**Financial Affairs Collaboration Team (FACT)**

**December 7, 2016**

**Minutes**

Attendees:Apodaca, Aguirre, Badulis, Calderon, Chester, Contreras, DeLeon, Farre, Gee, Guzman, Iannolo, Jensen, Kelley, Kuenz, Levin, Lindsey, Lopez, Maculsay, Prado, Smith, Vahovick, Valencia

Absent: Alejandre, Anderson, Fuller, Galvin, Salge, Walls, Watkins

Guests: Beechko

**Guests**

**General**

FACT Conference

Matias shared that the FACT Conference is targeted for February 2017 and will keep the group posted on when the event details are finalized. Matias requested assistance from the group to identify audience. Jacqueline will share an [online list of all ASA, ASC, and A/AS](https://csusanbernardino-my.sharepoint.com/personal/000108744_csusb_edu/_layouts/15/guestaccess.aspx?guestaccesstoken=Nwxd6qyCRJJ9s86v3sbv4M7CIw6PzE3SYOFaSWnwJRk%3d&docid=2_15b443402522d4186938bcf8592ab2fd2&rev=1) positions on campus. The group was asked to identify if the identified staff should or should not be included. The group is more than welcome to add others to the list.

Next FACT meeting will be in February; January’s FACT meeting is canceled.

**Accounting**

Matias shared that there are conversations related to alleviating some rules and regulations of trust funds, especially related to Cost Recovery.

**Auxiliary Financial Services**

Lisa shared that there are personnel changes in Auxiliary Financial Services with the upcoming retirement of Holly Konecny this month and Paulina Mendoza last month. You may contact Melinda Jensen for questions or concerns that would typically be managed by Holly and continue to contact Melinda for anything grants related.

**Budget**

LCD Dashboard in DW

The Labor Cost Distribution dashboard was launched to the college and division analysts. It contains 3 tabs: (1) Employee Detail, (2) Payroll Detail, and (3) Payroll Summary. Users can run this report after the LCD and posting process is complete each month. Please be mindful that all access to salary/HR data should only be used to verify/analyze information within your area(s). If you require salary information outside your area(s), please contact HR for assistance.

**Support Services**

Concur Update

Concur has been updated and all travelers now have the same travel request requirements campus wide. The request approval workflow is built to send the approval emails (to the appropriately chosen approver) as required for the trip type and the length of trip and the hotel policy requirement. Exception approvals are at the Dean or VP level.

Thresholds are being considered for yearend accruals. Some travelers are not closing out travel requests after the request has been expensed and employee has been reimbursed. It is good practice for travelers to review their Concur account for requests and cancel any requests made in error or duplicated.

Travel requests and Mileage only trips. A travel request for mileage only is required for those travelers that are traveling on a monthly basis as part of their job duties. The destination should be chosen as “Multiple Locations, Mileage Only, CA”, that way the Dean or VP’s are not included in the workflow. *If claiming mileage infrequently throughout the month, a travel request is not required however we ask that if a traveler has multiple mileage only trips within the month that they all be included on one expense report. It is not necessary to create an expense report for each mileage only trip.*

Concur training needs for faculty and staff. In addition to the bi-monthly Concur campus trainings that are offered, Cindy discussed the need for key individuals in the departments/colleges to assist faculty/staff that have basic data entry questions. When there are more complicated/challenging issues, then definitely Cindy is there to assist the department/college reps. This approach has worked in a couple of colleges/divisions.

David Gee shared that electronic and digital signatures have been implemented. We are allowed to use digital signatures through Docusign. Please forward any questions or concerns to David.