



Financials Focus Group (FFG) MINUTES

Date	May 8, 2020
Time	11:00 a.m.-Noon
Place	Livestream, Zoom
Attendees	<p>Kiran Acharatlal, Tera Alcala, Christina Alecse, Maria Aragon, Olga Arce, Manoharan Arumugam, Maureen Au, Nanette Aubert, Carlos Baez, Rebeca Barrios, Reggie Besana, Margaret Bolinger, Jennifer Branson, Jessica Brooks, Audrey Carr, Maria Carreno, Patti Colyer, Laura Crouch, Seresa Cruz, Katheryn Daniels, Varsha Das, Francis De Sagun, Sherri Dixon, Amy Duvall, Rita Echeverria, Cecilia Elias, Emma Espinet, Jeanette Flores, Tammy Forrester, Allison Freitas, Michelle Fuentes, Tamiko Fukuda, Lisa Fulford, Cynthia Gabriel, Sheryl Gamble, Margarita Garay, Catherine Gholson, Noemi Gonzalez, John Gyory, Martha Hamann, Elizabeth Hardman, Angela Harris, LaVera Henderson, Ury Hernandez, Ashley Hilyer, Jay Holt, Brittany Iglesias, Pat Kentish, Marsha Kernica, Jade Laderwarg, Betty Lahens, Ariasari Lair, Ushaben Lal, Maureen Landgraf, Ellaine Leodones, Silpa Limbachia, Michele Locke, Puja Mandolfo, Melinda Martin, Ivette Martinez, Julie Martorana, Michelle Matthews, Marcia Maukonen, Monica Mayer, Meghan McCollum, Pamela McGlinchey, Tavis McLelland, Erica Mendoza, Erika Menna, Lisa Miller, Sibyl Miller, Sibyl Millner, Judith Montilla, Susan Morris, Rebecca Mowrer, Dorann Mullins, Melanie Musone, Angela Nichols, Nellie Nido, Pradeep Nimmathota, Eli Oppenheimer, Nicole Osadolor, Prapti Patel, Brenda Posey, Michele Pozdoll, Tamara Pullin, Cathy Radzai, Amanda Rakoczy, Karen Reinemund, Angela Rivera, Yadira Rivera, Stacey Royalty-Rose, Aida Salazar, Libby Sanders, Natalia Santana, Kavita Sawh, Theresa Scipione, Scott Sedlak, Greg Sexton, Vicky Sharp, Sherry Shelley, Tish Sheppard, Heather Simeon, Debra Simon, Guerdine St Louis, Michael Stein, Justin Strobel, Rich Strohfus, Joseph Trubacz, Susan Viglione, Rebecca Vilsack, Mark Wagenhauser, Shirley Wang, Anjella Warnshuis, Melanie Warren, Kristin Wetherbee, Angela Whelan, Hallie White, Sharon Whitley, Mary Williams, Elena Wilson</p> <p>Total Attendees = 121</p>
Minutes	Kiran Acharatlal

Poll

The meeting began with an icebreaker poll to see how everyone is adapting to remote working. Choices were Great, Pretty Good, Mixed Feelings and I Miss My Office. About thirty percent selected Pretty Good, 15 % Mixed Feelings and 6% I Miss my Office Space.

Minutes Approval

Jade Laderwarg approved the April FFG minutes. Martha Hamann seconded the motion to approve.

Introduction and Speech by Joseph Trubacz, Interim Chief Financial Officer

Joseph Tubacz joined UCF in January 2020 as the UCF's Interim Chief Financial Officer. He envisions that how work will be viewed in the state and around the world will change and be different. Since UCF has been working remote, departments have been able to complete tasks efficiently. He anticipates that UCF will be continuing with this remote work routine for a little longer.

The plan for the new budget model is to run parallel starting sometime in July and then to be completely implemented by July 2021. The new model will allow for more transparency and input.

Huron is assisting with the pre-planning strategy for a new Enterprise Resource Planning (ERP) system. The plan is to get an Invitation to Negotiate (ITN) awarded this summer. UCF is looking into funding for this five-year project since it is expensive. The first two modules will be Finance and Human Resources (HR), and will be followed by Student. This will change how UCF does business and result in efficiencies.

Continuing Business

1) UCF Rising

- The first integration message will be sent this afternoon from Huron Research Grants to PeopleSoft Grants. This will be followed by the full integration on Monday, May 11.
- Training for the Office of Research Award administration team was completed on May 6.
- Integration is usually completed at the same time as when a module goes live. The award group has been double entering award entries in both Huron Research Suites (HRS) and Peoplesoft since go-live in November 2019. The integration will remove duplicate entries and reduce the amount of contract entry to facilitate with billing.
- One more component, the integration of Effort Reporting and Certification (ECRT), is in the development phase. FSS is working with Huron and GRIT partners on this project.

