



Financials Focus Group (FFG) MINUTES

Date	November 13, 2020
Time	11:00 a.m.- 12 p.m.
Place	Livestream, Zoom
Attendees	<p>Aida Salazar, Allison Freitas, Amanda Rakoczy, Amy Duvall, Angela Harris, Angela Nichols, Angela Rivera, Anjelle Allen, Ann Boutros, Ariasari Lair, Ashley Hilyer, Audrey Carr, Barry Wick, Bettyna Lahens, Brenda Jackson, Brenda Posey, Brian Sargent, Bryant Nunez, Carlos Alvarez, Carlos Baez, Carmen Caraballo, Carmen Honaker, Catherine Gholson, cathy lewis, Cathy Radzai, Cecilia Elias, Christina Alecse, Christine Anderson, Christine Parsons, Christopher Hale, Cortright Francis, Dana Rojas, Debra Simon, Diana Kyle, Dorann Mullins, Eli Oppenheimer, Elizabeth Hardman, Elizabeth Zuehlke, Eric Brewington, Erica Mendoza, Erika Menna, Esther DSIlva, Francis De Sagun, Gerald Cozier, Greg Norris, Guerdine StLouis, Hallie White, Heather Simeon, Ida Arredondo, Ivette Martinez, Jacqueline Lewis, Jacquelyn Daigneault, Jada Roane, Jade Laderwarg, James Clarke, Jan Suddarth, Janny Colón, Jason Ellmyer, Jean Bagga, Jeanette Flores, Jenna Capp, Jennifer Branson, Jessica Dong, Jessica Ion, Joe Schofield, Joe Trubacz, Joel Levenson, Julianne Pecoraro, Julie Martorana, Justin Strobel, Kakoli Ahmed, Karen Reinemund, Kari Stiles, Katheryn Daniels, Kelli Murray, Kellie Tabor, Kia Hawayek, Kiran Acharatlal, Kristin Wetherbee, LaShanda Neal, Lea Mignone, Lindsay Kuznia, Luevenia Jackson, Lynn Gonzalez, Mano Arumugam, Marcia Munroe, Margaret Bolinger, Margaret Payne, Margarita Garay, Maria Aragon, Maria Carreno, Martha Hamann, Maureen Au, Maureen Landgraf, Meghan McCollum, Melanie Musone, Melinda Martin, Merry Marcheschi, Michael Stein, Michele Locke, Michele Pozdoll, Michelle Fuentes, michelle Greco, Mi-foon Cheng, Millicent Downer, Monica Mayer, Natalia Santana, Nellie Nido, Nester Garcia, Norma Suarez, Olga Arce, Pamela McGlinchey, Patricia Kentish, Puja Mandolfo, Rachel Gonzalez, Rebecca Vilsack, Rita Echeverria, Rose-A-Lee Guillemi, Sandra Petrino, Sara Garrabrant, Scott Sedlak, Seresa Cruz, Sheri Stripling, Sherri Dixon, Sheryl Gamble, Sheryl Goins, Sheryl Shelley, Shirley Wang, sibyl millner, Stefanie DelGiudice, Stephanie Layton, Sunny Heyl, Susan Viglione, Tamara Pullin, Tammy Forrester, Tattianna Fuentes, Tavis McLelland, Tera Alcala, Theresa Scipione, Tish Sheppard, Tonya LaPrarie, Traci Fisher, Trina Jones, Ushaben Lal, Vanay Syme, Varsha Das, Wanda Cortes, Wanda Wint, Wrenz ROnas, Yadira Rivera, Yujun Huang (151 participants)</p>
Minutes	Kiran Acharatlal

Icebreaker Poll

The icebreaker poll for this month questioned whether the audience had heard about the Knight Vision kickoff forum on November 3. The results showed that only about half were aware of it.

Minutes Approval

Katheryn Daniels approved the September FFG minutes. Rita Echeverria seconded the motion to approve.

