



Financial Affairs Collaboration Team (FACT)

August 9, 2023

10AM-11AM

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

Minutes

Accounting Updates

- Kristine Barraza
 - Had a successful closing for FY 2023-2024 and in the process of closing the month of July.
 - Working on submission of final reports to the State Controller's Office for the last fiscal year.
 - Compiling information for the annual student fee report that is due to the Chancellor's Office and the end of the month.
 - Currently recruiting for two Accountant I positions; starting interviews.

- Michelle Bulaon
 - Announced new promotions for Accounting Services - Auxiliary
 - Elena Iporac - Accountant I; will be working on complex account reconciliations, financial reporting and supporting with audit season as the liaison between the department and the external auditors.
 - Mallory Ruiz-Lester – Sponsored Programs Administration (SPA) Billing Specialist.
 - Gladys Ignacio - Accounting Tech III position; will perform functions related to ASI, SMSU, UEC, and Philanthropic Foundation as well as assist with Sponsored Programs.

Accounts Payable & Travel Updates

- Jay Wood
 - Tessa Alex will be relocating to Canada at the end of the next month and Silvia Perez has accepted a position over at Sponsored Programs; will be searching for replacements soon.
 - Currently still working on rolling out the corporate card; 100 of them have already been provided. Proving it to 400 holders has been difficult, therefore, cards are being distributed by phases.
 - Currently working with Athletics to get them enrolled and next will be Philanthropic and the State site.

- Mona Sinha
 - No travel updates, however, for those who need a refresher or need Concur training please register; will be holding Concur training twice a month.
 - There are two parts to the training; the first part will concentrate on booking approval and prepare when someone is traveling.



- The second part will review expense reports and what needs to be done when someone comes back from traveling.
- Concur has gone through a new user interface, however, they have announced recently that they have updated again and there will be additional changes; tutorials will have to be updated once again for Concur.
- Informed that announcement regarding the ghost card in Concur has been sent out.
 - **Booking Airline Tickets in Concur**
 - Effective immediately, there will no longer be separate airline cards for the State and Auxiliaries. When booking flights in the Concur Travel platform, it will now default to a single (new) card that will be on the dropdown for flight booking. You will notice that the Stateside card (ending with 7713) and the Auxiliary card (ending with 7747) on the dropdown list will no longer appear. Please default your airline bookings to the single new card.
 - **Reconciling Airfare Expenses**
 - When reconciling your expenses after the trip has concluded, all travelers must include the airfare charges that will appear under the “Available Expenses” section as part of their expense report reconciliation. Below is a sample screenshot showing where the air card transaction can be located. This will show up as a “CPO/Third Party” charge and must be included as part of your reconciliation so that these expenses are properly validated through the approval workflow.

Budget Updates

- Homaira Masoud
 - Presented the Budget to the Cabinet; Cabinet is still reviewing at the moment.
 - Once reviewed and decided, the budget will be allocated and be able to be presented in September to this forum.

ITS Updates

- No Updates.

Procurement Updates

- Amy Beran
 - Campus locations List to Update PeopleSoft
 - Locations and origin codes need to be updated in CFS; a lot of departments have split and changed in CFS, it does not match the names in the system.
 - Working on getting all that updated. Will appreciate if everyone can update their department/division and send the list.



Student Financial Services Updates

- Claudia Enriquez
 - Informed that they are starting on the refund process for students today.
 - Reminded all departments that if there is anyone that has not submitted their request for cash handling locations and cash handling personnel, please know you are not authorized to collect payments.

Support Services Updates

- No updates.