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**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](mailto: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