Update from Joseph Trubacz - Interim Chief Financial Officer

1. Gerald Hector has been selected as the new Senior Vice President (VP) of Administration and Finance. He will be moving from Morehouse College in Atlanta to UCF and will oversee all of Finance and Administration. His start date on January 4, 2021 will coincide with Joe's last day at UCF.
2. Derek Horton, Assistant Vice President of Budget Planning and Analysis, has accepted a position at the University of Texas in Austin. His last day will be December 31, 2020. Sean Simmons and John Sprenkle will take on additional duties in budgeting in the meantime.
3. No new budget session is expected until 2021. The 6% hold back the Governor had put in place will probably be confirmed by the legislature 6% of the State's revenue is about 3% of the E&G budget. UCF receives half of its E&G budget from the state. The 3 and 6% reallocation made earlier in the year should cover the shortfall if the legislature approves it. The University Budget Committee is reviewing the additional 3% cut for the non-academic units and will present their recommendations to the president in the next few weeks for approval.
4. Joe appreciates the teamwork and positive attitude of everyone at UCF during this trying year. It has been his true honor and pleasure to serve and help make UCF a great institution.
5. Becky thanked Joe for his support during the FFG meetings and everything else he has done for the Division of Finance and UCF.

Continuing Business

1) Update on Knight Vision by Tera Alcala, ERP Finance lead

Tera encouraged everyone to visit the Knight Vision website to review the [Knight Vision Kickoff Open Forum](#) presentation for details about the project.

Discussion on Staffing

- The project team for Knight Vision has been working with Accenture to firm up the positions required to begin the project. All the positions for the workstreams have been identified. The workstreams are Finance, Human Resources (HR), Research, Technology and Reporting and Analytics.
- Several job postings were made a week ago with more to be made in the next few weeks. Positions require either full or part-time participation. Contributors from the campus community and different units will also be involved with the project. The time frame of the job positions will vary depending on what stage the project is at. The finance stream has six functional lead roles: three full-time, three part-time and an analyst role. Details of all the roles are in the job postings.
- The [UCF Jobs](#) website has a special category for jobs relating to [Knight Vision](#). A link to the job listing is also available on the [Knight Vision](#) website.
- The university's hiring process will be followed to fill the positions.

- Backfill decision for staff internally staffed on the project will be determined by the home department leadership. A document that provides details on the staffing and backfill approach is available at the [Knight Vision](#) website.
- *Q. For DSOs, will there be individuals from each DSO to serve as contributors?*
A. All DSOs are in the scope of the project. They can apply for any advisory position and will be included in workshops. DSOs can engage with the project via meetings, emails and the [Knight Vision](#) website.
- *Q. We were told the positions would be assigned, so does this mean they are on a volunteer basis?*
A. There are a handful of positions at the workstream lead level that have been assigned but the remaining positions will be posted.
- *Q. Is each position for only one position or is each posting for multiple positions?*
A. To streamline the process, multiple lead positions have been grouped. To view the number of positions, you must scroll through the position description. For example, finance will have one posting for three functional leads: Banking and Customer Accounts Lead, Supplier Accounts and Travel/Expense Lead and Procurement Lead.
- *Q. Are these positions permanent or interim? Will you still be able to return to your current position once the Knight Vision project is over if you apply for a position?*
A. These positions are listed as interim or visiting and are intended to be temporary. For example, if a person is selected for a full-time functional position, it would require leaving the current position and transferring to the Knight Vision position. After the project is completed, the university has committed to bringing them back to their home unit into a role and entitling pay where they left it. There will be a lot of organization structure changes between now and when the project ends and there should be opportunities for them to come back to, but it may not be the specific role that was left behind.

Business Process Alignment Workshops

- The purpose of these workshops are to align where business processes need to be, where the required process is and how we need to do business in Workday. The pre-launch activities that were done during spring with Huron will be used by Accenture to identify gaps that Workday may not provide functionality for required business processes.
- Human Resources workshops are scheduled from November 16-30. Finance and Grants will be during the weeks of December 7 and 14. Those who attended the pre-launch activities will be invited. Workshops for the other workstreams have not been scheduled yet.