2) Annual Departmental Authorization List (DAL) verification

- The annual DAL verification process ended April 17. This is an audit requirement according to UCF policy and helps the authorized users have the necessary access to perform their job roles and responsibilities. As of end of April, 99.7% completed the verification process.
- The DAL Helpful Resources page on the Financials website has been updated with information on what the DAL is and its purpose, Addy Notes related to the DAL in UCF Financials, and a list of frequently asked questions (FAQs) are also available on the page.
- Approximately 99.7% of departments completed the verification process. The small percentage of departments that did not complete the process will be reviewed by General Accounting and the Budget area to see if they should be inactivated.

3) Cloud Enterprise Resource Planning (ERP) software

- The ERP pre-planning initiative led by Huron is underway. The scope of the project includes the Human Resources system, UCF Financials, Student systems, and Reporting.
- Huron and the project leads have been identifying and tracking opportunities for improvement. The outcome of the pre-planning meetings has been captured and shared.

- The pre-planning project is in the process of being concluded and the findings will be presented to the Board of Trustees on May 21. The ITN is in progress. This relates to the selection of a vendor to help UCF identify a software application and implementation partner.

4) *Travel and PCard Updates*

- The “Division of Finance Coronavirus FAQs” can be found under the Announcements section on the Division of Finance website, <https://fa.ucf.edu/>.
- Questions regarding what needs to be submitted for canceled travel can be emailed to travelfa@ucf.edu.
- Travel reimbursement requests for completed or canceled travel should be sent to travelfa@ucf.edu. Use the proper naming convention available under the guidelines section of the Division of Finance Travel page.
- For travel reimbursements, one suggestion was to use the send receipt option to confirm Travel has received it.
- Travel alerts are sent automatically on the first of every month and will continue to be generated and sent until the reimbursement has been processed.
- All PCard statements should be submitted electronically to PCardStatements@ucf.edu. The same email address can be used for assistance with sending the statements to PCard.

5) *Questions and answers relating to travel:*

- *When will the travel ban end?*
There is no knowledge as to when the travel ban will end. Travel reimbursement vouchers (RV) that are not determined to be essential or having vice-presential approval will not be processed. The travel ban is two-fold; one is COVID-19 related and the other budget related. Until there is a directive from administration that the travel ban is lifted, travel POs will not be allowed unless they are critical or are funded by C&G. These depend on when State and Federal regulations allow travel.
- *Do you need to submit a travel RV for a conference that is now being offered virtually?*
No, RV is needed since no travel is involved.
- *For the travel naming guide, does this refer to the electronic travel reimbursement vouchers that are being submitted to the Travel department?*
Yes, all RVs should be submitted electronically with the subject line and the PDF following the naming convention provided on the Guidelines section of the Travel webpage.
- *Are RVs still taking six weeks to process?*
Yes, the backlog has been reduced from 8 to 6 weeks now and should be cleared up by the end of the fiscal year.
- *Can updates for travel and PCard be sent to everyone?*
Yes, updates can be sent to all UCF Financials users. They will also be posted to the announcements section of the Division of Finance website.
- *If a PO has already been opened, do you submit a RV or ROTT for registration that needs reimbursement?*
A registration is a travel expense and should be on a travel reimbursement form. ROTT is for incidentals.

- *Since actual travel is currently banned, can RVs be processed sooner than 4-6 weeks wait/turn out period?*
Reimbursements due to student travelers are being prioritized and processed first.
- *Any clarification as to how C&G travel is affected?*
They are banned as of now.
- *What about student travel that is for in-state or near state (GA) for competitions?*
Travel restriction for competitions, including use of personal vehicle, is under the travel ban unless it is essential or if there is vice-presidential approval to do so.

New Business

1. UCF's Fund Use Guidelines

- F&A has developed and published UCF expenditure guidelines under Announcements on the Division of Finance website, <https://fa.ucf.edu/>. UCF and provides guidelines on what you can spend your different funds on. For questions on the guidelines, send an email to expenditures@ucf.edu. Frequently asked questions will then be incorporated into the guidelines if necessary.
- One example of a question about the expenditure guidelines was from a department about the funds being able to be spent on admissions or tickets. Would this apply towards admission of donors for the games? No. C&G funds are directed towards the educational research mission of the university. Therefore, admission towards a museum or something that benefits students is allowable.

2. Tracking COVID-19 expenses

- The Division of Finance will communicate to all Financials users on how to track COVID-19 expenses.

