**Financial Affairs Collaboration Team (FACT)**

**March 2, 2016**

**Minutes**

**Present:**

Aguirre, Anderson, Badulis, Chester, DeLeon, Farre, Fuller, Guzman, Iannolo, Kelley, Kuenz, Lindsey, Maculsay, Prado, Salge, Smith, Valencia, Walls, Watkins

**Absent:**

Alejandre, Calderon, Contreras

**Guest:**

Andrea Beechko

**General**

Welcome Cindy Lopez – Sr. Budget Analyst, Admin & Finance and President

PS HCM Unavailable Friday, March 11th at 2pm (stop processes at noon)

This is for the HR side. It is expected to be back up and running Monday morning (March 14th).

Kathy Hansen retired. Until we have an interim replacement, Shannon/Cindy will report from Procurement & Support Services.

Capital outlay/construction costs – going forward, capital expenditures are not going to be recorded in SB001. Guidance will be provided in early April, after the CSU Business Conference. If any questions, call General Accounting x75153.

Excel – Matias inquired about the group’s level of expertise with Excel, specifically pivot tables. Matias is exploring the idea of having an Excel showcase for financial users to share tips/tools.

**Accounting**

FY 15/16 Year-End Deadlines

The travel deadline on the state side was moved closer to June 30. All travel requests are to be processed through Concur. Auxiliaries is also requesting to process invoices as soon as possible to be charged to the appropriate fiscal year. The link to deadlines are on the Budget site and [Accounting site](http://admnacct.csusb.edu/yearEndDeadlines.html). Reminders will be sent out when deadlines are approaching.

Accounting Website Updates – Chart of Accounts/DACS

Timeframe to drop Program Code from chartfield string is August 1. Also, the department is evaluating the use of Account codes to possibly consolidate. The [Chart of Accounts File](http://admnacct.csusb.edu/documents/Accountactivityforfy14-15withocdescriptions.xlsx) is posted to Accounting site, and the group was encouraged to provide feedback and recommendations for the use of the Account codes to discuss at the next meeting.

DACS has its own [site](http://admnacct.csusb.edu/DACS.html). Until all functions go live in DACS we will need to continue to submit signature authority forms.

**Auxiliary Financial Services**

**Budget**

Cost Allocation Plan Update – FY 16/17

The Cost Allocation Plan is in Phase III. Davina is meeting with some units for initial review and to update personnel and amounts if there has been any changes.

Administration & Finance is reviewing the methodology this year.

Auxiliaries will have all their charges by April.

Lottery Funds

Dena explained the CO requirement where carryover allocation funds had to be spent down to 50%. The Budget Office will reach out to those who have not spent down to 50%. The same process will apply as last year: anything left over will get swept and reallocated.

Intra-Department Budget Transfer Schedule

The Budget Office is reconsidering the intra-department budget transfer schedules. A Doodle poll will be sent in the next couple of weeks to the group with options for which months are preferable.

**Support Services**

Concur – Approval Workflow, Cash Advances, Travel Auth Number for Pro Card Conf Reg

Cindy distributed the Travel Request Approval Workflow in Concur document which lays out which approvals are required for each division. VP Approval for Hotel Policy or International Trips field will populate the VP if one of those criteria are met. If there is no Budget Approver for your area it cannot be left blank; either X the field out add someone in the field.