

**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