



Financials Focus Group (FFG) MINUTES

Date	February 14, 2020
Time	11:00 a.m.- 12:00 p.m.
Place	University Tower, UTWR-211
Attendees	<p><u>In Person</u></p> <p>Kiran Acharatlal, Laura Crouch, Ivan De Sagun, Gerald Deveau, Brenda Jackson, Jacqueline Lewis, Puja Mandolfo, Meghan McCollum, Debra Simon, Rebecca Vilsack</p> <p><u>On Skype</u></p> <p>Maria Aragon, Maureen Au, Jennifer Branson, Jessica Brooks, Lashanda Brown-Neal, Katie Connolly, Wanda Cortes, Gerald Cozier, Seresa Cruz, Jacquelyn Daigneault, Stefanie DelGiudice, Maritza Diaz, Sherri Dixon, Jason Ellmyer, Traci Fisher, Jeanette Flores, Allison Freitas, Tamiko Fukuda, Nester Garcia, Noemi Gonzalez, Monique Gregory, Martha Hamann, Angela Harris, Lavera Henderson, Ashley Hilyer, Andrew Holloway, Carmen Honaker, Roane J, Trina Jones, Barbara Kelly-Hursey, Lindsay Kuznia, Ariasari Lair, Ann Leonard, Silpa Limbachia, Michele Locke, Kim Maclennan, Melinda Martin, Ivette Martinez, Julie Martorana, Monica Mayer, Pamela McGlinchey, Tavis McLelland, Garcia Nester, Angela Nichols, Myrnellie Nido, Vanessa Nixon, Bryant Nunez, Eduardo Ortiz, Richard Phillips, Brenda Posey, Tamara Pullin, Yadira Rivera-Vazquez, Joe Schofield, Vicky Sharp, Tish Sheppard, Kari Stiles, Jan Suddarth, Vicki Vitale, Mark Wagenhauser, Shirley Wang, Kristin Wetherbee, Hallie White</p>
Minutes	Kiran Acharatlal

Minutes

Meghan McCollum approved the January FFG minutes and Gerry Deveau seconded the motion to approve.

Continuing Business

1. An announcement regarding the reinstatement of budget controls for departments and projects, to prevent overspending, has been sent via email and published on the Financials website. The announcement titled 'Reinstatement of Budget Controls Effective February', includes general questions and answers that can guide with the process. Allocation changes are in the testing phase and will be migrated shortly. An update will be provided at the March FFG meeting.
2. UCF Rising
 - The next phase of the UCF Rising project, the integration of UCF Financials and Huron Research Suites Grants, is targeted to go live on March 23, 2020. Financials Support Services

(FSS) implemented the Grants module as part of the UCF Rising initiative last November. The module enables the university to support additional research and helps facilitate the growth of research funding.

- User acceptance testing (UAT) sessions will begin in early March. The integration will save time for the Office of Research and Research Foundation departments by removing the need to make entries in duplicate systems.

3. Cloud ERP

- The Cloud ERP project, which involves replacing the PeopleSoft ERP systems with a cloud ERP system, is now underway. Huron consultants are currently preplanning and assessing what it will entail to move from the existing systems to the Cloud. The assessment is at a high level and will be completed in April. Huron should have a report on the assessment by May 2020.
- The project pre-launch kick-off meeting will be held on February 18. This will be followed by a pre-planning meeting.
- Consultants will examine the current operational processes and systems, evaluate replacement solutions and recommend an implementation plan.
- The PowerPoint on the Cloud ERP presented at the January FFG meeting has been posted at the Financials website.

New Business

1. *Travel*

- UCF's preferred partnership with Southwest Airlines has been renewed for an additional year. Discounted rates are available and an additional 25% bonus points will be earned beginning February 1 when flights are booked through Concur.

Action Item

In person and skype FFG meeting attendees will be entered into a draw to win a Southwest A list membership.

- All university sponsored international travel must be registered with UCF Global. Travelers must obtain a 'Travel Approval Petition Final Notice of Approval' before embarking on their journey. The approval must be attached to line 1 of travel requisitions for travel to foreign destinations.
- The naming convention for electronically submitted travel reimbursements for individuals should be in the order of the traveler's first and last name followed by the purchase order (PO) number and the destination. For blanket POs, the order is almost the same as for the individual reimbursement except the destination should be replaced with the word 'BLANKET' and then followed with the end date of the travel. The examples provided at the meeting included the below:
 - Individual: Traveler's first and last name, PO#, destination
Example of Individual: John Doe_PO333444_New York, NY.pdf
 - Blanket: Traveler's first and last name, PO#, BLANKET, travel end date
Example of Blanket: John Doe_PO333444_BLANKET_10.31.16.pdf

2. *Annual Departmental Authorization List (DAL) Verification*

- The annual DAL verification process kicked-off on February 10. UCF's presidential policy number 3-207.1 requires all Deans, Directors, or Chairs (DDCs) and Responsible Fiscal Officers (RF)s to verify that individuals in their area are authorized to perform financials functions for assigned departments and projects.
- All the DDCs and RFOs have been notified via email of the verification process. The first step is for the DDCs or RFOs to run the query FX_GL_DAL_RFO_DDC_DEPT_AUTH to review the status of the DAL for each department and project under them. After this is completed, the Process Employee Verification link in UCF Financials must be accessed to complete the verification process.
- DDCs or RFO's must complete any pending DAL transactions under their employee ID before performing the verification. If there are any changes made to an employee's DAL status, the DDCs and/or RFOs must wait 24 hours before completing the verification process.
- The Addy Note, Conducting the Annual Employee Verification, is available on the Addy Notes section of the Financials website.
- The end date for the verification process will be March 27.

3. *Instructor-led Workshops*

- There has been very positive feedback and high enrollment for all the workshops. The Financials Support Services (FSS) team is exploring the possibility of adding more workshop sessions.

4. *UCF Financials Tips*

- A short video with several Financials tips was presented at the meeting. It included the below tips:
 - Breadcrumbs are great for navigation.
 - Always refresh ChartField macros on the template worksheet by clicking the Crosswalks & SpeedTypes button.
 - When reporting an error in UCF Financials, be sure to take a proper screenshot and capture the whole screen.

Action Item

The video will be posted on the Financials Focus Group webpage.

5. *Questions*

- What is the naming convention for group travel? For group travel, the group leader's first and last name may be use.
 - Group Travel: Group Leader's first and last name, PO#, destination
Example of Individual: John Doe_PO333444_New York, NY.pdf
- Is Concur mandatory? It is not mandatory but is highly encouraged.
- If multiple travelers book one lodging through Airbnb, how is the cost handled? The cost can be divided equally between the travelers. The PO it was paid on should be referenced on the reimbursement travel voucher.

- Have previous queries in PeopleSoft been restored to the updated system? All public queries are available. An email request can be sent to fntrain@mail.ucf.edu for a specific or custom query,

Conclusion

The meeting adjourned at 11:25 p.m.

The next FFG meeting is scheduled for March 13 at the Research Pavilion in RP-302.