

ACCOUNTING MANAGERS MEETING

February 28, 2008

12:00 – 1:30pm

Kern Room

Attendees: Lisa Couch, Sonia Huckabay, Rebecca Jamison, Stephen Kegley, Debbie Rapp

AGENDA

1. Cerro Coso College Items
 - Operating Leases
 - Process for dealing with weekly cal-card billings
 - Develop a standard for processing checks through Certegy
 - Update on ASB emergency loan paybacks
 - Adjustments to student fees across fiscal years
2. Porterville College Items
 - Certegy Mail Order function
3. Bakersfield College Items
 - Purchase Order Entry training - streamline/coordinate
4. District Office Items
 - Invoices paid from originals only; utilities an exception
 - Leave for Summit on Sunday morning?
 - Marc Beam to help with Forest Reserve @ PC
 - DISC profiles
 - Data Extraction
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ACCOUNTING MANAGERS MEETING

March 20, 2008
10:30a.m.-12:00p.m.
Kern Room

Attendees: Lisa Couch, Sonia Huckabay, Rebecca Jamison, Stephen Kegley, Debbie Rapp

AGENDA

1. Cerro Coso College Items

- Parent Fees

2. Porterville College Items

- Encumbering estimated Cal-Card charges
- PC as “Pilot” campus for Travel Purchase Orders
- Calculating Overtime Pay (CSEA contract)
- Payroll Errors Question (CSEA contract)
- Understanding Payroll Deadline Dates

3. Bakersfield College Items

- Child Care Payments
- Purchase Approvals
- Cashiering/Permissions/Staff Functions
- Check Cashing Procedures

4. District Office Items

- Certegy issues
- Document Text field on PO's – no directions for check routing

ACCOUNTING MANAGERS MEETING

April 24, 2008

9:30-11:30a.m.

Kern Room

Attendees: Lisa Couch, Sonia Huckabay, Rebecca Jamison, Stephen Kegley, Debbie Rapp

AGENDA

9:30-9:45am: Kay Stitt – Payroll Q & A period

1. Cerro Coso College Items

- Cashiering Systems (CORE?)
- NSF purchase orders
- New fund/org requests

2. Porterville College Items

- Certegy claims payments
- Travel policy – prepayments and travel forms

3. Bakersfield College Items

- Refunds/crediting back the account
- Travel, travel, travel...

4. District Office Items

- Travel Processing @ campuses?
- Travel Forms having unique numbers – Marco
- Finalize all Salepoint sessions at DO?
- Parent fees
- Cal Card Procedures
- Tracking Child Development Center parent fees and payments through AR
- Encumbrance Liquidations on POs
- eBill for Student AR billing
- Employee Fee Waivers

ACCOUNTING MANAGERS MEETING

May 22, 2008

9:30-11:00a.m.

San Bernardino Room

Attendees: Lisa Couch, Sonia Huckabay, Rebecca Jamison, Stephen Kegley, Debbie Rapp

AGENDA

1. Cerro Coso College Items

- Group meal purchases - When is it acceptable and when is it not? For example, it is acceptable to do group purchases on cal-card, but not acceptable to have someone pay for all the meals and submit for reimbursement. What's the difference?
- Vendor Invoices (or not)

2. Porterville College Items

3. Bakersfield College Items

- COTOP & IRS Checks
- Students Registered & Dropped w/SGA Balance

4. District Office Items

- Travel Processing – will send email re: routing through business offices
- Finalize all Sale point sessions at DO – start new FY?
- Parent fees – start new FY?
- Cal Card Procedures – not complete yet
- Encumbrance Liquidations on POs
- eBill for Student AR billing
- Employee Fee Waivers – adjunct are waived per Board Policy (**7F7**) The District will waive all fees for adjunct instructors for courses taken at any of the District's three (3) Colleges if they are employed at the time of registration for the course.
- Receiving Override - FPARRIM
- Direct Security Access to Finance Objects
- Banner Upgrade

11:00-11:30am – Inyo Room for Invoice entry demonstration

ACCOUNTING MANAGERS MEETING

March 19, 2009

9:30-11:00a.m.

