



Financials Focus Group (FFG) MINUTES

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| Date | September 11, 2020 |
| Time | 11:00 a.m.- 12 p.m. |
| Place | Livestream, Zoom |
| Attendees | <p>Kiran Acharatlal, Tera Alcala, Christina Alecse, Anjelle Allen, Carlos Alvarez, Maria Aragon, Olga Arce, Shannon Arft, Mano Arumugam, Maureen Au, Carlos Baez, Regino Besana, Margaret Bolinger, Jennifer Branson, Eric Brewington, Jessica Brooks, Jenna Capp, Carmen Caraballo, Rosemarie Carpenter, Audrey Carr, Maria Carreno, Megan Carrigan, James Clarke, Janny Colón, Patricia Colyer, Katie Connolly, Gerald Cozier, Laura Crouch, Seresa Cruz, Jacquelyn Daigneault, Katheryn Daniels, varsha Das, Francis De Sagun, Gerald Deveau, Maritza Diaz, Jessica Dong, Millicent Downer, Amy Duvall, Rtia Echeverria, Cecilia Elias, Emma Espinet, Jennifer Fackler, Ann Fivie, Jeanette Flores, Allison Freitas, Michelle Fuentes, Lisa Fulford, Cynthia Gabriel, Sheryl Gamble, Catherine Gholson, Noemi Gonzalez, Rose-A-Lee Guillemi, Efrain Guzman, John Gyory, Martha Hamann, Elizabeth Hardman, Angela Harris, Kia Hawayek, Ury Hernandez, Sunny Heyl, cathy hill, Jay Holt, Carmen Honaker, Yujun Huang, Brenda Jackson, Luevenia H Jackson, Patricia Kentish, Jade Laderwarg, Bettyna Lahens, Ariasari Lair, Ushaben Lal, Maureen Landgraf, Tonya LaPrarie, Alvin Laughton, Joel Levenson, Joel Levenson, cathy lewis, Jacqueline Lewis, Silpa Limbachia, Michele Locke, Maria Lopes, Puja Mandolfo, Donna Martin, Melinda Martin, Melody Martinez, Julie Martorana, Marcia Maukonen, Monica Mayer, Meghan McCollum, Tavis McLelland, Vickie Mcleod, Erica Mendoza, Erika Menna, Shella Mercado, Lea Mignone, Lisa Miller, Sibyl Millner, Kelli Morales, Dorann Mullins, Melanie Musone, LaShanda Neal, Angela Nichols, Nellie Nido, Pradeep Nimmathota, Bryant Nunez, Eli Oppenheimer, Christine Parsons, Mary Kaye Pascua, Prapti Patel, Richard Payne, Julianne Pecoraro, Esther Pennepacker, Juno Pierre, Rebecca Pluguez, Brenda Posey, Michele Pozdroll, Tamara Pullin, Amanda Rakoczy, Karen Reinemund, angela rivera, Yadira Rivera, Wrenz Ronas, Stacey Royalty-Rose, Aida Salazar, Libby Sanders, Theresa Scipione, Scott Sedlak, Vicky Sharp, Sheryl Shelley, Tish Sheppard, Heather Simeon, Debra Simon, Liz Stalvey, Michael Stein, Kari Stiles, Guerdine St Louis, Sheri Stripling, Justin Strobel, Richard Strohfus, Norma Suarez, Kellie Tabor, Keri Tessitore, Alexandra Urena, Leida Vera, Susan Viglione, Rebecca Vilsack, Vicki Vitale, Mark Wagenhauser, Bobby Walton, Shirley Wang, Melanie Warren, Angela Whelan, Hallie White, Barry Wick, Mary Williams, Elena Wilson (156 participants)</p> |
| Minutes | Kiran Acharatlal |

Icebreaker Poll

The icebreaker poll for this month questioned whether the audience attended the Oracle and Workday demo sessions held over the last month. The results showed that 28 percent attended, 35 percent did not attend, and 37 percent attended when time permitted.

Minutes Approval

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

Announcement

FSS will be now be providing meeting updates via Twitter chat. Each meeting will have a different hashtag and the chat will provide some of the key points of the meeting.

