Financial Affairs Collaboration Team (FACT)

October 4, 2017

UEC Board Room

**Minutes**

Attendees: Aguirre, Alejandre, Anderson, Badulis, Beechko, Calderon, Chester, Contreras, De León, Farre, Fuller, Galvin, Gee, Guzman, Iannolo, Jensen, Kelley, Kuenz, Lindsey, Lopez, Prado, Saucedo, Sinha, Smith, Vahovick, Valencia, Walls, Watkins

Members not in Attendance: Alejandre, Calderon, Iannolo, Saucedo, and Smith

**General Information**

**BMI Conference, experiences and lessons learned** – *Smith, Fuller, Lindsey, De León*

WACUBO Business Management Institute - Lindsey, De Leon, and Fuller shared her experiences attending program. Topics included aspects related to leadership, accounting, budget, change management, professional development, interpersonal skills, etc.

**Accounting**

**DACS Update** - *Farre*

Farre reemphasized DACS with the group and thanked them for their continued participation. Farre is seeking feedback and opportunities for improvement. Reminded everyone it’s a two part process when a delegation goes from one division to another (e.g. Craig Seal) - JHBCBPA needs to remove access while UGRD Studies needs to add.

Anderson discussed monitoring **cash handling training.** If training not completed, unit will not be allowed to be a cash handler. Communication will be escalated if not complete. Reminder will be sent out today.

Farre commented on potential changes to Operating and Cost Recovery activities, which may result in operational efficiencies at department level. More information to be shared at next FACT meeting.

**Accounts Payable**

**Annual Reminders (Direct Deposit, STD 261 Forms, Defensive Driving)** - *Kelley*

New academic year - direct deposit employees or new employees, any changes or new enrollments send to AP (different from HR). Travelers who use own vehicle, update STD 261. Remind for renewals for defensive driving training. Kelley will send email reminder to share with staff.

**Auxiliary Financial Services**

**Budget**

**Journal Line Descriptions** – *Chester*

Chester - CSUSB decided to publish transaction level detail, except those legally binding. Journal lines are not that clear/descriptive - working on standardizing this. When doing transfers, descriptions could be more detailed- Budget will provide more guidance. Regarding budget transfer, Chester requested that entries are in whole dollars.

**OpenGov** - *Apodaca* provided an overview of OpenGov. Chester asked about interest on future trainings.

**Procurement & Contracts**

Gee discussed **Amazon Business** - pending feedback from UC San Diego to be added to agreement. Will be undergoing testing (3-4 weeks), and would like to go live mid/late November. Transactions will be settled with Procurement Card.

**Travel**

**Announcements**