Mono Room

Attendees: Lisa Couch, Sonia Huckabay, Stephen Kegley, Christine Morales, Debbie Rapp

AGENDA

1. Cerro Coso College Items
 - PO Training/Consistency
2. Porterville College Items
 - Daily Cashier Activity and Finalizing Checklist
 - Old NSF Checks
 - \$100 Hold Policy
3. Bakersfield College Items
 - Financial Aid Reversals
 - Cashier Balancing Sheet
 - Scholarship Check Distribution
 - Credit Card Reconciliation
4. District Office Items
 - Record of conversation – staff
 - Using Expenditure transfer form vs. journal voucher form
 - Approval queue – disapprove vs. approve

ACCOUNTING MANAGERS MEETING

April 16, 2009

9:30-11:00a.m.

Mono Room

Attendees: Lisa Couch, Sonia Huckabay, Stephen Kegley, Christine Morales, Debbie Rapp

AGENDA

1. Cerro Coso College Items

- Generic Accounts (such as 444-44-4444 and 666-66-6666) – Many of these have outstanding balances, what do we do? Should we try to reconcile them?
- Update on PO and Travel Guidelines – Will this be sent out to the Accounting Mgrs before being distributed? What about mileage chart – when is it effective?
- Banner Student – I was informed that this group no longer exists. Who should we work with on Community Ed in Banner?
- Update on TPAY training and access?
- NSF check write-offs – when we write off the amount (either for SalePoint NSF check, ASB NSF check, or Bookstore NSF check) should we remove the hold in Banner?
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2. Porterville College Items

- Student Travel Authorization
- Routing of Checks
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3. Bakersfield College Items

- Purchasing Training
- Student Workstudy Checks
-

4. District Office Items

- PO close process...currently run every Friday for anything with -0- balance
- Address changes for vendors...Paulette to test “to/from” fields when she returns from vacation on 4/27.
- Using a prepaid account to pay for invoices

ACCOUNTING MANAGERS MEETING

June 18, 2009

9:30-11:00a.m.

Mono Room

Attendees: Lisa Couch, Sonia Huckabay, Stephen Kegley, Debbie Rapp

Absent: Christine Morales

AGENDA

1. Cerro Coso College Items
 - Prepaid expenses – update on use of POs
 - Student holds
 - Travel (there are a few questions here, so you can just list “travel” – I think they are all quick questions)
 - Purchasing for 09-10
 - Bookstore Inventory deadline
 - PO Cancellation vs E032
 - ASB Expense Requests
2. Porterville College Items
 - Double Posting of Invoice
 - Special Check Routing Instructions
 - Office Depot Invoices/Credit Memos
 - EO32 Form
3. Bakersfield College Items
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4. District Office Items

ACCOUNTING MANAGERS MEETING

March 11, 2010

9:30-11:30 a.m.

Mono Room

Attendees: Lisa Couch, Sonia Huckabay, Stephen Kegley, Debbie Martin, Christine Morales

AGENDA

1. Cerro Coso College Items

- Change banks
- PIN entry security
- PO printing (how often)
- Bulk mails and student bills – (change in bulk mail guidelines and possible financial impact)
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2. Porterville College Items

- Vendor Address Selection
- Receiving on Purchase Orders
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3. Bakersfield College Items

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4. District Office Items

- Only new thing is the new Travel process (part of A/P).
- CEO17, are campuses still collecting money in the class?
- Quickbooks

ACCOUNTING MANAGERS MEETING

April 15, 2010

1:00 – 3:00 p.m.

Mono Room

Attendees: Lisa Couch, Sonia Huckabay, Stephen Kegley, Debbie Martin, Christine Morales

AGENDA

1. Cerro Coso College Items
 - Student loans/Collections of loans
 - Setting up A/R in Banner
 - Pre-pay accounts
 - Maintenance Agreements/Leases
 - Student Per Diem
 - TPAY questions
 - Travel Prepayments – Faxed or emailed
 - Travel Processing (continued discussion from last Thursday)
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2. Porterville College Items
 - Sales Tax Issue for Student Club
 - USA Mobility
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3. Bakersfield College Items
 - SalePoint Upgrade and enhancements
 - Facility Billing
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4. District Office Items
 - Travel Forms – who to send to when vendor is other than traveler

Eddie Alvarado & Karen Pryor @ 2:30pm...Quickbooks update.

ACCOUNTING MANAGERS MEETING

May 20, 2010

9:30-11:30 a.m.