Continuing Business

1) Cloud Enterprise Resource Planning (ERP) Project update by Tera Alcala, ERP Finance lead

- Since the July FFG meeting, Oracle and Workday conducted weeklong software demos for UCF.
- The ERP project has been named Knight Vision. This new name will be referenced on all future meeting notices, the website, branding and other updates.
- The vendor selection process between Oracle and Workday together with the selection process of the implementation partner, the consultants, is ongoing. Procurement, Legal, ERP leadership groups, executive steering committees, governing council, workstream leads and more are involved in this process. The contracts will go to the UCF Board of Trustees for approval in the October and November Finance and Facilities Committee (FFC) and full board meetings. At this point we will know both the Vendor and implementation partner for the project.
- Moran Consulting will oversee and facilitate the process on the procurement activities.
- Responses to the demos provided by Oracle and Workday and the survey results of the demos will be one of the many factors in scoring and evaluating the vendors.
- The timeline to implement Human Resources Management (HCM) and Finance as part of the ERP project is 24 months.
- Early work projects in Finance, Reporting, Research and Human Resource (HR) have begun in preparation for the ERP. The projects were identified in the pre-planning workshops and were dependent on being completed in a few months, vendor neutrality and available resources. For Finance, the travel and expense changes involve requiring Concur and PCards to be used for travel purchases. A presentation will be made on the upcoming Monday to the Provost council for feedback on the proposed changes.
- There are four reporting and analytics task forces. The Data Governance and Analytics Center for Excellence are long term and will continue beyond the pre-work of the ERP. More information on the task forces is available at <https://analytics.ucf.edu/2020/07/23/erp-and-future-analytics/>.
 - Data Governance – Determine the enterprise structure and framework for all things reporting and analytics.
 - Analytics Center for Excellence – Lead a 'One University' structure and determine how project requests, requirements and resources will be delivered.

- University Reporting Strategy – Identify key campus reports that are needed to operate the business and build a complete data dictionary.
- Technology Stack – Review reporting tools the ERP will provide, and other tools needed to complement the ERP to obtain all the reporting and information in one place.
- The Adaptive Insights budgeting and planning tool is a significant effort which will be implemented next Spring to facilitate UCF's new budget model.
- The UCF Project Management office has taken a lead on the all the project administration and communication for Knight Vision. Questions about the project can be directed to knightvision@ucf.edu .
- The new ERP website is knightvision.it.ucf.edu.

2) Adaptive Planning by Varsha Das

- The objectives of the project are the following:
 - To meet and extend the needs of UCF's budgeting community to support the annual forecasting and budgeting processes.
 - To implement a more technology-enabled platform instead of the Excel spreadsheets currently used for annual forecasting and budgeting. The College of Medicine has been using Adaptive Insights tool for several years (it became Adaptive Planning when Workday purchased them).
 - To implement a newly designed incentive-based budget model designed and led by the Budget team and Huron.
- Overview of the UCF project team are:
 - The executive sponsors are Kathy Mitchell and Kristie Harris from the Division of Finance and Financial Affairs.
 - Kerri Haren from the UCF Project Management Office was originally the project manager but with her focus now on the ERP implementation, Varsha Das and Elena Wilson have been assigned the role.
 - The core project team consists of Derek Horton, Rebeca Richards, Steve Omli (advisory and participant in the design of the new budgeting model and tool), Tera Alcalá (ERP Finance lead), Richard Strohfus (will be in charge of Adaptive Insights platform after Huron leaves), John Gyory (will manage the environment issues and lead the integrations from Financials into the Adaptive Planning software), and Brett Peeling and Jacqueline Lewis (change management, training, and communications).
 - Subject matter experts like budget directors, data owners from HR, Finance, Student, Research, and reporting and analytics experts will be assisting with the project.
- The Huron project team comprises of Ida Quamina (project lead and executive sponsor), Bob Cookson (assists with 8 hours of project management), Karen Newton and Jessica Fay (will assist with requirements and analysis).
- The five phases of the project include:

- Plan and Architecting (current phase)
Larger plans and sets of data are gathered in this phase. Detailed requirements sessions are followed by an analysis of current and future state, development of integration and infrastructure specifications, and then finalizing of the requirement traceability structure which will provide the core structure from which the actual tool will be prototyped and configured. A training, test and communication plan will also be developed.
- Configure and Prototype
This phase involves the structuring and configuration of the application, the setup, rolling the application to certain people for testing, and then integrated refinements of the model.
- Stage and Test
System Integrations Testing (SIT) and User Acceptance Testing (UAT) will be conducted. Defects will be resolved and then tested again to ensure data integration is in place and working. The cutover checklist will be created. A year's worth of data will be staged off past data for the UAT and when production is live.
- Train and Deploy
March 8, 2021 is currently the go-live date for the project. Support from Huron will continue until March 22, after which Financials Support Services and the Business team will take over the application.
- Project Status includes the following:
 - The transition of project management daily support to Elena Wilson and Varsha Das has been completed.
 - The Sandbox and production environments have been provisioned. Only Huron, Richard Strohfus and John Gyory have access to the sandbox.
 - The project plan is being reviewed and finalized and should be completed next week.
 - The requirement analysis has started and has completed the first Chart of Accounts session.
 - Training has been deployed for the core team.
 - Technical working meetings with UCFIT and FSS development teams from HCM, Campus Solution and Financials will begin shortly.

