

**Financial Affairs Collaboration Team (FACT)
June 8, 2022**

<https://csusb.zoom.us/j/89209269382>

- Announcements
 - Mimi: Note deadlines for accounting

- Presentations:
 - Rima Tan: Inter-Unit Transfers SBCMP, SBSUN, and SBASI
 - Q: have the guidelines been posted? (Gabby)
 - A: Not yet, but Lisa will post.
 - Q: Regarding the units not yet using this process, why have they not been incorporated in? (Gabby)
 - A: this is a banking issue – those units use Citizen'S Bank as opposed to Wells Fargo.
 - Comment: Maria Majeri-Neri: Many thanks for using this system; has simplified process greatly at the SU.

- Accounting
 - Rima:
 - Auxiliaries are still on track for May closings
 - In midst of prep for year-end
 - External audit starting as of April 30
 - Year-end deadlines remain in place as listed
 - HERRF update: thank you for the submissions, and for patience while the submission reviews are in process.
 - Still accepting for 21/22, the deadline is June 9.
 - Any questions can be direct to Marlene at heerfclaims@csusb.edu
 - Christine:
 - Wrapping up EOY and May close-out this week; to echo Rima, the deadline for year-end transfers, requests for invoice and chargeback is June 8.

- Accounts Payable & Travel
 - Jay:
 - Year-end closing in works;
 - Are receiving last minute submissions – thy will try to get to anything that comes in post-deadline but no promises so submit ASAP.
 - Will be introducing the new corporate card to pilot users possible July

- In final stage of implementation and conversion
 - Concur will change over but *wait for announcement to come after year-end
- Mona:
 - Still have out-standing travel items – 289 remain open
 - Team continues to work with departments to submit expense reports
 - Upcoming in June will be accrued
 - Those still open from 2021 will push to following fiscal
 - Employees who attended Virtual conferences: if there is a card expense i.e. registration cost, you must submit an expense report.
 - Employees who attended no cost conference or event with open travel request must zero out and close
 - There is a June 18 deadline for expenses for the 2021 fiscal year; if deadline missed they will hit next fiscal year.
- Budget
 - Homaira:
 - Year end June 15 deadline is active
 - Budget May revision has been released and presented to UBAC
 - There are no discretionary funds added to campus specifically
 - Plan to present once final allocation and memo are approved
- ITS
 - Gabby:
 - Commenced working on this billing cycle
 - Noted some errors (double postings, unmatched entries) and are working to correct before year-end
 - The new billing rep is aware and team is working on the issues
- Procurement
 - Teresa:
 - Met w/ VP Sudhakar regarding UPEC
 - Volume is higher than usual
 - IN the coming fiscal new UPEC form will ID dollar value of all unauthorized purchases so MPP and/or VP is aware
 - Report will disclose monthly to VPs all on UA expenditures
 - Procurement will have a clearer picture and be able to share more info after year-end
 - Erika:
 - Wanted to mention that everyone will notice that SBPHL is no longer available
 - SBPH2 is now active (SBPHL is still visible, but individuals should ONLY use SBPH2)
 - Any reqs created under SBPHL will need to be closed out and departments will need to resubmit

- Currently only 2 out-standing Pos; Amy will work on back-end
- Contact Amy directly for any issues
- Change orders for existing Pos will not be added until after post June 16 deadline – after 2nd week of July at latest
- Had meeting with UEC regarding Chartwell issues
- Thomas is more aware and will work during summer to prep for Fall:
 - Possible new leadership changes as well as added/new staffing
 - They will meet weekly with Chartwell
 - Please contact Thomas and/or John for complaints – they will email direct communication back to Chartwell
- Procurement will work with vendor if you keep them informed of issues

*** MIMI: SPPH is for procurement and AP

➤ Student Financial Services

- Susan Rose;
 - Claudia ON VACATION;
 - Team looking at student financials
 - Finalizing clean-up for Account Receivable

➤ Support Services

- Brandon:
 - No updates