Baez Santos, Margaret Bolinger, Ann Boutros, Jennifer Branson, Eric Brewington, Lashanda Brown-Neal, Wanda Cortes, Gerald Cozier, Katheryn Daniels, Francis De Sagun, Gerald Deveau, Maritza Diaz, Rita Echeverria, Tammy Forrester, Allison Freitas, Michelle Fuentes, Tamiko Fukuda, Brendan Galante, Margarita Garay, Catherine Gholson, Noemi Gonzalez, Monique Gregory, Angela Harris, Phillip Henson, Taylor Holland, Andrew Holloway, Brenda Jackson, Trina Jones, Barbara Kelly-Hursey, Bettyna Lahens, Ariasari Lair, Maureen Landgraf, Tonya LaPrarie, Michele Locke, Ivette Martinez, Monica Mayer, Tavis McLelland, Nancy Meza, Peter Mitchell, Marcia Munroe, Angela Nichols, Pradeep Nimmathota, Denise Oliver, Esther Pennepacker, Thomas Porter, Brenda Posey, Michele Pozdoll, Angela Rivera, Jocelyn Ronas, Wrenz Ronas, Brian Sargent, Joe Schofield, Theresa Scipione, Vicky Sharp, Tish Sheppard, Kari Stiles, Keri Tessitore Tymensky, Maribel Villanueva, Vicki Vitale, Melanie Warren</p>
Minutes	Kiran Acharatlal

Minutes Approved

Ushaben Lal moved to approve the April meeting minutes; Tattianna Fuentes-Duarte seconded the motion to approve.

Continuing Business

1. The PowerPoint presentation on UCF Rising has been posted on the Financials Focus webpage. The link to the presentation is <https://financials.ucf.edu/wp-content/uploads/sites/4/UCF-Rising-FFG-04122019.pdf>.

2. An update on the UCF Rising project and salary encumbrances should be available at the June FFG meeting. The targeted go-live date for the project is November 2019.

New Business

1. Discussion of the 2019 fiscal year-end included the following:
 - Except for date changes, the content for the 2019 fiscal year-end schedule remains the same as the 2018 schedule.
 - The schedule, which outlines the steps leading to the fiscal year-end close, is expected to be posted to the Finance and Accounting website the week of May 13.
 - Departments should continue to submit travel reimbursements and approved invoices for vendor payment even past the June 14 deadline. Payment to the vendor is guaranteed if they are submitted on time, although F&A will continue to process those submitted after the deadline right up to the year-end
 - June 24 is the last date for canceling all unapproved departmental requisitions, to key taggable asset vouchers, and for Contracts and Grants journals to be submitted to the Office of Research for review.
 - Finance and Accounting will be running pay cycles daily the last week of June.
 - UCF Financials will be unavailable from 5 p.m. on June 28 until 5 p.m. on July 1 for the purchase order (PO) roll.
 - In the past years, POs under \$100 were closed. This will probably remain the same for the current fiscal year-end processing.
 - The July 16 deadline for departmental submission of unpaid invoices or estimates for goods or services greater than or equal to \$10,000 that are received by June 28 is for financial statement accruals and should be accompanied by supporting documentation if relevant.
 - In response to a question regarding electronic payment authorization (ACH), F&A will try to get as many posted as possible. Departments should contact F&A if they have a large number of ACHs that need to be posted.
 - UCF Financials system users can run the public query "FXPO_PO_OPEN_ENC" to view up-to-date information on open encumbrances. The query "FXPO_POROLL_PREVIOUSLY_ROLLED" can be used to provide a list of POs that have previously rolled. The data values as of the date given when the queries are run will be available on the F&A website.

Action Item

The 2019 fiscal year-end schedule will be reviewed at the June FFG meeting again.

2. Due to a UCF Financials system update over the weekend of May 11 to 12, there was a change in the procedure for creating and editing General Ledger (GL) journals. The change will improve user productivity and assist with the processing of large journals. The Addy Notes "Creating a Journal in UCF Financials" and "Upload Journal Created from a Template" have been updated to reflect the change.

- A pop-up window will provide an option to wait or not wait for the Edit Journal process to be completed. By selecting not to wait, the system will allow access to another page in UCF Financials. The Process Monitor then needs to be checked to verify the Edit Journal process has been completed.

Open Discussion

1. Training material will be re-evaluated for the UCF Rising project. A committee may be formed to provide input for the training materials. FFG members interested in participating can request to be part of the committee.

Conclusion

The meeting adjourned at 11:34 a.m.

The next FFG meeting is scheduled for June 14 at the College of Sciences building in room 221.