


Financials Focus Group Meeting

SEPTEMBER 11, 2020



Follow Live on Twitter:
#FFGSept2020





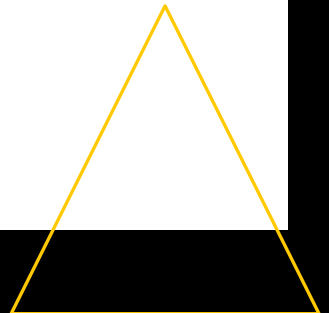
Continuing Business: Cloud ERP

- Demos – Oracle & Workday
- Adaptive Insights Implementation
- Vendor Selection



Continuing Business: Cloud ERP Update

- Vendor Selection – Software and Implementation Partners
 - BOT to approve in October/November
- Early Start Work
 - Finance – Travel & Expense Changes
 - Reporting & Analytics – 4 Taskforces
- <https://analytics.ucf.edu/2020/07/23/erp-and-future-analytics/>
- Stay Tuned: <https://erp.it.ucf.edu/>
- Project Email: **CloudERPProject@ucf.edu**



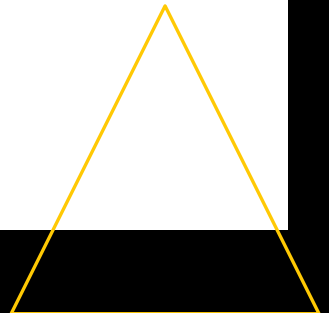
Adaptive Insights

Project Summary



Adaptive Insights Project: Objectives

- Meet and extend the needs of University of Central Florida's budgeting community to support the annual forecasting and budgeting processes.
- Implement new Adaptive Insights cloud platform to extend the service to UCF's broader community to support the annual forecasting and budgeting processes, which is currently conducted in Excel.
- Implementation of UCF's Incentive-based Budget Model and associated data inputs, allocation logic and reporting.



Adaptive Insights Project Team

Role	UCF	Huron
Project Executive Sponsors	Kathy Mitchell and Kristie Harris	Ida Quamina
Project Manager	Varsha Das and Elena Wilson (FSS) Support from PMO office - Kerri Haren	Bob Cookson
Core Project Team	Derek Horton (Budget, Central Office) Rebeca Richards (Budget - Academic Affairs/Provost Office) Steve Omli (College of Medicine Finance) Tera Alcala (ERP Finance Lead) Richard Strohfus (System Admin / Business Analyst Lead) John Gyory (Technical Lead) Brett Peeling & Jacqueline Lewis (Change Management & Communications)	Karen Newton, Solution Architect Jessica Fay, Developer
Additional Functional & Technical Subject Matter Experts	Budget Directors, System Data Owners (HR, Finance, Student, Research) Reporting and Analytics	

Project Phases and Estimated Timeline

PLAN & ARCHITECT 8/31 – 10/14	CONFIGURE & PROTOTYPE 10/15 – 3/22	STAGE & TEST 1/14 – 2/2	TRAIN & DEPLOY 1/26 – 3/5	CLOSE & SUPPORT 3/9 – 3/22
<ul style="list-style-type: none"> • Internal Kickoff • Conduct Detailed Requirements Sessions • Current & Future State Analysis • Develop Integration & Infrastructure Specifications • Finalize Requirement Traceability Matrix (RTM) • Create Application Design • Develop Training & Test Plan • Develop Communication Plan 	<ul style="list-style-type: none"> • Prototype Application and Finalize Design • Develop Integration & Infrastructure specifications • Develop Data Extracts & Interfaces • Complete Application Configuration • Develop System Integrations Test (SIT) Cases & UAT Scripts • Schedule UAT & User Training 	<ul style="list-style-type: none"> • Stage and develop test scripts • UAT Readiness activities • System Integrations Test (SIT) • UAT • Resolve Defects & Retest • Develop End User & Admin Training Material • Review Readiness • Create Cutover Checklist 	<ul style="list-style-type: none"> • Execute Cutover Plan • Implement System Support & Governance • End User Training Completed • Admin Knowledge Transfer Completed & System Documentation Provided • Go Live 3/8/2021 	<ul style="list-style-type: none"> • Review & Sign Off of Project Closure Report • Post Go Live Support

PROJECT MANAGEMENT

CHANGE MANAGEMENT & COMMUNICATION

Adaptive Insights Project Status

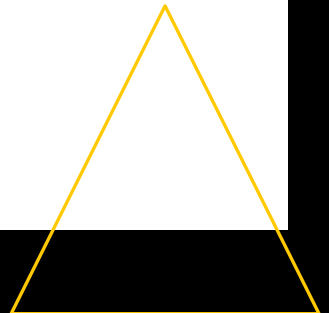
- Transition of project management daily support complete:
 - **Varsha Das**
 - **Elena Wilson**
- Adaptive Insights Sandbox and production environments have been provisioned
- Project Plan under review & finalization
- Requirement Analysis started
- Adaptive training for core team
- Technical Working Meeting with UCFIT and development teams





Continuing Business: PCard and Travel Updates

- 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.





