Financials Focus Group (FFG)
MINUTES

Date	June 12, 2020
Time	11:00 a.m.-Noon
Place	Livestream, Zoom
Attendees	Kiran Acharatlal, Tera Alcala, Christina Alecse, Carlos Alvarez, Maria Aragon, Olga Arce, Shannon Arft, Manoharan Arumugam, Maureen Au, Carlos Baez, Reggie Besana, Margaret Bolinger, Ann Boutros, Jennifer Branson, Eric Brewington, Jessica Brooks, Shannon Cajigas, Jenna Capp, Jim Clarke, Sophie Cortes-Thomas, Gerald Cozier, Laura Crouch, Katheryn Daniels, Ivan De Sagun, Stefanie DelGiudice, Stefanie DelGiudice, Gerald Deveau, Sherri Dixon, Millicent Downer, Amy Duvall, Cecilia Elias, Jason Ellmyer, Ann Fivie, Jeanette Flores, Tammy Forrester, Allison Freitas, Michelle Fuentes, Sheryl Gamble, Catherine Gholson, Rose-A-Lee Guillemi, Martha Hamann, Elizabeth Hardman, Nikita Hernandez, Ury Hernandez, Sunny Heyl, Ashley Hilyer, Carmen Honaker, Yujun Huang, Brenda Jackson, Mary Kaye Pascua, Barbara Kelly-Hursey, Jade Laderwarg, Bettyna Lahens, Aria Lair, Ushaben Lal, Maureen Landgraf, Alvin Laughton, Ellaine Leodones, Jacqueline Lewis, Silpa Limbachia, Michele Locke, Kim MacLennan, Merry Marcheschi, Carishma Marsh, Melinda Martin, Ivette Martinez, Julie Martorana, Michelle Matthews, Monica Mayer, Meghan McCollum, Pamela McGlinchey, Tavis McLelland, Lisa Miller, Dorann Mullins, Marcia Munroe, Melanie Musone, LaShanda Neal, Angela Nichols, Bryant Nunez, Prapti Patel, Richard Payne, Julianne Pecoraro, Esther Pennepacker, Richard Phillips, Brenda Posey, Michele Pozdoll, Tamara Pullin, Karen Reinemund, Yadira Rivera, Amber Ryder, Libby Sanders, Joe Schofield, Susan Schroen, Theresa Scipione, Scott Sedlak, Vicky Sharp, Sherry Shelley, Tish Sheppard, Debra Simon, Bradley Smith, Liz Stalvey, Michael Stein, Justin Strobel, Rich Strohfus, Alexandra Urena, Susan Viglione, Rebecca Vilsack, Vicki Vitale, Mark Wagenhauser, Bobby Walton, Shirley Wang, Anjella Warnshuis, Melanie Warren, Angela Whelan, Hallie White, Barry Wick, Wanda Wint (117 attendees()
Minutes	Kiran Acharatlal

Icebreaker Poll

The meeting began with an icebreaker poll. Question: If you could bring one thing from the office to your home, what would it be? Choices included office printer, office chair, whole desk setup/equipment, and desk candy. Majority responses indicated comfortable office chairs and office desk setup.

Minutes Approval

Ushaben Lal approved the May FFG minutes. Michael Stein seconded the motion to approve.

Continuing Business

1) *Pending Action Items from May FFG*

- *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-19?*
  A decision has been made to move forward with continuation of budget to start fiscal year 2021. Units should expect to receive the same level of funding as they received in fiscal year 2020.

- *Is there a minimum amount for a Purchase Order (PO) to rollover?*
  The previous year's threshold of $100 will be used for a PO to get rolled over.

2) *UCF Rising*

- The Integration between the Huron Research Suites (HRS) Grants module and the Peoplesoft Grants module project went live on May 11. The integration will eliminate duplication of entries in both applications and reduce the amount of contract entry to facilitate with billing.

- Financials Support Services (FSS) is also working on the integration with the Huron Employee Compensation and Compliance (ECC) module. This is in the testing phase right now. The Effort Reporting and Certification (ECRT) will be going to the cloud version as well as the rest of the research suite and is targeted to go live in July of this year. This will be the last implementation defined in the UCF Rising project.

3) *Cloud Enterprise Resource Planning (ERP)*

- The ERP pre-planning project has concluded, and the results were presented at the May 21 UCF's Board of Trustees meeting. The presentation included a proposed project timeline and an estimated cost. The board questioned if the proposed implementation timeline could be shortened. A shortened timeline and related costs will be presented to the board at the June 18 meeting.

- An Invitation-to-Bid (ITN) was awarded to Moran Technology to assist UCF in selecting an ERP application and a consulting partner. More information will be forthcoming at the next FFG meeting.

4) *2020 Fiscal Year End Process*

- Purchase Orders (POs) clean-up and budget uploads are being carried out.

