

# Financials Focus Group

June 12, 2020



# Continuing Business: Financials Updates

- Pending Action Items from May FFG
- UCF Rising
- Cloud ERP update
- 2020 Fiscal Year End



# Continuing Business: Pending Actions from May

- Non-recurring Auxiliary and Concessions funding
- PO limit confirmed at \$100





# Continuing Business: UCF Rising

- Integration Go-Live was on May 11
- Integration with Huron Employee Compensation and Compliance (ECC) in testing





# Continuing Business: Cloud ERP

- Invitation to Negotiate (ITN) awarded
- ERP presentation to UCF Board of Trustees
  - May 21
  - June 18



# Continuing Business: 2020 Fiscal Year End

- 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



# New Business: COVID-19 Expense Tracking

- New requirements for tracking COVID-19 expenses and related funding in UCF Financials

# New Business: Online W9s

- W9s to be submitted electronically via Qualtrics







# New Business: PCard and Travel Updates

- Effective 6/12/2020, all PCard statements, travel reimbursement, and ROTT packets must be submitted electronically.
  - Travel Electronic Submission Naming Convention: [https://fa.ucf.edu/wp-content/uploads/sites/2/Electronic\\_Reimbursement\\_Naming\\_Conventions.pdf](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](https://fa.ucf.edu/wp-content/uploads/sites/2/PCard_Electronic_Statement_Naming_Convention.pdf)

# New Business: Asset Management

- Alternative physical inventory process/form due to COVID-19
- Deadline for completion is June 15

# New Business: New Online Webcourse

- FAP132 – AP Petty Cash Accounts



# New Business: UCF Financials



- FinancialsU Summer Series webinars
  - **Navigating UCF Financials: Tips and Tricks**  
July 15 (10-11am)
  - **How Financials DataMart Works**  
July 22 (10-11am)
  - **Understanding Queries in UCF Financials**  
July 29 (10-11am)
  - **Fundamentals of the Procurement Process**  
August 5 (10-11am)
  - **Basics of Financials Reporting**  
August 12 (10-11am)

## FINANCIALSU SUMMER SERIES

UCF Financials is offering mini-webinars this summer. Registration opens on **June 15!**

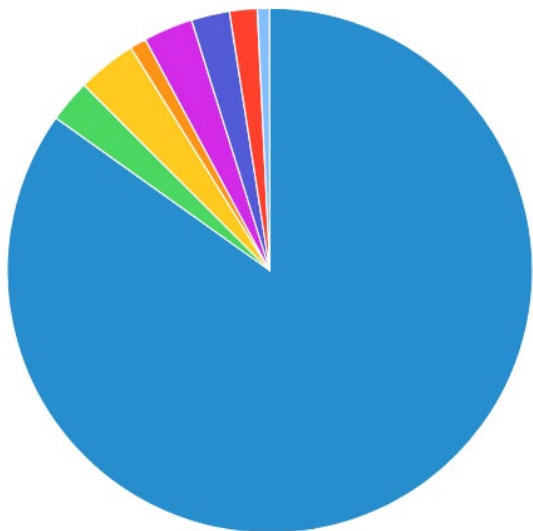
- Navigating UCF Financials: Tips and Tricks
- How Financials DataMart Works
- Understanding Queries in UCF Financials
- Fundamentals of the Procurement Process
- Basics of Financials Reporting





# New Business: Financials Updates

## Financials Service Desk Quarterly Report April – June 2020



■ Same Day = 1,005 (84.88%) ■ 2 Days = 31 (2.62%) ■ 2 - 5 Days = 43 (3.63%)  
■ 5 - 7 Days = 12 (1.01%) ■ 1 - 2 Weeks = 36 (3.04%) ■ 2 - 4 Weeks = 28 (2.36%)  
■ 1 - 2 Months = 20 (1.69%) ■ > 2 Months = 9 (0.76%)

Business duration	Task Count	Percentage of Tasks
Same Day	1,005	84.88%
2 Days	31	2.62%
2 - 5 Days	43	3.63%
5 - 7 Days	12	1.01%
1 - 2 Weeks	36	3.04%
2 - 4 Weeks	28	2.36%
1 - 2 Months	20	1.69%
> 2 Months	9	0.76%
Total	1,184	100%

# New Business: Financials Updates

- Let's stay connected!



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- UCF Financials: <https://financials.ucf.edu/>



# Any Questions?





**Thanks for Attending!**  
**FFG – June 2020**

