**Financial Affairs Collaboration Team (FACT)**

**August 3, 2016**

**Minutes**

Attending:Alejandre, Aguirre, Calderon, Farre, Gutterud, Guzman, Iannolo, Kelley, Kuenz, Levin, Lopez, Maculsay, Prado, Valencia, Walls, Watkins

Absent: Anderson, Apodaca, Badulis, Chester, Contreras, DeLeon, Fuller, Lindsey, Paduntin, Salge, Smith

Guests: Ahmed, Beechko

**Guests**

Monir Ahmed – Cost Allocation Plan

AVP Ahmed distributed a draft handout on the Cost Allocation Plan for year 3 – this has not yet been discussed at VPC.

AVP Ahmed also expressed interest in working with the group to host a CSUSB Business Conference, an event focused on knowledge sharing. AVP Ahmed will reach out as progress is made to plan and have the various units present at the event.

Laura Sicklesteel – Printing Services Online Ordering

Matias shared that the Legacy system went offline and the new ordering system is live, as of August 1.

**General**

Monica Alejandre has been promoted to Director of Advancement Services.

Andrea Beechko is holding budget transfer/projections classes using Data Warehouse and historical reports. Email forthcoming.

**Accounting**

Elimination of the Requirement to use Program Code

Program code is no longer required. [FAQs are posted on the Accounting Services website.](http://admnacct.csusb.edu/documents/ProgramcodeFAQs.p.edits.pdf)

Matias/Andrea putting together a session on Chart of Accounts (no later than Fall).

Topics for this session:

* What is required for reporting? The current list is too long
* Commonly used accounts
* Accounts that are typically an issue
* Stress the overuse of 660003
* Collapsing the accounts that fall into other categories

Definitions for Object Codes (Contract Svcs-613001, Supplies & Svs-660003, Facilities Repairs & Maintenance-660021)

There is a need for end users to refresh their training. Andrea Beechko is willing to focus on areas of concern during her trainings.

**Auxiliary Financial Services**

All books are closed and are now working on year-end audits.

**Budget**

15/16 Rollover Budget - All loaded.

16/17 Baseline Budget – Incomplete.

16/17 GSI Budget - All loaded including the 3% GSI for staff and faculty adjustment.

SBSSI money has been loaded

16/17 allocations have been loaded.

Sept and March are the two time periods for intradepartmental transfers.

**Support Services**

Department Maintenance Agreements (software & equipment)

Linda requested all software or equipment maintenance agreements to be submitted 30-45 days before it is due to begin.

Unauthorized Purchases

Linda shared the increase in unauthorized purchases. It was emphasized that end users do not authorize service without a purchase order. Often times insurance is required.

Concur Updates

Cindy briefed the group on Program Code field in Concur – Program Code cannot go away at this time. Users will see “None,” and “None” will have to be selected for new requests and reports. If users experience issues, in Request Header - click None for Program Code and check Program and Project fields.

For international travel requests, Risk Management requirements are now collected in Concur. Attachments are required for group travel (list of participants) and high hazard countries (safety measures). Emergency contact information and lodging is also collected. [An International Travel Request PowerPoint](http://travel.csusb.edu/documents/CreateanInternationalTravelRequest.pptx) is posted online for reference.

Attendees:Alejandre, Apodaca, Aguirre, Anderson, Badulis, Calderon, Chester, Contreras, DeLeon, Farre, Fuller, Gutterud, Guzman, Iannolo, Kelley, Kuenz, Levin, Lopez, Lindsey, Maculsay, Paduntin, Prado, Salge, Smith, Valencia, Walls, Watkins