Campus Community Advisory Group

- The [Knight Vision Kickoff Open Forum](#) presentation has a slide summarizing the purpose and details of this group.
- This is an advisory council to the Knight Vision Business Owners Council (BOC), Executive Steering Committee (ESC), the core project team and representatives from all areas of campus for the length of the project. The purpose of the council is to ensure that the uses of the new application and processes have a means to share their perspective during the implementation process. This provides a formal structure to provide feedback.

- Those interested in applying for this group must complete an application. The application requires leadership approval and will be reviewed by the Knight Vision BOC. Approximately 25 people will be selected. The two-year commitment will require about 1-6 hours' time commitment per week, with most weeks averaging 2 hours. The application is available on the [Knight Vision Get Involved](#) webpage.

2) *UCF Budget Model Redesign Initiative by Lynn Gonzalez, Operations and Strategic Initiatives*

- The UCF Budget Model project is being implemented by the Workday Adaptive Planning (Adaptive) project.
- Rebeca Richards from Academic Affairs and Derek Horton from the Budget Office will be invited to a future FFG meeting to provide a more in-depth view of what is happening with the UCF Budget Model.
- The [Budget Model Redesign Initiative](#) website has posted the timeline and activities that have occurred. The steering committee, appointed last October, presented a budget model to the Board of Trustees in May 2020. Deans and business managers from all the colleges and administrative units laid the infrastructure for the model. Analyzing data and establishing a governance structure for how the budget will be managed when it is implemented.
- The project is in the phase of the parallel year of the new budget model. The phase will end on June 30, 2021. On July 1, the project will enter the 'hold-harmless' year. At this time, the budget model will be live, and data can be seen but the units will be held harmless so that they will not feel the impact of the budget yet. This will afford the university time to adjust to the new model.
- Adaptive Planning is the tool that will be used to implement the new budget model. The tool will be able to provide a platform for running reports and planning and forecasting for the budget model. Currently, all this is done in a decentralized manner using Microsoft Excel.
- Both the new budget model team and the Adaptive Planning team are working together on consistent communications and training.
- Workday has renamed their product, which is now known as Adaptive Planning (formerly Adaptive Insights).

3) *Workday Adaptive Planning Implementation by Varsha Das, Assistant Director, Applications Programming*

- Data from the Human Capital Management (HCM) system, Student Financials and UCF Financials (Actuals and Revenue) will be used for planning, forecasting and what-if analysis for multiple years. There will also be one and half years' worth of actuals and revenue historical data from PeopleSoft for budget directors to make the budget forecast for the following year. The budget will then be input back into PeopleSoft and will drive commitment control. Any changes or adjustment in Peoplesoft will be brought back into Adaptive Planning and will be the key resource for university deans and budget directors to run reports.
- The implementation timeline is short with a go-live date of March 18, 2021. Significant progress has been made in the planning and architect phase. The project schedule, requirements traceability, communication plan and the functional and technical design have been completed. Data specifications are ready for approval.
- System integration testing, beginning January 2021, will ensure that the configuration and data flow works as designed. This will be followed by User Acceptance Training (UAT) and then

training and job aids. There will also be show and tell sessions for the university community to find out how the new tool will work.

- This is the first phase of the Adaptive Planning implementation. Knight Vision will completely reconfigure the Chart of Accounts (COA) and business processes. Phase two of Adaptive Planning will be the reimplementation of the new budget model with the new ChartFields.
- *Q. Has there been a decision regarding UCF Foundation funds? At a minimum, will the balances be available in Adaptive Insights?*
A. This fell outside the scope of a direct integration but Adaptive provides input sheets so that UCF Foundation funds data can be uploaded to the Adaptive Planning platform, but it is not part of the current automatic integration.
- *Q. Will the forecasting/budgeting tools for operating and HR expenses be updated? Either to forecast or budget by the semester?*
A. Pre-encumbrances, encumbrances, expenses and revenues from the Peoplesoft system will be integrated into Adaptive. Salary data will be in Adaptive, but it will not be transactional since each pay period feed will come from UCF Financials and not HR.

Action Item:

Varsha will provide a response to the question about forecast of budget by the semester at the next FFG meeting.