3. April 30 payroll journal & encumbrances

- Due to data anomalies, Financials users will see payroll encumbrances for the pay period ending April 30 show on the budget overview page of UCF Financials and DataMart. Although expenses do not currently reflect on the budget position report (BPR), the available budget showing on the budget overview page is correct. The BPR will reflect the posted expenses once the payroll journal is posted on May 11.
- The reason for the difference is that the actual encumbrance comes with what becomes the payroll journal and are written immediately to the Commitment Control table. This is therefore reflected as a relief of encumbrances in the Budget Overview page and DataMart.

Action Item

A communication will be sent to all Financials users explaining this.

4. 2020 Fiscal Year-end Process

- The 2020 fiscal year-end schedule shows important financials deadlines. The schedule is based on the best information as of today and may change.
- Meghan Nelson will not be returning to work. Eli Oppenheimer will be filling her role. Marguerite Lachaud will be retiring and Amanda Rakoczy's name has replaced Marguerite's on the schedule.
- A new item 'Salary Cost Transfer' has been added to the schedule. All salary costs transfers, except those related to the final pay period of the year, must be in the system and approved by June 18.

- For the final pay period, the deadline is 12 p.m. on June 30. Salary cost transfers that go in after this date will not be reflected in the current fiscal year.
- PO rollovers will also be posted on the fiscal year end webpage located on the Division of Finance website.
- The Financials system will be closed and unavailable from July 1 to 5 for the PO rollover and loading of the budget.
- For assets, the last dates are still flexible depending on when staff can get back in the offices. Conversation is ongoing with the Board of Governors if these requirements could be waived. More communication will be forthcoming on this.
- The distribution of Marguerite's duties are still in the final planning phase. Amanda is listed on the community schedule as being responsible for the inventory counts.
- *Is the schedule posted on the Division of Finance website at this time?*
Yes, it is.
- *With respect to non-recurring Auxiliary and Concessions funding, has there been any discussion on rolling over any unspent budget for expenditures that were disrupted due to COVID?*
This is a question for the budget group and will be taken offline. Currently, there has been no discussions on this.

3. Online Training Updates for UCF Financials

- The Financials Curriculum Survey has been updated using Qualtrics. This allows Financials users to insert their job roles and responsibilities and find the webcourses that they can take to provide additional professional development. The look and feel is more modern and user-friendly.
- There was a short video highlighting the three steps a Financials user would take to locate, register, and take the best courses for them.
- Updates on workshop training schedules will be available soon. The workshops are being revamped and will be possibly delivered on different platforms.
- The online courses will help both existing and new Financials users learn more about UCF financials and its applications.

4. Open Discussion

- *If RVs are not processed and paid, can POs, specifically E&G fund related POs, stay OPEN due to end of fiscal year?*
If it's travel related, the goal is to have everything paid by the end of the fiscal year. If it is not paid by the end of the fiscal year, those will stay open.
- *If a PO was originally created in FY18-19 and was rolled over in FY19-20, can it still be rolled over for another year? Or does the system close it?*
The system will not close it, but Vendor's Payable will be reviewing them and will probably reach out as to whether the POs can be closed. The aim is not to roll POs over multiple times if possible.
- *Is there a minimum amount for a PO to rollover?*
Last year, it was \$100 or less and should be the same, but it has not been determined yet.
- *Most people do not have the "Training" button at the top of the F&A website. Would it be possible to provide the URL for the Qualtrics survey on the home page?*

The training tab is on the UCF Financials website at <https://financials.ucf.edu/>. The direct link to the survey is https://ucf.qualtrics.com/jfe/form/SV_9XM8vMt0DidVUqN. FSS will look into posting the link on the training section of the Financials home page, as well as, the training section of the Division of Finance homepage. However, the training page directly highlights the three steps that are important, which are taking the survey, registering for webcourses, and then accessing your courses via Canvas.

- *Is there a soft copy of the booklet provided in the Query training that can be provided for someone who has already taken the query manager class?*
The question will be taken offline. The manual could possibly be made available in PDF format, but there has not been discussion on this yet.
- *If we have POs for visa processing that are still pending, do we need to request those to be rolled over?*
No. If they are a small dollar amounts or related to travel, they will not automatically close. If they are still open, Vendors Payable will reach out to see if they can be closed.
- *Many of our faculty received awards for the Downtown Interdisciplinary Research Initiative (DIRI) for research that were deposited into our carry-forward (CF) accounts. Due to the stay-at-home order, faculty have not been able to continue the research that involved working with the community. Are those funds in the CF accounts at risk of being swept away? Some of the awards were just loaded last week.*
This question is noted as an action item and will be discussed offline.

Conclusion

The meeting adjourned at 12:00 p.m.

The next FFG meeting is scheduled for June 12 and will be livestreamed via Zoom.