- Spreadsheets showing PO open encumbrances at a given point of time have been posted to the 2020 Fiscal Year End Processing webpage. For up-to-date information on open encumbrances, the public queries FXPO_FXPO_PO_OPEN_ENC or FXPO_PO_OPEN_ENC_DEPT can be used. The query FXPO_FXPO_PO_OPEN_ENC can be used to clean up projects even though project POs will not roll.

- The previously rolled PO query available at the 2020 Fiscal Year End Processing webpage can also be run to close POs that have been rolled in the past.

- There are several department structural changes occurring this year end. POs for these departments that can be closed should be closed. For those that cannot be closed, they will be rolled, and a script will be run against them to change them to the new department numbers.

- Requisitions that have not been sourced should be canceled and will be closed by the Division of Finance.

- The year-end community schedule has all the deadlines for items that must be attended to before the end of the 2020 fiscal year.

- The last date for salary cost transfer is Monday, June 29. For salary cost transfers involving financial aid, the last date is June 26. They will require additional processing for the reports to be sent to the state by June 29.

- An earlier question on how the payroll encumbrances will be released and how the payroll accrual will be done was addressed. June 29 is the last date for all salary cost transfers to occur. After that, Human Resources (HR) will close out all the salary encumbrances for the old fiscal year and repost them on July 1 for the new fiscal year. These encumbrances are being originated from Human Capital Management (HCM) and not UCF Financials.

- The relief of encumbrances related to the technology product center and the reapplication of them for the new year will be handled directly by the center.

- As discussed under the action items earlier, the new fiscal year budgets are going to be a continuation of last year's budgets.

- *What will happen to a requisition which is already in progress and waiting for industry approvals through OR?*
  Project requisitions will not be affected by the roll. If it is a Department requisition, it will be closed.

- *There were several expenses through the technology product center that I have been advised are encumbered. Can you advise where I can verify those amounts are encumbered and will roll over if not invoiced by the close of the fiscal year?*
  The technology product center accounting area will work with releasing the encumbrances in the current year and reapplying them in the new year. They currently show in budget inquiry but will disappear on July 29, and then be reapplied for the new fiscal year.

- It was shared on the chat that payroll accrual is a little different this year. Since the final payroll is on June 25, the final payroll journal will post on June 27. However, the payroll accrual will be done for 30% (on June 26, 29, and 30) of the June 11 payroll and will post the week of June 22. In response to this, there was the following question:

  - *Will encumbrances for the three-day accrual be released? Otherwise, the accrual will duplicate that obligation.*
    The encumbrances will be put in for the three days since they are for that fiscal year, but they will be accounted in the year end close-out that HCM will be doing and will not be duplicated. The three days will be part of fiscal year 2020 and as the expenses roll in, they will be applied against them in the first payroll of fiscal year 2021.

- *Since F&A is behind in processing travel RVs, will these POs roll even though they have not been processed on time*?
  Yes, they will roll.

- *If a multiple line lengthy requisition is not sourced to a PO before the fiscal year end, will it be closed?*
  If it is for a project, it will not be closed but if it is for a department, it will be closed since it is using fiscal year 2020 department budget, which closes on June 30.

- *Can budget be moved after the payroll encumbrance is released and is unused? What date can this be done by?*
  A comment in the chat mentioned that it is happening too late for that. June 29 is too late for it.

New Business

1. *COVID-19 Expense Tracking*

   - There are new requirements for tracking COVID-19 expenses and related funding in UCF Financials. Departments with attributes have been established to hold COVID-19 related expenses. This is different than any other request going through the university Emergency Operations Center (EOC). If the center denies funding for the expenses, then they can be moved to these department.

   - *How do you move cash for the COVID-19 auxiliary departments? Do we have to move budget to this new department?*
     Funding does need to be moved to accommodate these expenses.

   - *We are moving the expenses while simultaneously submitting the requests for OEM. How do you want us to move cash for the covid-19 auxiliary departments?*
     Action Item: This question will be taken offline, and an answer provided.

   - *Do we have to provide documentation if we move the expenses by journal?*
     Action Item: This question will be taken offline.

   - *Regarding the CARES Act and FEMA reimbursements, do you have any information for COVID-19 purchases not approved by internal funds?*
     If they are denied reimbursements by CARES and FEMA, then the expenses will be moved to the new COVID-19 department.

2. *W9s to be submitted electronically via Qualtrics*

   - A few months ago, W9s were only accepted via fax but after remote working, they were submitted electronically. Soon a Qualtrics survey will be rolled out to allow vendors to complete the W9s online via Qualtrics. It will only be available for those that currently have access to W9s. It is very secure and supported by the university's Information Security Office.
     Action Item: A communication will be sent when the tool is rolled out.

   - There was a comment in the chat that corporate W-9s with no banking information (EIN) can still be submitted via procurement@ucf.edu.

