

## Financial Affairs Collaboration Team (FACT)

September 5, 2018

UEC Board Room

### Agenda

**Regular Attendees:** Ambriz, Aguirre, Alejandro, Anderson, Badulis, Beechko, Beran, Calderon, Chester, Contreras, De León, Farre, Fuller, Galvin, Guzman, Jensen, Lindsey, Ledezma, Lopez, Menchaca, Murray, Prado, Saucedo, Schneck, Sinha, Skinner, Smith, Torres, Valencia, Watkins

#### General Information

1. Farre introduced Nancy Murray as the new procurement director. Farre asked all of the FACT members to introduce themselves.
2. DACS – Farre explained that the DACS system is to determine and manage delegation of authority. Alex Waller will help with the process. Farre explained that DACS is being taken over by ITS, such as owning the system. DACS will require a CIA form and the transition is coming up soon. Moving forward, any changes will require a CIA form. Farre explained that Alex Waller has super user access and will help deal with special cases. He asked to send an e-mail to Alex Waller and she will help troubleshoot any issues. Farre explained that the system needs to be updated due to new appointments. Contreras asked if there is a query of who has access to DACS. Farre will send a reminder to update any changes in the departments. Farre asked for patience as the form gets improved and will meet soon with OnBase to add more chart fields. Due to changes throughout campus, Farre asked for all to make sure a CIA form is in place for new DACS Administrators.
3. Farre announced that the Annual Student Fee report has been submitted. Farre thank those that helped submit the report. Farre reminded everyone to be mindful of balances because someone will be scrutinizing balances.

#### Accounting

1. GAAP Reporting Package submitted – Badulis announced the report was submitted 9/04/2018. The report contains information such as HR and Payroll census data and confirms various information like marital status. Badulis mentioned to expect an e-mail from accounting, if there are questions regarding a specific purchase. This was the first version of the reporting package, and there are two additional versions that need to be submitted.

#### Accounts Payable

1. Updated forms on AP website (STD. 204, Independent Contractor, and Direct Expenditure) – Schneck explained that she recently updated several forms. The STD 204 vendor data record has been updated and Schneck asked to please use this form because it contains all of the information needed by AP/Purchasing. She instructed everyone to have it filled out prior to submitting a requisition. Schneck explained since we are using DACS there was a section added for the printed name of the approver.

There are some other additional small changes and are not very specific. These revised forms are fillable with the exception of the signature section and can be found on the AP website.

### **Auxiliary Financial Services**

1. Lindsey did not have anything to charge. Lindsey mentioned that the auditors are gone from campus.

### **Budget**

1. No updates were shared. Lindsey reminded everyone of the September budget transfers. She reminded everyone that they are allowed twice a year in September and March.

### **Procurement**

1. Beran shared that procurement has a new director. Beran explained procurement is working on a gift card policy. Farre explained that gift cards are mainly used as research incentives and should be treated as cash. The policy is to ensure graduate studies, faculty and other programs follow that. The policy is managed and owned by the Office of Student Research (OSR) and will be finalizing soon.

### **Travel**

1. Upcoming Concur Training on September 11<sup>th</sup> – Sinha wanted to remind everyone of the upcoming training. During this training Jensen will explain concur on the auxiliary side. Sinha will send the flyer to everyone. If there are any new staff, she asked to encourage them to attend. This training will cover both State and Auxiliary side. The training will take place on September 11<sup>th</sup> in the College of ED – Rm 117.

2. Farre added that some staff/faculty use cellphones due to the nature of their jobs. They are looking into implementing something through Concur where individuals who are required to have cellphones can submit annual plans requests. This will consist of a monthly basis invoice that can be submitted through Concur and individuals can be reimbursed.

### **Announcements**

Business Management Institute (BMI) - lessons learned shared by Lee, Smith, Lindsey, Fuller, and Valencia.

Guzman – System wide contract needs to be negotiated for DocuSign. DocuSign is a great tool and there is a limited amount of licenses. Guzman explained that DocuSign will integrate with DACS at some point. Guzman asked why Over 10,000k form was not used with DocuSign.

Farre - announced that Sharewell, a program for work orders, will soon be expanded into the academic side.

Beechko – announced some changes will be taking place during the first of the year. Beechko will keep everyone updated. The new director will transition in a new product.

Farre – Announced fund simplification taking place on the 11<sup>th</sup> or 12<sup>th</sup> of September. Entries will post that move balances from old funds to new place. Farre asked everyone to communicate as much as possible because some things may need corrections and things should be fixed by the end of December. Any questions contact Mimi Badulis.

Farre - Asked if anyone opposed to moving FACT meetings to the 2<sup>nd</sup> Wednesday of each month. All were in agreement to move the meetings to the 2<sup>nd</sup> Wednesday of every month. Meetings will continue on the first Wednesday of every month until further notice.