Mono Room

Attendees: Lisa Couch, Sonia Huckabay, Stephen Kegley, Debbie Martin, Christine Morales

AGENDA

1. Cerro Coso College Items
 - Outline our concerns/questions for the meeting with the Financial Aid Directors
2. Porterville College Items
 - Accepting bills larger than \$20 at A&R, etc.
 - Refunds for Community Service/Community Ed Classes
3. Bakersfield College Items
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4. District Office Items
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ACCOUNTING MANAGERS MEETING

June 17, 2010
9:30-11:30 a.m.
Tulare Room

Attendees: Lisa Couch, Sonia Huckabay, Stephen Kegley, Debbie Martin

Absent: Christine Morales

AGENDA

1. Cerro Coso College Items
 - Bookstore
 - Canadian vendors
 - Foundation accounts for departments
 - Record destruction
2. Porterville College Items
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3. Bakersfield College Items
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4. District Office Items
 - Charley Chiang – Flex Registration
 - Facility usage billing

ACCOUNTING MANAGERS MEETING

April 28, 2011

11:30 a.m. - 2:00 p.m.

Mono Room

Attendees: Lisa Couch, Sonia Huckabay, Stephen Kegley, Debbie Martin, Christine Morales

AGENDA

1. Cerro Coso College Items
 - Pay for print
 - Bookstore Pell charges and Barnes & Noble
 - Student Development Funds
 - Refunds (may be on Stephen's list too)
 - current dollar limit, mass processing of all refunds due (specifically FA until Board Policy Procedure updated) and then, how to handle student account when escheated to the state – assuming this is something we want to have done by June 30
 - Ongoing – automatic refunds (Kellie checking on the status of the revised Procedure)
 - Criteria for write-offs prior to 2005 (I'm almost done cleaning up the accounts prior to 2005, so we need to figure this out so we can work on getting a figure for Tom's approval for FY10-11 write off) – also discuss whether this should be a shorter time-frame too (such as 3 years, as we do with returned checks)
 - ODS
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2. Porterville College Items
 - Bookstore files (invoices, daily cashier paperwork, etc.)
 - Sage Fund Accounting software
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3. Bakersfield College Items
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4. District Office Items
 - BFAP reporting for '10-11
 - SAGE accounting – what are the module needs/wants for this software?

ACCOUNTING MANAGERS MEETING

June 21, 2011

9:30 a.m. - 1:00 p.m.

Mono Room

Attendees: Lisa Couch, Sonia Huckabay, Stephen Kegley, Debbie Martin, Christine Morales

AGENDA

1. Cerro Coso College Items
 - Bookstore Pell Charges
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2. Porterville College Items
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3. Bakersfield College Items
 - Online student payments – students with holds not allowed to pay online
 - Requirement for students to pay full balance online
 - Student fees for students enrolled at multiple campuses
 - Negative Financial Aid Reversals
 - Non-student, recurring receivable, 3-party Billing
 -
4. District Office Items
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ACCOUNTING MANAGERS MEETING

April 5, 2012

9:30 a.m. – 3:00 p.m.

Kern Room

Attendees: Lisa Couch, Sonia Huckabay, Stephen Kegley, Debbie Martin, Christine Morales

AGENDA

1. Bakersfield College Items
 - Collections for balances owed to The Foundation
 - Credit card processing

2. Cerro Coso College Items
 - Ref Pay
 - Independent Contractor/Insurance/1099 – this is also Sonia's topic
 - Term Change – April 12 is priority registration – Just FYI
 - Testing on student accounts – Just FYI
 - Auction Sales & Sales Tax / Quid Pro Quo Contributions – this is also Sonia's topic

3. Porterville College Items
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4. District Office Items
 - Procedures for accounts sent to collections
 - Project listing matrix
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9:30-10 a.m. – Carl Bowman & Christina Ipe - FOATEXT

ACCOUNTING MANAGERS MEETING

June 5, 2012

11:30 a.m. – 1:30 p.m.

Kern Room

Attendees: Lisa Couch, Sonia Huckabay, Stephen Kegley, Debbie Martin

Absent: Christine Morales

AGENDA

1. Bakersfield College Items
 - Sage Implementation
 - eProcurement
 - Credit Card Processor
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2. Cerro Coso College Items
 - Collections (closing out accounts with GreenTree and corrections to student accounts) – both of these questions are based on your email from 5/25/12
 - Foundation questions
3. Porterville College Items
 - Foundation accounting segments for new software
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4. District Office Items
 - Office Depot eProcurement question