**Financial Affairs Collaboration Team (FACT)**

**April 6, 2016**

**Minutes**

**Present:**

Anderson, Badulis, Calderon, Chester, Contreras, DeLeon, Farre, Fuller, Guzman, Iannolo, Kelley, Kuenz, Levin, Lindsey, Lopez, Maculsay, Prado, Smith, Valencia, Walls, Watkins

**Absent:**

Aguirre, Alejandre, Lopez, Salge

**Guest:**

Andrea Beechko

**Guest**

Karen Davis – Payroll Manager

Karen announced that she is accepted the position as the Payroll Manager. The Payroll Technician III position is now open.

**General**

Dena introduced Linda Gutterud to the group, the Interim Executive Director of Procurement & Support Services.

Andrea Beechko shared that the Data Warehouse is undergoing maintenance.

|  |  |  |
| --- | --- | --- |
| System | Scheduled to be down | Scheduled to be back up |
| CFS Finance System | April 21 at 1pm | April 25 at 10am |
| Data Warehouse | April 20 at 8pm | April 25 at 10am |

Andrea will inquire about a clone production site temporarily instead of a full blackout.

Additionally, Andrea is open to coordinate college specific training labs.

PAES winter quarter list is coming soon.

Comments/feedback on individual conference topics can be sent to Dena to forward on.

**Accounting**

* YE Deadlines – There will be 4 or 5 reminders sent to Colleagues regarding year end deadlines.
* CSU Business Conference – There was 1 campus that presented on campus trainings/workshops. Del will send [this presentation](https://afd.calpoly.edu/business_connection/training/presentations/abc%202015%20mid%20year%20close.pdf) to the group and is requesting feedback/interest.
* Program code drop – set to occur beginning of next fiscal year.
* Pivot table session – We will discuss this at the next FACT meeting. The group is encouraged to bring their laptops with data set examples.
* Account number review request from last meeting - Jacqueline will post an [online document](https://csusanbernardino-my.sharepoint.com/personal/000108744_csusb_edu/_layouts/15/guestaccess.aspx?guestaccesstoken=j7sQfFdEi99W8RC9YVw%2bEyvKEhvNDo9tglLzii3SFoQ%3d&docid=2_1e8a1655ed1d5486f8468b892352d1455) for collaborative feedback.

**Auxiliary Financial Services**

Lisa shared with the group that she received an invoice from a Center on campus which is not authorized to be doing so on behalf of the state or the auxiliaries. Lisa discourages this type of processing and requests that invoicing continue through the appropriate departments.

**Budget**

FY 16/17 Intra-Department Budget Transfer Submissions – Results of Doodle Poll

Based on the Doodle Poll, September will be open for baseline adjustments after the initial load and March will be open for midyear adjustments.

Discontinue use of Budget Entries in SB-002 – Faculty Release Time Reimbursement

The form has been updated which removes Budget and Procurement from the process.

Budget Distribution for Campus Based IRPs and Unit 6 GSIs

Some employees were paid for a campus based IRP. The Budget Office will be distributing budget to cover the cost, retroactive to July. Unit 6 finally settled and GSIs were posted in March.

**Support Services**

It is the departments’ responsibility to close POs with the Purchasing Office. Andrea will assist with reports showing which departments have open POs.

Concur –

* Concur is available for UEC travelers
* Concur training sessions are lessening, but Cindy is still available to do individual sessions
* Departments need to be mindful of their divisional approval workflow requirements

Requisitions –

* Linda requested the group to share with requisitioners across campus to use the correct category codes when entering requisitions (CMS\_CFS@lists.csusb.edu)
  + Linda will investigate usefulness of category codes