



Financial Affairs Collaboration Team (FACT)

November 8, 2023

10AM-11AM

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

Minutes

Introduction

- AVP – Finance, Sesar Morfin
 - Mr. Morfin introduced himself as the new AVP for Finance and Administrative Services; has been at CSUSB since September.
 - Stated that he was the Director of Business Services from Coastline and that he worked in CSU system prior at San Francisco State University.

Accounting Updates

- Khristine Barraza
 - Announced that they are currently closing for the month of October; all journal entries request were due earlier in the week.
 - Chris Hahn has recently joined the Accounting Services team on the state side as a new accountant, while Yohaira Aguirre; another accountant on the team, began her role one month ago.
 - The accounting department is fully staffed.
- Michelle Bulaon
 - Informed that there is nothing new on the Auxiliary side, working towards closing the month of October.
 - Working on small items requested from the auditors.
 - Currently reviewing applicant applications for Accounting Tech III; position on the Auxiliary side.

Accounts Payable & Travel Updates

- Jay Wood
 - Informed that moving and relocation for faculty has not been settled yet; Faculty Affairs office is still working on providing updates.
 - Any questions regarding moving and relocating, reach out to Mona Sinha in Travel.
 - Accounts Payable is shorthanded and are recruiting for three positions.



- Announced that corporate cards are currently being rolled out; many cardholders have already enrolled and completed their training.
- Informed that Mona has updated 30-40 different tutorials to match the new user interface for Concur.
- They have identified someone for the traveling position; hoping it will work out.
- Amber Schneck
 - Informed that Accounts Payable is short staffed with two AP positions opened; Mona has a travel position opened as well.
 - Informed that they did one round of applicants but was not successful; hoping to get some qualified applicants.
- Manorama Sinha
 - Stated that concur will have a new look and hopes that starting next year they will call it SAP Fiori; actively working on getting the PowerPoints and tutorials updated.

Procurement Updates

- Jay Wood
 - Informed that whoever needs to book an event, to submit contracts soon to procurement to make sure they have negotiated with the vendor.
 - Asked to please not make deposits for things before procurement has a chance to review and approve contract.
 - Stated to include procurement early in the process for any Holiday events.
- Angelica Jara
 - Stated to ensure to have all documents when submitting a requisition and a hospitality form; makes process smoother.
 - Informed that facilities contracts position is posted.

Budget Updates

- Homaira Masoud
 - Informed that Questica upgrade is still going on and will update when all tests are done.
 - There will be training that Budget Office will provide.
 - Reconciling with HAARP is another issue because Accounting and Budget Office gave some allocation.
 - Trying to see how much balance they have; estimated to have around 1.4M.
 - Working on several other cabinet approved items.



ITS Updates

- Gabby Guzman
 - No updates.

Student Financial Services Updates

- Claudia Enriquez
 - Announced that since COVID, they stopped processing petty cash and giving people cash reimbursements. Ever since Jay and his team took over the process, they are now sending direct deposits or checks to people who need reimbursement.
 - Stated that if departments still have petty cash funds open to please close them; bring them to the office and fill out the form and make sure it is signed by the department head.
 - The website will be updated to remove the form and the procedures for petty cash.
 - Reminded all departments who are accepting funds that they must be approved to be a satellite cashiering location.
 - If anyone is receiving payments, an authorization is needed to be a collection point.

Support Services Updates

- Brandon Hernandez
 - No updates.