



## Financial Affairs Collaboration Team (FACT)

December 13, 2023

10 AM-11 AM

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

### Minutes

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#### Accounting Updates

- Khristine Barraza
  - Reminded everyone to start looking at their balances and budget versus actual as they are halfway through the accounting calendar.
  - Commented that if anyone needs help reviewing data, warehouse reports, cash balances or any expense questions to reach out to accounting.
  - Informed that for any journal entry request or request invoices to please utilize the Cherwell website for accounting. Cherwell will help to track and have accountability for both sides and process tasks promptly.
  
- Michelle Bulaon
  - Provided updates on the systemwide Audit on the state side with KPMG:
    - Audits for the auxiliary business units have been completed; Associated Students Incorporated (ASI), University Enterprise Corporation (UEC) and Philanthropic Foundation.
    - Currently finalizing financial report for San Manuel Student Union (SMSU); will be completed this week.
    - Audit for the Sponsored Programs is almost finalized, waiting on two items pending; will be submitted this week.
  - Informed that in preparation of the UBIT reporting she will start sending out requests and inquiries about revenues sometime this month and into January, which will be due at the end of the third week of January.

#### Accounts Payable & Travel Updates

- Jay Wood
  - Has accepted the role of Director of Procurement; will continue to supervise Accounts Payable, Travel, and Disbursement.
  - Currently searching for an interim to replace his role as Director of Accounts Payable, Travel, and Disbursement.



- Announced that the last check run for the calendar year will be on Tuesday, December 19, 2023.
- Any payroll items or emergency payments need to be submitted before Friday, December 22, 2023; as they will be out of the office by then.
- Clarified the confusion over the new corporate card and fuel options:
  - The “Fuel” option in the menu is only for fleet vehicles (campus vehicles).
  - “Travel” option in the menu is fuel for rental vehicles that need to be refueled before turning them in.
  - If one is driving their vehicle the corporate card cannot be used. Must file a mileage claim in Concur and will be reimbursed accordingly.
- Manorama Sinha
  - Mona reminded everyone that Concur will be going into a new interface and she is currently continuing to work on the video tutorials for the campus; will announce once videos are completed.

### **Procurement Updates**

- Jay Wood
  - Announced that they continue to give out corporate cards to campus for this year and will continue in January. Once all state-side card holders are converted, corporate cards can be available to those who need them; the corporate cards are acquired by applying through My Coyote.
    - Informed that the Staff Development Center will have an announcement coming out on how to apply for the corporate card. If any questions arise, contact Ashley Alcazar before the end of this year (she will be leaving for maternity leave). Starting in January contact Angelica Jara in procurement who can coordinate any training.

### **Budget Updates**

- Jessica Lu
  - Informed Questica testing has been completed on their end, however, campus IT and Questica developers’ team are working together to test out the single sign-on (they have finished the setup and mapping).
    - Target date for the upgrade migration of Questica is before Wednesday, January 31, 2024.
    - If any changes arise regarding testing, they will inform everyone.



### **ITS Updates**

- Gabby Guzman
  - Due to limited staff and resources, ITS is three months behind on telephone billing, however, will continue to work on it.

### **Student Financial Services Updates**

- No updates.

### **Support Services Updates**

- No updates.

### **Questions**

- Gabby Guzman asked if Human Resources could be reached out to provide updates regarding position descriptions at the next FACT meeting. Ms. Guzman also mentioned how many have been surprised by all the changes taking place as they have affected how they do recruitment.
- Mimi Badulis informed that Human Resources was reached out and Julio Arevalo from Talent Acquisition responded. Confirmed he will be ready to have updates and present in January.
  - Ms. Guzman asked if Ms. Badulis could confirm that Mr. Arevalo would be updating on position descriptions and recruitment process since he was under Class Comp. but has now moved to Talent Acquisition.
  - Ms. Badulis mentioned she will confirm to make sure the presentation is on position descriptions rather than talent acquisition.