**Financial Affairs Collaboration Team (FACT)**

**October 7, 2015**

**Minutes**

**Present:**

Alejandre, Anderson, Apodaca, Calderon, Chester, Contreras, Escamilla, Farre, Fuller, Guzman, Hansen, Henderson, Iannolo, Kelley, Levin, Lindsey, Maculsay, Prado, Salge, Smith, Stanton, Valencia, Watkins

**Absent:**

Aguirre, DeLeon

**Guest**

**Cindy Levin – Concur update**

Cindy shared with group that Concur is up running campus wide. There are Concur trainings available through Human Resources – 3 are scheduled in October and 3 are pending for November. Cindy is also offering one on one trainings as well.

**Monica Alejandre – Gift Account Forms**

Monica reminded the group about renewing gift account forms for Philanthropic. If there has been a change in leadership those forms need to be updated and forwarded to Lisa Iannolo.

**General**

**Travel approvers – Matias & Jacqueline**

1. How to make changes
2. Who is responsible

Matias discussed Concur relating to travel approver changes. This function can be done through PeopleSoft and will be delegated to division/college level. These changes are only required when the supervisor/time absence manager is not the travel approver. Jacqueline walked through the Travel Approver page in PeopleSoft.

* The access for the travel approver page in PeopleSoft is not currently part of the CIA form process.
* Divisional requirements need to be shared within the division to know who needs to be added to the approval flow.
* If there is a temporary travel approver assignment it is done through the Concur system not the Travel Approver page in PeopleSoft.

**Accounting**

* Cash handling reminder for areas who handle cash. Anyone who handles cash must be added to Accounting’s cash handlers list.
* General Accounting Manager position has been posted and applications will be reviewed October 14.

**Auxiliary Financial Services**

* Lisa shared that audits are now complete and there no findings.
* Auxiliary faces a challenge with outstanding invoices. Lisa reminded the group about the importance of having expenses reflected in the right fiscal year.

**Budget**

1. **New Budget Office Staff**
   1. Danelle Apodaca, Budget Analyst
   2. Davina Lindsey, Principal Cost and Policy Analyst – also serving as backup to Budget Officer

**Support Services**

1. The campus has officially cut over to Staples. If anyone experiences any issues please Grace know.
   1. Vendor Fair, Oct. 28th from 10a-1p.
2. **Changes to requisition approval**

Beth opened a discussion to a new process for requisition approvals. Options to consider:

1. 1 user enters and 1 approves in PeopleSoft
2. Approval is tracked on paper but entered and approved by 1 user
3. **AP Reminders: Employee Direct Deposit & Use of Privately Owned Vehicle on State Business**
   1. Shannon reminded the group of employee direct deposit through Accounts Payable. If there has been a change to the bank used, a name change, married/divorced, Accounts Payable needs those updates.
   2. Shannon reminded the group to renew the use of privately own vehicle for state purposes.