



Financial Affairs Collaboration Team (FACT)

October 11, 2023

10AM-11AM

<https://csusb.zoom.us/j/86107502025>

Minutes

Accounting Updates

- Kristine Barraza
 - Announced that Accounting Services has submitted FIRMS report to the Chancellor Office for the first quarter of this fiscal year.
 - New hire Yahaira started a month ago, she will be assisting with transfer of expense, chargebacks and other.

Presentation - Student Employment

- Kalie King
 - Ms. King introduced herself.
 - Encourage everyone to attend the discussion forum through the staff development center. These sessions are to address any questions, comments, or concerns about student employment; there is one being held this week.
 - October 26, 2023
11:30 am - 12:30 pm
Staff Development Center - PL 1104
 - If anyone needs any training information on technical workshop for any group; such as a department, leads or student assistant please reach out to Kalie.

Accounts Payable & Travel Updates

- Jay Wood
 - Searching for a replacement for Mark Gamboa, who was in the travel area helping Mona. He has transitioned over to Student Financial Services; actively looking to fill the position.
 - Two accountable payable technician positions are open-posted and working on reviewing.
 - Rodrigo Melesio, from procurement has been promoted and now is Buyer I, which leaves an AEC position open working on filling that spot.
 - The contracts person for FPDC and public works related position is open, working on getting that posted. Currently, Jayce Cortez is covering that position.
 - Have encountered problems with hospitality. Individuals exceeding their allowance of meals. On the hospitality policy, there is a threshold allowable for what is to be spent for breakfast, lunch, and dinner. If for any reason you need to exceed the meal allowance, please have your VP sign off on it; when processing no issues will be encountered.



- Concur is going through a new interface, new designs; changes in the drop-downs, information consolidated into side panels etc.
- Mona is working to update the tutorials to include the new layout design, so that the PDF tutorial matches the actual system.
- Accounts Payable is shorthanded; Syliva Perez moved to Sponsor Programs, and Amber Schneck is currently filling in for Sylvia. If anyone has questions about ASI, Philanthropic, and UEC invoices reach out to Amber Schneck.

Procurement Updates

- Angelica Jara
 - No Updates

Budget Updates

- Homaira Masoud
 - The Budget Office is currently testing the 2023 Questica upgrade. Once completed, Questica development team will work with our IT to test SSO (Single Sign-on) and then Questica team will schedule a day to do the upgrade and cloud migration. The system will be unavailable to users for approximately 4-5 hours during the migration. The new Questica layouts will be vastly different from the current version.
 - Training will be provided by the Budget team to the Questica users.

ITS Updates

- Gabby Guzman
 - Billing for the telephones for the month July was posted on October 3rd.
 - Working on August & September billing to have everyone bills up to date.

Student Financial Services Updates

- No updates.

Support Services Updates

- No updates.

Questions

- Gabby Guzman asked if there is any way staff may receive weekly or monthly reports of student assistants that are fully enrolled or in compliance with being eligible for employment on campus. As they have encountered some issues with the student's assistant and payroll.
- Kalie King responded and mentioned they are working on generating a bi-weekly report to let the departments and the student assistants know if they are not following the requirements for being a student employed. They can help with setting a probation period, terminating, or whatever the department feels is best.