4) *Update on Action Items from the September FFG on Procurement Card (PCard) and Travel by Meghan McCollum, Assistant Controller*

- Instructions for creating and submitting electronic travel reimbursements have been posted at the Financials Affairs website at https://fa.ucf.edu/wpcontent/uploads/sites/2/Travel_RV_Submission_Process.pdf
- All vendor setup is now going through Procurement. For vendor setup questions, email procurement@ucf.edu.
- The Microsoft Teams PCard team has been active for two months. An announcement regarding an updated Pcard manual has been posted to PCard team. All cardholders and approvers have been added to the team.

New Business

1) *UCF Rental Car Contract by Meghan McCollum*

- The State of Florida's contract with the National has expired. The state has now entered a contract with Avis and Budget.
- A direct bill set up is available for PCard payments with both Avis and Budget. Separate authorization forms are required for each setup. The forms and other information on the Avis and Budget rental can be found at the link: <https://fa.ucf.edu/travel-payables-useful-links/>. Car rental bookings should be made through Concur to avoid pre-payment and cancelation fees that Avis and Budget charge if bookings are made via their websites.

Action Item

Instructions on booking car rentals through Concur to avoid prepayment charges.

2) *Updated PCard Manual by Meghan McCollum*

- The PCard manual has been updated and is available at the Guidelines section of the [PCard](#) website. Changes to the manual include:
 - The threshold for PCard monthly limits that require vice presidential approval has increased from \$25,000 to \$50,000.
 - Information regarding tax withholding requirements on foreign purchases has been included. More information is from UCF Global.
 - Clarification of some information regarding Florida tax exemption.
 - Information on electronic PCard statements and electronic PCard packet submissions has been added.
 - Clarifying language to the Penalty section and a reference to the UCF Expenditure Guide has been included.
 - Car rental information and PCard contact information has been updated.

3) *New Foreign Per Diem template by Meghan McCollum*

- A new worksheet template to calculate foreign per diem will replace the existing PDF form. It will be available at the Forms section of the [Financials Affairs](#) website. The first tab on the worksheet provides the instructions on completing the worksheet. Video format of the instructions will be made available as well.
- The second tab, Foreign Per Diem Worksheet, is where the traveler's name, purchase order number, departure and arrival city, dates and time times are entered. The meals and lodging sections will pick up the amounts from the third tab, State Department Foreign Per Diem. The spreadsheet will be updated monthly to reflect the state department's current rates which are updated monthly.

4) *Travel Freeze by Meghan McCollum*

- The travel freeze is still in effect and any essential travel exceptions require vice president (VP) approval. The approval can be via email and must be attached to line 1 of the requisition when creating the purchase order. The approval should also be included in the travel reimbursement package.
- *Q. What is considered "essential" travel or is it just determined by VP?*
A. It is determined by the vice president.
- *Q. Can the new spreadsheet for foreign per diem be saved?*
A. Yes. The spreadsheet should be downloaded, saved, and then completed. The spreadsheet is updated monthly, so the most current version of the spreadsheet should be used to access the most current monthly rates.

5) *Fall Workshop Updates by Jacqueline Lewis, Assistant Director of Instructional Technology*

- Financial Support Services wrapped up the first round of virtual instructor-led all workshops earlier this month. The series consisted of five online sessions with information on different UCF Financials topics. Future workshops will be announced later. The online workshop resources are still available for those who completed the workshops.

6) *Financials quarterly updates by Jacqueline Lewis*

- Over the last quarter, over 80% of requests were resolved on the same day. Multi-day tickets were at less than 5% and those lasting more than 2 days were below 1%.
- Any requests for support on topics related to UCF Financials should be directed to the Financials Service Desk at fntrain@ucf.edu.

7) On the [Financial Affairs](#) website, the link to Financials Support Services, which was formerly under the Departments tab, can now be found under the Resources tab.

8) **Conclusion**

The meeting adjourned at 12:00 p.m.

The next FFG meeting is scheduled for December 11 and will be livestreamed via Zoom.