New Business

- PCard & Travel Updates
- FinancialsU Recap
- Fall Virtual Workshops
- What's New – Financials Training



New Business: PCard and Travel Updates

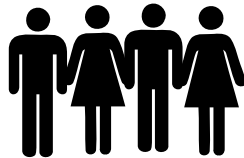
- All vendor setup will go through Procurement
- Updated Automated Worker Classification Questionnaire
- PCard Team in Microsoft Teams

New Business: FinancialsU Recap

Our Webinar Sessions

- July 15 – FIU 100 Navigating UCF Financials: Tips and Tricks
- July 22 – FIU 110 How Financials DataMart Works
- July 29 – FIU 120 Understanding Queries in UCF Financials
- August 5 – FIU 130 Fundamentals of the Procurement Process
- August 12 – FIU 140 Basics of Financials Reporting

30+ Topics
Webinar sessions cover various topics to address system features and updates.



Attendee Feedback

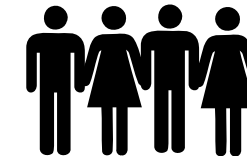
126 Surveyed Participants

Overall Rating FinancialsU Experience	100%
Above Average Rating per Session	90%
Average Satisfied Rating per Session	95%

Addressed Session Agenda Items	94%
Session(s) Matched Learning Goals	83%
Understanding System Features	78%



85% Avg Participation
Our engagement polling questions asked throughout our webinar sessions.



100+ Registrants
Our webinars averaged over 100 registrations per session.



New Business: Fall Virtual Workshops

FRP230: Query Tools for UCF Financials

FPO232: All About PCard

FGL233: Fundamentals of the General Ledger

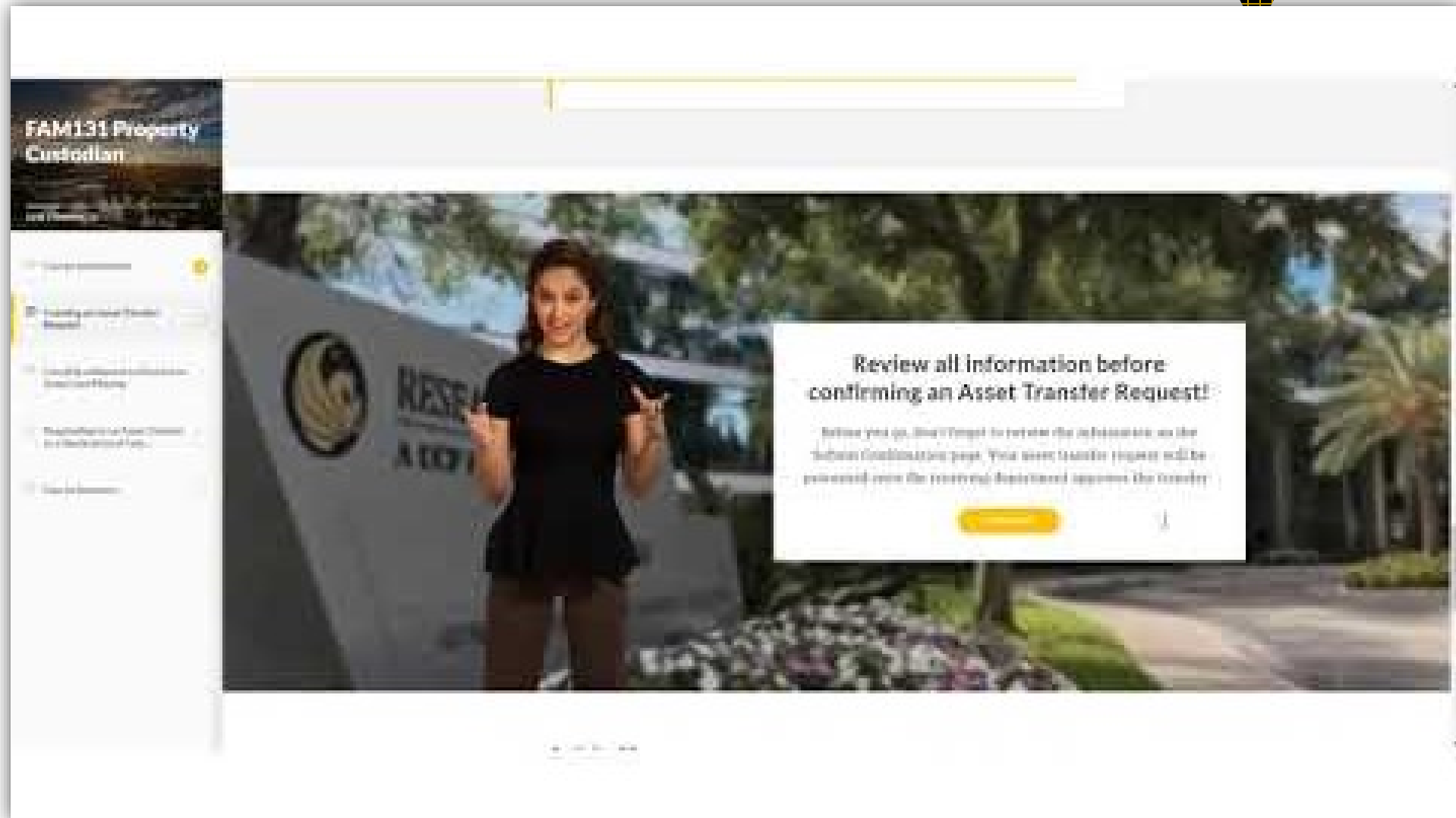
FPO234: ePro Requisitions: Learning the Basics

FRP332: Running the Budget Position Report

FCM231: All About Expenditures



A Fresh Look for Financials Webcourses





Questions?

Thank You for Attending!

FFG – September 2020



@UCFFSS



@UCFFFinancials



@UCFFFinancials