3) *PCard and Travel Updates*

- The electronic W9 submission tool was launched in early August. W9s via fax will no longer be accepted. The link to the new tool, a Qualtrics survey named UCF Substitute W9, can be found in the Vendors Payable section of the Division of Finance Forms website. This should be used for submitting new or updated W9s, and when adding or changing ACH banking information. It is a very secure system and only those who setup W9s can access it using Duo's multi-factor authentication.
- All PCard statement packets and travel reimbursement vouchers must be sent electronically via email.

Action Item:

Instructions on creating and submitting electronic travel reimbursement vouchers will be posted within the next few weeks on the Division of Finance website.

- The travel freeze is still in place. No timeline is available as to when it will be lifted. For essential travel that requires an exception to the travel freeze, VP approval is required in writing before creating the purchase order for the travel.
- With remote working, the University has seen an increase in the submission of a Reimbursement Other Than Travel (ROTT). An email was sent in late July/early August as a reminder that ROTTs should only be used for small (under \$250) out-of-pocket purchases when the university's preferred purchasing methods cannot be used. The PCard office is working with cardholders to allow shipping of purchases to remote work locations with supervisor approval.
- *Q. Are virtual registrations treated as travel?*
A. Virtual registrations, like webinars and virtual conferences, are not considered as travel. They are not restricted by the travel freeze and should be purchased via a PCard using the account number for Registration Without Travel, which is 746101.

New Business

1. PCard Updates

- Currently, vendor setup for individuals is directed to Janette Capp and business to procurement but soon both will go through Procurement.

Action Item

An announcement will be sent via Procurement and Financials when this is implemented.

- The Worker Classification Questionnaire on the Tax website has been automated. The questionnaire, a Qualtrics survey, should be completed by a UCF employee who is familiar with the work the individual will be providing. A UCF ID and password is required to complete it. When setting up an individual as a supplier, a copy of the questionnaire results will be required. The survey when completed will produce a response as to whether the individual should be treated as an employee or as an independent contractor.
- **Action Item**
A PCard team will soon be launched in Microsoft Teams for PCard approvers and holders. This team will be used to communicate news, announcements, PCard trainings and recorded versions of trainings.
- *Q. Will PCard announcements still be emailed?*
A. At first all announcements will be emailed, but later only important ones will be emailed. Additional information, not shared previously, will be made available on the new Teams page.
- *Q. Can RFOs be included in the PCard team?*
A. Yes, they can be included.
- *Q. How do you find or join a PCard team?*
A. A mass upload will be done by UCFIT to add all current PCard holders and approvers to the Teams page and members will automatically receive an email that they have been added to the new page.

2. FinancialsU Summer Series

- The FinancialsU Summer Series included a set of five webinar sessions that covered key topics and Financials system features. Over a hundred participants were involved with each session. The aim is to offer these sessions again next summer, but with new topics. About 126 participants

completed the Qualtrics surveys and session topics were rated with average to above average satisfactory rating. Over 30 topics were covered in the webinar sessions combined.

- Five or six virtual workshops will be offered for fall. Some of them will be new workshops. The schedule will be made available via email next week. Interested participants can sign into the myUCF portal to register.

3. *New look for Financials Webcourses*

- FSS has begun updating some of the Financials webcourses to expound on the user experience with a modern look. Webcourses will still be accessed using Canvas. A short video displaying the new look was shown during the FFG meeting. It highlighted the Asset Management course, which was recently launched using the new format. It is very user friendly and provides guidance with how to proceed throughout the course. Access the video at:
https://www.youtube.com/watch?v=IHHOiEZY-b8&feature=emb_logo

4. *More Question & Answers*

- *Q. Where is the W-9 located?*
A. It is available on the Forms section of the Division of Finance website under the Vendors Payable segment.
- *Q. Is the electronic W-9 required for both individuals and companies?*
A. Electronic W9s are required for both individuals and companies. The form is also available on the Procurement site under Forms and Suppliers.
- *Q. Will PCard monthly statements be sent via Microsoft Teams or will they still be sent by email?*
A. They will continue to be sent via email.

Conclusion

The meeting adjourned at 12:00 p.m.

The next FFG meeting is scheduled for October 9 and will be livestreamed via Zoom.