



Financial Affairs Collaboration Team (FACT)

March 13, 2024

10AM-11AM

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

Minutes

UPD Updates

- No updates.

Parking Servies Updates

- No Updates

Risk Management Updates

- No Updates

Accounting Updates

- Jacqueline Jegonia
 - Announced that they are still working on closing out February. If anyone has any questions, please reach out.
- Michelle Bulaon
 - Stated that Bank of America has all accounts closed under UEC.
 - Currently busy preparing for Chancellor's Office audit.

Accounts Payable & Travel Updates

- Amber Schneck
 - It was stated that they are in the final stages of interviewing for the vacant position to replace Lawrence Figuerres, who moved to accounting services. A decision is expected to be made by the end of the week.
 - Mentioned that they hope the position will be filled soon to address inquiries about invoice payment status. This will streamline the process, ensuring invoices flow through properly without the need for direct contact.



- Manorama Sinha
 - Announced the rollout of the new Concur interface on Friday, March 15th. Upon logging in, users will notice a new look. Tutorials are available on the website, and training for the new interface are ongoing to familiarize everyone with it.
 - Stated that signing up for training is essential, with more sessions planned in the coming months. Training options are hybrid, allowing attendance in person or via Zoom.
 - Starting in April, they will begin sending outstanding travel expense reports from Concur.
 - Some departments have already reached out, and reports will be sent to those specific departments.
 - Going forward, reports for outstanding travel expenses will be sent so the group can submit expense reports promptly. Especially for trips that have already ended, to ensure timely processing before the end of the fiscal year.

Procurement Updates

- Angelica Jara
 - Announced new employee, Megan Martinez, who started on March 7th and is currently in training for the Capital Construction position.
 - Procurement is currently working on corporate card reconciliation reports, aiming to catch up on a backlog as soon as possible.
 - For questions regarding expense reports or corporate cards, individuals are encouraged to email Angelica Jara, Karo Hernandez, or email at corporatecard@csusb.edu with any questions.
 - Procurement is also working on updating the handbook.
 - It was announced that there are approximately 60-65 remaining cardholders, with about 20 P-card holders who have not completed the required training.
 - Stated that those who have not completed the training should expect an invitation from staff development. Others who have received notifications that their cards are ready should pick them up.
- Jay Wood
 - The corporate card process is still in progress and are in the final stages of converting all existing cardholders.
 - Individuals with philanthropic cards are reminded to contact Angelica or Karo Hernandez in procurement to turn them in and start the training. These cards will be closed at the end of March to facilitate the closure of those accounts.
 - A reminder is given about the approaching year-end close. Schedules for closing dates and times are being set, and everyone is encouraged to submit any outstanding items sooner rather than later.



Budget Updates

- Homaira Masoud
 - They will provide an update after receiving the preliminary allocation memo from Chancellors Office.

ITS Updates

- Gabby Guzman
 - Announced that they are now caught up with phone bill charges.

Student Financial Services Updates

- Claudia Enriquez
 - Announced the hiring of Laura Mosqueda as a new third-party specialist from CG.
 - Mentioned that the new position for the billing and 1098 specialist will be posted this week and encouraged those interested to review the posting; it will run for two weeks.
 - Thanked those who submitted their cashiering collection point applications. Approval or denial responses will be sent out soon. Those who have not yet submitted an application were encouraged to do so, as the first one is due by May 1st.

Support Services Updates

- Brandon Hernandez
 - Two new hires in printing services were announced: Elizabeth Diaz as the Administrative A/C and Kathy Lou as a Reprographics Specialist.

Questions

- Danielle White asked about any best practices to meet the fiscal year and deadlines each year.
- Amber Schneck stated to encourage vendors to send invoices as items are shipped to facilitate processing.
 - Acknowledges concerns from departments about meeting year-end deadlines based on last years' experience.
 - Suggested to departments with faculty recruitments in April to submit items by the second deadline for year-end processing before June 30th.



- Mentioned the reason for setting two deadlines is to avoid overwhelming submissions on the last day, which can lead to delays and processing issues.
 - Encouraged timely submission of expenses and receipts, noting that holding onto items can lead to delays in processing, such as receiving expense reimbursements six months after the fact.
- Jacqueline Jegonia encouraged to reach out ahead of time for any questions regarding chargebacks, expense transfers, or invoice inquiries.
 - Assures assistance from their office to facilitate these processes for year-end deadlines; suggested to contact the office as soon as possible to begin the process, as the sooner they are informed, the better they can assist.
 - They are available to walk through the process with anyone who needs help, it's recommended to let them know as soon as possible.
- Jay Wood emphasized that if something urgent has come up and it seems to have fallen through the cracks, individuals are encouraged to reach out personally to request attention.
 - Urgent items should be brought to their attention directly with a request for assistance or resolution.
 - There is a reminder to start thinking ahead of time to avoid being flooded with urgent matters at the last minute.
- Iwona-Maria Contreras asked if anyone has reached out to the bookstore or if Accounts Payable would accept the receipts received for any PO's needing payment.
 - Mentioned being backed up on six months of receipts that have not been paid off because AP has not received them, as the bookstore has not processed them.
- Amber Schneck acknowledged awareness of the bookstore's new invoicing system, mentioning they were informed by the bookstore about the testing. However, was not aware of the backlog of six months and will reach out to the bookstore to investigate the issue.
 - Mentioned the inability to accept receipts due to potential reconciliation issues, as invoices need to be matched with PO numbers for proper processing.
 - Assured that they will contact the bookstore today to try and resolve the situation.