



Financials Focus Group (FFG) MINUTES

Date	April 10, 2020
Time	11:00 a.m.-Noon
Place	Livestream, Skype for Business
Attendees	<p>Kiran Acharatlal, Anjelle Allen, Ryder Amber, Maria Aragon, Olga Arce, Manoharan Arumugam, Maureen Au, Carlos Baez Santos, Margaret Bolinger, Ann Boutros, Jennifer Branson, Eric Brewington, Jessica Brooks, Lesanne Brunswick, Lesli Brunswick, Jenna Capp, Edgar Carlier, Rose Carpenter, Audrey Carr, Maria Carreno, Patricia Colyer, Timothy Colyer, Laura Crouch, Seresa Cruz, Jacquelyn Daigneault, Katheryn Daniels, Francis De Sagun, Stefanie DelGiudice, Maritza Diaz, Sherri Dixon, Millicent Downer, Amy Duvall, Rita Echeverria, Rachel Emmanuel, Jennifer Fackler, Lisa Filzer, Jeanette Flores, Tammy Forrester, Tattianna Fuentes-Duarte, Tamiko Fukuda, Cynthia Gabriel, Kerry Gajewski, Catherine Gholson, Noemi Gonzalez, Michelle Greco, Mersilus Guerdi, Rose-A-Lee Guillemi, Christopher Hale, Martha Hamann, Elizabeth Hardman, Angela Harris, Kia Hawayek, Lavera Henderson, Ashley Hilyer, Carmen Honaker, Roane J, Brenda Jackson, Luevenia Jackson, Trina Jones, Mary kaye Pascua, Heather Kee, Barbara Kelly-Hursey, Patricia Kentish, Diana Kyle, Jade Laderwarg, Bettyna Lahens, Ariasari Lair, Usha Lal, Maureen Landgraf, Tonya LaPrarie, Tim Larson, Joel Levenson, Cathy Lewis, Jacqueline Lewis, Silpa Limbachia, Michele Locke, Maria Lopes, Melissa Lopez, Puja Mandolfo, Merry Marcheschi, Donna Martin, Melinda Martin, Ivette Martinez, Julie Martorana, Denise Matias, Michelle Matthews, Monica Mayer, Meghan McCollum, Pamela McGlinchey, Tavis McLelland, Erica Mendoza, Erika Menna, Nancy Meza, Lisa Miller, Judith Montilla, Albert Morales, Erica Moreira, Susan Morris, Dorann Mullins, Marcia Munroe, Melanie Musone, Angela Nichols, Myrnellie Nido, Pradeep Nimmathota, Bryant Nunez, Mary Kaye Pascus, Sheri Pearson, John Pecoraro, Esther Pennepacker, Janice Phillips, Richard Phillips, Brenda Posey, Michele Pozdollar, Randall Pozdollar, Tamara Pullin, Cathy Radzai, Karen Reinemund, Aida Ribeiro Salazar, Angela Rivera, Yadira Rivera-Vazquez, Stacey Royalty-Rose, Amber Ryder, Luis Salazar, Libby Sanders, Joe Schofield, Evelyn Sedlak, Scott Sedlak, Vicky Sharp, Tish Sheppard, Heather Simeon, Debra Simon, Bradley Smith, Liz Stalvey, Michael Stein, Kari Stiles, Chery Stripling, Justin Strobel, Richard Strohfus, Leida Vera Nater, Susan Viglione, Rebecca Vilsack, Mark Wagenhauser, Shirley Wang, Anjella Warnshuis, Melanie Warren, Hallie White, Kathleen Williams, Mary Williams, Elena Wilson, Wanda Wint, Jessica X Dong (Total Attendees = 151)</p>
Minutes	Kiran Acharatlal and Debra Simon

Minutes

Meghan McCollum approved the March FFG minutes. Michael Stein seconded the motion to approve.

Continuing Business

1. UCF Rising

- The regression User Acceptance Testing (UAT) for the Huron Research Suite (HRS) and UCF Financials integration will begin on April 20. Remote training has been scheduled to begin on May 4 with a go-live date set for May 11. Testing by the Graduate and Research Information Technology (GRIT), Huron and Financials Support Services (FSS) teams has been continuing during this scheduled delay. Training will be facilitated by the GRIT and FSS teams for the Award Management team (in central OR).
- The cloud version of Effort Reporting and Certification (ECRT) is in development phase. FSS is working with our Huron and GRIT partners on this project.

2. Cloud Enterprise Resource Planning (ERP) software

- Huron has been leading the pre-planning for this project. The pre-planning workshops are being completed and the finding should arrive by late spring.
- Cloud vendor presentations were held online April 2 by Oracle and April 9 by Workday. They provided overviews on broad topics. Deep-dive presentations will occur later.
- Vendor selection through Invitation to Negotiate (ITN) should take place in late spring. Visit the Procurement Solicitations website to view invitations to negotiate (ITNs):
<https://procurement.ucf.edu/solicitations/>.

