



Financials Focus Group (FFG) MINUTES

Date	March 13, 2020
Time	11:00 a.m.-Noon
Place	Live Stream, Skype for Business
Attendees	<u>In Person</u> Meghan McCollum, Laura Crouch, Chris Kachele, Joel Levenson, Jacqueline Lewis, Rebecca Vilsack <u>On Skype</u> 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, 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, 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
Minutes	Jacqueline Lewis

Minutes

Meghan McCollum approved the February FFG minutes. Michael Stein and Nancy Meza seconded the motion to approve.

Continuing Business

1. *HRS-PeopleSoft Integration*

- User acceptance testing (UAT) sessions were held from Monday, March 9, through Thursday, March 12.
- Due to limited staffing availability as a result of the Novel Coronavirus (COVID-19), both Integration training sessions and Go-Live have been postponed. New dates have not yet been established. Training sessions were originally scheduled to begin March 16 and Go-Live was scheduled for March 23.

2. *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.
- Huron is currently conducting pre-assessment workshops. The purpose of these workshops is to discuss and gather information regarding the current state of our system and business infrastructure. Additionally, participants will discuss possible system improvements. Sessions will occur throughout the month of March into the beginning of April. Workshops sessions will be held both in-person and through Zoom.
- The Workday and Oracle cloud demonstrations are scheduled to be held in early April. Scheduled demonstrations will be made available at multiple campus locations and through livestream.

New Business

1. *Expenditure Guidelines for Travel*

- An Expenditures Guidelines document to address general questions will be developed on the Division of Finance website in the coming weeks.
- Expenditures FAQs will cover reimbursements for travel costs.

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 each responsible fiscal officer (RF) to verify that individuals in their areas are authorized to perform Financials functions for assigned departments and projects.
- All the DDCs and RFOs have been notified via email about the verification process. The first step is for the DDC or RFO 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 RFOs 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 DDC and/or RFO 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. As a result, two workshops have been officially moved to web-based delivery. They are FPO232 – Purchasing Card and FPO233 – Travel Guidelines. These two workshops have no enrollment

limit. All enrolled participants (including those waitlisted) will be notified of the workshop web link.

4. *Coronavirus FAQ*

- To address the on-going effects COVID-19, Travel has published a Coronavirus FAQ sheet to the Division of Finance website.
- FAQs address the recent announcement by the Florida governor canceling travel for state agencies for the next 30 days. UCF has not made an official announcement, but Travel has developed a list of banned travel locations, and the university will reimburse canceled travel as a result of the Coronavirus. Be prepared for an announcement March 13.
- Meghan announced that this FAQ document is linked to the larger human resources (HR) document on Coronavirus published by UCF HR. They will both be updated regularly. Please refer to both FAQs before contacting Travel with questions.
- It was also mentioned that if the university does cancel travel officially within the next 30 days, staff should contact the student worker and/or employee to return home immediately. Contact Travel at travel.ucf.edu for more questions.
- If travel was booked with Southwest airlines through Concur, Southwest will provide a yearlong voucher. Please let Travel know if you require an extension for your voucher prior to the expiration date. Vouchers can be extended for an additional 18 months.

5. *Purchasing Card Monthly Approval Limits*

- RFOs and DDCs may now approve monthly card limits up to \$50,000. VP/Provost approval is required for PCards with a monthly limit of \$50,000 or more (previously \$25,000). The PCard manual has been updated with this information.

6. *Electronic Travel Reimbursement Vouchers (RV)*

- When submitting the travel RV electronically, please make sure that you have printed the RV to PDF. Just saving the PDF allows all lines to be edited, even after being submitted. Please include the department/project number in the subject line of the email. This allows for quicker routing of the reimbursement to the correct processor.

7. *Vendors Payable*

- New letter distribution will be effective April 1 and placed online for access.
- A Procurement panel discussion to review office processes is scheduled for April 7 from 10 to 11 a.m. A general email will be distributed regarding attendance.

8. *Announcements*

- UCF Financials is up-and-running at full capacity and is closely monitoring developments related to COVID-19. Our staff is 100 percent prepared for remote work and continuity of operations. In the event that the university goes to remote work for employees, the Financials Service Desk will still be available via fnttrain@ucf.edu from 8 a.m. to 5 p.m. Monday through Friday.

9. Questions

- Will expenses be covered by a funding account on the PO? All expenses will be paid from the funding account on the PO. Try to get all external reimbursements completed prior to notifying Travel. Additional costs on sponsored grants should be reimbursable as well.
- What if you booked your Southwest flight through Expedia instead of Concur? If booked using Expedia, you would have to address the reimbursement with Southwest Airlines.

Conclusion

The meeting adjourned at 11:35 a.m.

The next FFG meeting is scheduled for April 10 at the Research Pavilion in RP-302.