3. Procurement Card (PCard) and Travel Updates

   - Effective June 12, all PCard statements, travel reimbursements and Reimbursement Other Than Travel (ROTT) packets must be submitted electronically. Paper reimbursements packets will no longer be accepted.

   - The naming conventions for both Travel and PCards submission are listed on the Division of Finance website.

     – Travel Electronic Submission Naming Convention: https://fa.ucf.edu/wp-content/uploads/sites/2/Electronic_Reimbursement_Naming_Conventions.pdf

- – PCard Electronic Submission Naming Convention: https://fa.ucf.edu/wp-content/uploads/sites/2/PCard_Electronic_Statement_Naming_Convention.pdf

- If a file size is too large to send via email, please contact Pcardstatements@ucf.edu or travelfa@ucf.edu for alternative electronic submission methods.

- *Will emails be sent regarding electronic submission and the naming convention?*
Action Item: An email can be sent to all Financials users with the information.

- *E-signature disappears when travel RVs, ROTT & on PCARD statements, so I have been sending first pages of these separately. Is this okay?*
Do not send any paper. First, download the file and then save it and then electronically sign them. The recommendation is to use the sign function on the form. The best approach is to use the 'Save as PDF' function. Using 'Print as PDF' may remove the ability to sign with your UCF ID credentials.

- A comment in the chat stated that 'Creating PDF portfolios also maintains signatures for several documents.' In response to this, a chat comment mentioned that from a personal experience, PCard did not accept PDF portfolios for PCard statements. It could have been due to a file size and may have to be uploaded in the DocView. If it is one PDF file and the signatures are all there, there should not be issues.

- Southwest travel vouchers have been extended until September 7, 2022 due to COVID-19. The Division of Finance webpage will be updated with this information.

4. *Alternative physical inventory process/form due to COVID-19*

- An email has been sent out regarding the form. For questions related to the form, contact Shella Mercado via email (shella.mercado@ucf.edu).

- The forms were created due to COVID-19 and there is a deadline of June 15.

- Options for departments and projects to complete inventory for the current fiscal year include:

  - – Submit pictures as verification of the asset, which include pictures of the asset, asset decal, serial ID, and location information.

  - – Complete Alternative Physical Inventory Process: Asset Accountability and Existence Form for assets pending inventory for this fiscal year. This would apply to Property Custodians (PCTs), departments or projects that will not have access or do not feel comfortable going on campus to provide picture verification.

  - – Lost process would need to be completed for all assets that are known to be lost and that all resources were exhausted in trying to locate the assets prior to the pandemic.

- The form has been made available on the Division of Finance website.

- *Are pictures required if we already submitted the physical inventory form?*
Action Item: This question will be addressed to Physical and Inventory Control or Shella Mercado.

5. *New online webcourse: FAP132 – AP Petty Cash Accounts*

- A new webcourse, FAP132 AP Petty Cash Accounts, has been launched. Many of the frequently asked questions regarding petty cash filtering through the Accounts Payable department have

been addressed in the course. This course focuses on understanding petty cash accounting, and how to manage and maintaining the funds.

6. *FinancialsU Summer Series webinars*

    - Since most of the instructor-led workshops scheduled for Spring were canceled, a series of five webinars relating to fundamentals and best practices are being offered. Registration will begin on June 15.

    - The sessions are each an hour long. They will be informational, informal, and conversational. Registration is available for each session separately.

    - *Are the webinar dates posted on F&A website? Will an email be sent out to remind us to register? Will they be recorded and available later? Is there a link to this flyer somewhere? Will a registration process email be sent out? Will there be a limit on number of webinar attendees?* Registration opens on Monday, June 15, and the information about the webinars will be disseminated via email, website, and social media. The sessions will be recorded, but there is still an on-going discussion on making those recordings available. Each webinar session will include session takeaways and infographics for session attendees. The sessions will each run only once this summer and there will be no registration limit.

7. *Financials Service Desk Quarterly Report*

    - A quarterly report was generated based on the incident management tickets addressed by the Financials Service Desk. The report covered ticket maintenance and resolution from April to June 2020. The Financials Service Desk reported a same-day ticket resolution rate of 84.88%.

    - System or process-related questions addressed to the service desk may at times take longer to resolve.

8. *UCF Financials social media sites*

    - Financials Support Services is utilizing Facebook, Twitter, and Instagram to build transparency and extend their communication reach to Financials users.

9. *Other Questions*

    - *Is there a way to view today's meeting again in case someone misses it?*
      The PowerPoint is posted on our Financials website, but the recording of the meetings are not made available.

    - *Is anyone monitoring the inbox for expenditure@ucf.edu?*
      Joel Levenson will check all the emails.

Conclusion

The meeting adjourned at 12:00 p.m.

The next FFG meeting is scheduled for July 10 and will be livestreamed via Zoom.