

Financial Affairs Collaboration Team (FACT)

March 1, 2017

Minutes

Attendees: Alejandro, Anderson, Apodaca, Badulis, Calderon, Chester, Contreras, De Leon, Farre, Fuller, Guzman, Iannolo, Jensen, Kelley, Kuenz, Lindsey, Maculsay, Prado, Smith, Valencia, Watkins, Walls, Watkins, Young

Absent: Aguirre, Galvin, Gee, Levin, Saucedo

Guests

General

CSU Business Conference Registration Open - Dena

Conference is scheduled May 8-10 in Anaheim. [Click here to register](#). Affinity sessions are not restrictive and start on Monday, May 8 at 10am. Session descriptions are available online.

CSUSB Business Conference

Del shared that the CSUSB Business conference went well. Surveys and conference presentations were distributed via email. If you have trouble accessing either reach out to Accounting Services. Encourage attendees to respond to survey.

DACS

Jacqueline provided an update on DACS. Early adopters have production access. Goal is to eliminate signature authorization form.

Scholarship balance report

Monica is working on assigning an approver for those requesting access to the scholarship balance report.

Future information sessions suggestions/recommendations

- Auxiliary Services & Sponsored programs - Lisa/Diane Trujillo
- College challenges
- Payroll
- HR (Stacey)
- CIA Form (security access)

Cashiering Audit

Del shared that the Chancellor's Office is conducting a cashiering audit; they have identified 4 of 10 units so far who will be audited. Del recommended that all cash handlers be fingerprinted, per the CSUSB Cash Handling Policy.

Program Code

Mimi discouraged the use of program codes, especially for new requisitions. Shannon will review the default chartfields for Procurement Card purchases and update, if necessary.

Accounting

Maintenance and Repair Account Reclassifications - Mimi

Mimi shared that the CO is still making changes to consolidate the use of maintenance and repair accounts. Mimi expects an update will come in next month or two.

Auxiliary Financial Services

Budget

Intra-Department Budget Transfers - Danelle

Intra-Department transfers will be accepted throughout the month of March; it is the last time to do so for the remainder of the fiscal year. Inter-Department transfers (between departments) will continue to be accepted until mid-June.

Support Services