



Financials Focus Group (FFG) MINUTES

Date	January 10, 2020
Time	11 a.m.- Noon
Place	Research Pavilion, RP-302
Attendees	<p><u>In Person</u></p> <p>Tera Alcala, Reggie Besana, Glendaley Carrasquillo, Ivan De Sagun, Gerry Deveau, Tattiana Fuentes, Rose-A-Lee Guillemi, Rita Higgins, Chris Kachele, Ushaben Lal, Jacqueline Lewis, Liara Maharaj, Melinda Martin, Meghan McCollum, Dorann Mullins, Esther Pennepacker, Rebecca Pluguez, Amanda Rakoczy, Debra Romero, Amber Ryder, Scott Sedlak, Debra Simon, Michael Stein, Rich Strohfus, Rebecca Vilsack</p> <p><u>On Skype</u></p> <p>Carlos Alvarez Rivera, Maria Aragon, Maureen Au, Carlos Baez Santos, Hina Behal, Ann Boutros, Jennifer Branson, Lashanda Brown-Neal, Maria Carreno, Gerald Cozier, Seresa Cruz, Jacquelyn Daigneault, Mary Dailey, Katheryn Daniels, Maritza Diaz, Sherri Dixon, Emma Espinet, Traci Fisher, Jeanette Flores, Michelle Fuentes, Tamiko Fukuda, Sheryl Gamble, Margarita Garay, Nester Garcia, Noemi Gonzalez, Martha Hamann, Angela Harris, Sunny Heyl, Cathy Hill, Ashley Hilyer, Carmen Jarquin, Trina Jones, Barbara Kelly-Hursey, Diana Kyle, Jade Laderwarg, Ariasari Lair, Tonya LaPrarie, Silpa Limbachia, Merry Marcheschi, Ivette Martinez, Julie Martorana, Pamela McGlinchey, Tavis McLelland, Erica Mendoza, Lisa Miller, Judith Montilla, Marcia Munroe, Angela Nichols, Bryant Nunez, Richard Phillips, Tamara Pullin, Cathy Radzai, Angela Rivera, Yadira Rivera-Vazquez, Jada Roane, Wrenz Ronas, Stacey Royalty-Rose, Brian Sargent, Joe Schofield, Theresa Scipione, Tish Sheppard, Liz Stalvey, Kari Stiles, Jan Suddarth, Vanay Syme, Christina Tant, Susan Viglione, Vicki Vitale, Melanie Warren, Mary Williams, and nine other guests</p>
Minutes	Debra Simon, Jacqueline Lewis

Minutes Approved

Michael Stein approved revised November FFG minutes (his name corrected). The motion was seconded for approval.

Continuing Business

A presentation covered updates to UCF Rising:

1. Financials Support Services (FSS) is working on integrating Huron Grants and PeopleSoft Grants applications.
 - o They are expected to integrate in mid-March.

- The Office of Research is currently making double entries because they must input data into both systems. This repetition will be eliminated by integration.
- 2. The UCF Rising team in Financials is defining when department budget checking will return along with a temporary lift to accommodate salary encumbrances and project overrides. The budget checking capability is expected to be turned on in February. Budget directors will review this date at an upcoming meeting.
- 3. The team is working on a process for continuing salary encumbrances and salary cost transfers involving multiple integrations per week.
- 4. The team is analyzing how allocations are moved from the University of Central Florida (UCF) to the Research Foundation (RF). They intend to develop a method to make such transfers occur more often.

New Business

Cloud Pre-launch

UCF is considering moving departmental processes currently run in PeopleSoft and other applications to the cloud. This initiative has just entered a new phase designed to formally investigate cloud options and requirements. The pre-launch phase will be a fact-finding period lasting through April (tentatively). UCF is partnering with Huron to complete the pre-launch process.

