- UNIVERSITY OF CENTRAL FLORIDA	**Financials Focus Group (FFG) AGENDA**
Date:	June 12, 2020
Time:	11:00 a.m.
Location:	Live Stream, Zoom
Facilitator:	Rebecca Vilsack
Minutes:	Kiran Acharatlal

- - - - Agenda Topics - - - - -

1. Review and approve the May 2020 FFG meeting minutes

2. **Continuing Business –**
   - Action Items from May FFG minutes (Jacqueline Lewis)
   - UCF Rising update (Dorann Mullins)
   - Cloud ERP update (Becky Vilsack)
   - 2020 Fiscal Year End (Dorann Mullins)
     - UCF Community Fiscal Year End Schedule
     - PO Rollover
       - PO Open Encumbrances: FXPO_PO_OPEN_ENC or FXPO_PO_OPEN_ENC_DEPT
       - POs Previously Rolled: FXPO_POROLL_PREVIOUSLY_ROLLED
     - Close requisitions not sourced to PO

3. **New Business –**
   - COVID-19 Expense Tracking (Joel Levenson)
   - W9s to be submitted electronically via Qualtrics (Meghan McCollum/Joel Levenson)
   - Effective 6/12/2020 all PCard statement, travel reimbursement, and ROTT packets must be submitted electronically (Meghan McCollum)
     - 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
- Alternative physical inventory process form (Shella Mercado)
- New online webcourse: FAP132 – AP Petty Cash Accounts (Jacqueline Lewis)
- UCF Financials social media sites (Jacqueline Lewis)
- FinancialsU Summer Series webinars (Jacqueline Lewis)
- Financials Service Desk Quarterly Report (Jacqueline Lewis)
- Open discussion