

Minutes
Business Managers Meeting
June 13, 2007

Present: Valerie Andeola, Mike Acosta, Ana Argueta, Deborah Burdick, Elizabeth Carranza, Marna Cooper, Patrice Coss, Kathy Cruz Rodriguez, Becky Davis, Lourena Deggins, Sally DeLorenzo, Patti Dreher, Pat Eckert, Betty Garcia, Audrey George, Kitty Gilbert, Christine Fisher, Peggy Hawbaker, Tara Juano, Debbie Kallman, Sara Kleinert, Bernie Kramer, Jane Lewis, Jennifer Maroney, Ronda Marr, Suzy Martegani, Cathy Martinez, BJ Mooney, Norma Peterson, Matt Olson, Jennifer Ramirez, Lynnette Robinson, Silvea Rodriguez, Katherine Ruiz, Kristen Sasaki, Jan Wammack, Pam Woodruff, Der Yang, Jeanne Swift.

What's on your mind:

- Ronda Marr reminded the group that the last Office Depot release is June 22nd. The next release will not be until July 6th. Also, Procard charges that do not get posted by June 30th will not be in FY06/07.

Fiscal Year End

Debbie Kallman reminded the group to review P.O. reports for open P.O.'s. If you do not close out all P.O.'s they will roll into the next fiscal year. Contact Ronda Marr in Purchasing with any questions regarding open P.O.'s. Access FGZOPPO to run reports. Norma Peterson questioned contract P.O.'s. Ronda Marr informed the group that it is ok to leave contract P.O.'s open.

Norma Peterson asked if there is still a \$20,000 prepaid threshold for small purchases. Debbie informed the group that there is still a \$20,000 threshold.

Debbie informed the group that the Controller's Office will try to get the feeds in as soon as possible, hopefully by July 6th. The Procard feed will take place the following week. Audrey George informed the group that errors will delay the process. The more accurate the sooner they will post.

Audrey reminded the group that July 10th is the deadline to submit authorizations for payment and P.O. releases to Accounts Payable and is also the last day to submit journal entries to Financial Reporting. Change fund and petty cash recons. are due by June 29th to Financial Reporting. Debbie informed the group that staff must be out of Banner Finance on June 29th at 10:00 AM for year end maintenance.

Accounts Payable and Financial Reporting Responsibilities

The Accounts Payable Department has moved to a new location. Accounts Payable is now located in Owen Hall 125. All authorizations for payments should be sent directly to the Accounts Payable office at Owen Hall. The Financial Reporting Department has not moved and is still located in the Finance Center. The Financial Reporting Office handles journal entries, fixed assets, Banner Finance access, chart of accounts, and miscellaneous recons. All grant related financial material should still be sent to the Post Award Manager Sponsored Programs Office in the Finance Center.

Budget Office

Marna Cooper informed the group of a few changes that will take effect July 1st. The Budget Office will send NSF's to units every Thursday afternoon so the necessary changes can be made by the next check run. Another change that will take effect is regarding student employment authorizations. The Budget Office will no longer need to sign off on Student EA's. They should be sent directly to Human Resources. The Budget Office will still need to see all temp casual authorizations.

Purchasing

Ronda Marr gave a brief overview on surplus procedures. You must contact OIT to wipe out computers before surplus. OIT will inform Purchasing once the computer has been wiped out. Purchasing will then contact Physical Plant to pick up the item. Do not leave surplus items in hallways or outside of buildings. If an item is tagged you must inform Financial Reporting before you surplus the item. Give Purchasing as much notice as possible when requesting to surplus.

Payroll

Debbie Kallman discussed disbursement of paychecks. Payroll is looking into a new method of disbursing paychecks to ensure that paychecks do not get lost in the delivery process. Tara Juano made a suggestion to have the mail room drop off checks to departments by 11:30 AM. A designated staff member will then have to sign for the checks. If someone is not available to sign for the checks, the mailroom will take the checks back to the Payroll Office and Payroll will mail out the checks. Payroll is asking for any suggestions to help with this process.

Adjournment...next meeting August 8th, 2007, 2:00 pm in the Library Community Room.