Pre-launch involves four scopes of assessment:

1. System and Software Assessment – The pre-launch team will look at key business processes. This will include an assessment of shadow systems currently run by colleges and departments. It will determine what integrations are needed by including people from across campus and DSOs whether they operate on PeopleSoft or not.
2. Pre-implementation Operation Inventory – Conducting an inventory of current operations will help the team create an implementation roadmap and determine the appropriate cloud software for UCF. Implementation is expected to follow a five-year plan:
 - a. The university will start with Financials and human resources. Implementation is expected to take 24 months.
 - b. After that, Student Accounts will be moved to the cloud. This is expected to be a complex, three-year process.
 - c. The inventory will evaluate organizational readiness (change management).
 - d. An evaluation of risk mitigation will determine what savings can be realized by moving to the cloud.
 - e. The team will also evaluate governance structure including what business areas will be addressed and how they will be organized.
3. Cloud Transformation Value Evaluation – Initially, the pre-launch team will look at the three main cloud software products capable of supporting an organization like UCF. Companies will provide high-level demonstrations of the software.
4. Analytics and Reporting Assessment – Current reporting and data management strategies will be reviewed at the beginning of the pre-launch process (before scopes two and three). TCOM (Total Cost of Operations Model) will be used.

Overall, the pre-launch assessments will look at the university's current organizational structure and software to determine what we have and what we need, what integrations and reporting exist, how the chart of accounts should work, what data conversions must be done, and what tech infrastructure is available. This will help to establish a realistic implementation timeline for specific areas like Financials and an overall timeline for the entire project.

The initial timeline for pre-launch includes phases to initiate, assess, define, analyze, and socialize.

- At the end of April, they plan to select a cloud software.
- Although implementation is expected to take roughly five years, the actual timeline will depend on the new UCF president. The team is aiming to have implementation ready to go when that person starts.
- A new chief financial officer and chief information officer will also be hired. These roles will also affect the implementation kick-off date and completion schedule.
- The plan is to start cloud implementation with HR and Financials. Whether or not to include Grants has yet to be determined but will be decided during pre-launch.

Upcoming steps for pre-launch include the following:

1. January kick-off meeting
2. Confirm pre-launch governance structure (It will include project pillars and teams.)
3. Identify a communication and change management plan (A change management project manager will be hired.)
4. Workshops
5. Plan demo sessions with vendors (This may include more than the three software products currently being evaluated.)

Journals

- Journal creators cannot post to alt account any longer. Salary should not be moved through manual cost transfer journals but instead through the cost-transfer process in HCM.
- When using the Activity ChartField for RFD (sponsored research) projects, GRANT must be used, or the journal will error out.
- Analysis Types changed in November 2019. On the Financials website the Addy Note "Sponsored Project Analysis Types for Online Journals," <https://financials.ucf.edu/wp-content/uploads/sites/4/SponsoredProjectAnalysisForOnlineJournals.pdf>, explains how to use Analysis Types.

FSS Training & Meeting Information

- The instructor-led training schedule is now posted on the Financials website. It includes seven courses being held from February through June in the Research Pavilion, room 302 (RP-302). Register in the myUCF portal (my.UCF.edu) under Employee Self Service > Learning and Development > Request Training Enrollment. A communication will be sent to the user community.

- The FFG meeting schedule for 2020 is now available on the Financials website, <https://financials.ucf.edu/financials-focus-group-2020-meeting-schedule/>. Next month's meeting will be in a new location at University Tower.

Travel Updates

- Effective January 1, the Taxable Personal Travel Form, <https://fa.ucf.edu/travel-payables-forms/>, is required for reimbursements of international travel when the trip includes more than seven days of personal travel.
- Reimbursements other than travel (ROTTs), specifically cloud storage and purchases that include click through agreements, such as web domains, are not allowed. Purchasers must comply with the policies regarding contracts and click through agreements available on the Office of the General Counsel's (<https://generalcounsel.ucf.edu/>) and the UCF Policies and Procedures (<https://www.policies.ucf.edu/>) websites.

PCard Statements

PCard statements switched from mailed to emailed statements in November.

- These statements can be downloaded by the employee using their personal account.
- All PCard users should receive or have received an introductory email from Bank of America. Emails from the Bank of America Merrill Lynch Corporation are not spam. Add this email address to your safe email list. If you are not receiving these emails, check blocked settings in your email account.
- The introductory email should contain two updated links: Global Card Access and the other is for the payment center, <https://www.baml.com/paymentcenter>. The email will inform you how to review PCard statements online. You will need to remember your password and security questions to log in to your PCard account in the future. Check with the UCF PCard Department for additional assistance.

Questions?

It was asked if the PowerPoint presentation at the beginning of the meeting would be online. Yes, it will be on the FFG website (<https://financials.ucf.edu/financials-focus-group-meeting-agenda-minutes/>) along with the meeting minutes.

Conclusion

The meeting adjourned at 11:36 a.m.

The next FFG meeting is scheduled for February 14 at University Tower, room 211 (UTWR-211).