



Financials Focus Group (FFG) AGENDA

Date:	September 11, 2020
Time:	11:00 a.m.
Location:	Live Stream, Zoom
Facilitator:	Rebecca Vilsack
Minutes:	Kiran Acharatlal

- - - - Agenda Topics - - - -

1. Review and approve the July 2020 FFG meeting minutes

2. **Continuing Business –**

- Cloud ERP update (Tera Alcala)
- Adaptive Insights (Varsha Das)
- Pcard and Travel updates (Meghan McCollum)
 - Electronic W9 submission tool
 - Instructions for creating and submitting an electronic travel reimbursement voucher will be available on the Division of Finance website
 - Reminders
 - PCard statement packets should be submitted electronically
 - The travel freeze is still in place
 - ROTTs should only be used for small (under \$250) out of pocket purchases

3. **New Business –**

- Pcard and Travel (Meghan McCollum)
 - All vendor setup will go through Procurement
 - Updated Automated Worker Classification Questionnaire
 - PCard Team in Microsoft Teams
- FinancialsU Summer Series recap (Jacqueline Lewis)
- UCF Financials Fall workshops (Jacqueline Lewis)
- New look - Financials webcourses (Jacqueline Lewis)
- Open discussion