New Business

1. Annual Departmental Authorization List (DAL) verification

- The deadline for the verification has been extended to April 17. All Deans, Directors, or Chairs (DDCs) and/or Responsible Fiscal Officers (RFOs) are required to complete the annual DAL verification by this time. Only 83% are complete as of April 10.
- View the Addy Note called “Conducting the Annual Employee Verification” in the DAL section of the Financials website for instructions, <https://financials.ucf.edu/addy-notes-dal/>.
- All pending DAL transactions generated under the DDC and/or RFO employee ID must first be completed before the verification process.

2. Coronavirus Travel FAQ

- Refer to the “Division of Finance Coronavirus FAQ” under Announcements on the Finance Division website, fa.ucf.edu. It contains answers to many questions about travel issues caused by COVID-19.
- Effective March 31, all university travel is canceled. The only exceptions are for campus-to-campus travel by personal or university vehicle for the following employees: first responders, healthcare professionals, supply chain personnel, critical infrastructure support personnel, and approved researchers and instructors.

- A new question has been added to the travel requisition standard comments to reflect the travel restrictions. This must be answered, or the requisition will be denied.
- PCard statement packets should be submitted electronically to PCardStatements@ucf.edu.
- Send travel reimbursement requests for completed or canceled travel to travelfa@ucf.edu. Following the steps below will help the request to process more quickly:

- a. In the subject line of the email, include the traveler's name and department or project number.
- b. Include all support in a single attachment.
- c. Use the proper naming convention for the attachment. Following is a note about this from the February FFG minutes, <https://financials.ucf.edu/financials-focus-group-meeting-agenda-minutes/>:

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 include:

– 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

The naming convention has been posted under the guidelines section of the Division of Finance Travel page.

- Travel requisitions will be denied if you do not answer the essential travel question in the standard comments.

3. *Cancellation of University Travel as of March 31*

- The university wide travel bans are in effect until further notice.
- The university has imposed a spending freeze on new expenses over \$10k for non-C&G purchases. For exempted items, the unit's vice-presidential approval is required for anything \$10k or above. For academic units, provost approval is required.
- Do not make any new travel plans. If travel is booked for September or anytime in the next fiscal year, it must be canceled.
- You can book approved virtual conferences or webinars while the travel freeze is in place. Please pay for webinars/virtual conferences using a university PCard. Use account code 746101, "Reg Fee Instate No Travel Exp." You do not need to create a travel requisition for a virtual conference, nor do you need to submit a travel RV.
- You are strongly encouraged to use any reimbursements of university business travel, which must be used in the next year, for travel that is for university business.

4. *New Question for Travel Restrictions*

- Can a travel purchase order (PO) date be changed to next year?
Travel advises against it since business travel is currently banned for next year, too.

5. *Additional Travel Announcements*

- Submit PCard statement packets electronically to Pcardstatements@ucf.edu.
- Submit electronic travel reimbursement vouchers (RVs) to travelfa@ucf.edu to expedite travel requests.
- The FAQ document on the Travel section of the Division of Finance website has additional information: <https://fa.ucf.edu/coronavirus-faq/>
- Do not close POs until all refunds have taken place and all PCard charges and refunds have been vouchered.

6. *Online Training Updates for UCF Financials*

- Financials Support Services (FSS) offers many training opportunities. Go to the Financials website and visit the Training section. Follow the steps on the About Training page, <https://financials.ucf.edu/training-about/>, to find appropriate courses. The webcourses can be taken at your own pace.
- Different work positions require some of these courses for the job and for access to certain features within UCF Financials. The questionnaire on the training site will help you find these.

7. *DataMart Updates*

- A new suspense account was added to DataMart. It was available before but was rarely used and was not shown in DataMart until now.
- Project Budgets since November 2019 are in the Budget Quadrant of DataMart as PUD, not BUD.
- Revenue will be in DataMart later.

8. *Open Discussion*

- Next month at the FFG meeting, the fiscal year-end calendar will be reviewed. It will be posted on the website, also.
- The Financials Service Desk (fntrain@ucf.edu) is operational. They are available to help and can remote into your PC if needed.

9. *Questions*

- Are other vendors being considered for the cloud ERP software?
Any vendor that wants to submit can do so through the Procurement Solicitations website, <https://procurement.ucf.edu/solicitations/>.
- Can you confirm that emails have gone to those whose DAL verification has not been completed?
Yes, reminder emails have been sent.
- Will 789994 transactions posted prior to the time the account was added to DataMart show up?
Yes, they were caught up and should be there back through November 2019.

- Would it be possible to bring up the new composite fringe benefit rates (CFBR) for all to see?
The CFBR have been published on the Division of Finance website, <https://fa.ucf.edu/cfbr-ucf-cfbr/>.
- Can we get an upload point for W-9s so that they can be submitted directly?
No, if a W-9 has banking information or a Social Security number, UCF cannot take it by email. Instructions are available at the Division of Finance Coronavirus FAQs.
- Is there any e-fax service available temporarily for W-9s?
No. UCF investigated it, but it is not secure according to UCF IT standards.
- Email additional questions to the Financials Service Desk at fntrain@ucf.edu.

Conclusion

The meeting adjourned at 11:42 a.m.

The next FFG meeting is scheduled for May 8 and will be livestreamed via Zoom.