



Financial Affairs Collaboration Team (FACT)

April 9, 2025

10AM-11AM

<https://csusb.zoom.us/j/81447480238>

Minutes

University Police Updates

- John Gutierrez
 - Announced that the University Police Department received full accreditation from the International Association of Campus Law Enforcement on April 2nd.

Parking Services Updates

- No updates.

Accounting Updates

- Kristine Barraza
 - Stated that the month-end close for March is currently delayed due to ongoing issues with the labor cost distribution process; further progress is temporarily on hold until current issues are resolved.
 - Announced that Maria Burlingame, Accounting Technician for Stateside Accounting, has resigned to pursue other opportunities.
 - Requested that all future inquiries related to Interagency Financial Transactions (IFTs), formerly known as CPOs, or any issues with Wells Fargo stop payments, be directed to either Kristine Barraza or Jacqueline Jegonia.
 - Mentioned that there are no updates yet regarding the backfill of Maria Burlingame's position.

Accounts Payable & Travel Updates

- Jay Wood
 - Announced that CSU Buy, which includes the Jaggaer tool, is currently in the campus implementation phase.
 - Shared that the Chancellor's Office will be hosting an orientation for the campus community regarding CSU Buy; a date has not been confirmed.
 - Reminded everyone that year-end closing is approaching. The procurement closing schedule is now available on the Procurement and Accounting & Finance website.



- Amber Schneck
 - Announced that Josh Sanchez has joined the team as a Technician supporting Sponsored Programs Payables.
 - Informed attendees about the upcoming MP 6.0 upgrade scheduled for April 26–27, which will affect Accounts Payable processing.
 - Noted that the last day to approve Concur files is Thursday, April 18th; Files will be processed on April 21st, and paid out on April 22nd.
 - Confirmed there will be no pay cycle on April 24th. Urged everyone to plan accordingly, as no transactions can be entered into the system on April 24th or 25th.
 - Emphasized key AP deadlines:
 - April 18 – for non-PO payments and vendor invoices incurred on or before April 14th.
 - May 16th – for goods/services incurred between April 15th and June 30th.
 - Mentioned a new travel policy expected to take effect in July, pending communication and training.
 - Announced a new Direct Pay and Hospitality Worksheet process is now live. Although it has not yet been opened to the entire campus, training will be offered soon. Encouraged everyone to stay tuned for more information.
- Manorama Sinha
 - Stated that the deadline to submit both travel requests and expense reports in Concur for fiscal year 2024–2025 is June 5th, for travel ending on or before June 30th.
 - Trips beginning after June 5th but ending before June 30th will be accrued.
 - Noted that Accounts Payable will finalize approvals for expense reports and cash advances by June 17th, and all dates are posted on the Fiscal Year-End Deadlines website.
 - Departments will begin receiving emails the week of April 14th regarding outstanding travel requests and unreconciled air transactions.
 - Urged users to check their Concur dashboards for outstanding airline ticket charges under "Available Expenses" and to reconcile them in a timely manner to prevent aging issues.
 - Directed staff to contact the Travel Office for travel-related questions, and the Procurement Corporate Card team for card-related concerns.

Procurement Updates

- Jay Wood
 - Shared that he and J.C. Cortez attended a Small Business Expo hosted by Cal State Fullerton, which had a much higher turnout than expected.
 - Stated that all vendors were certified small businesses through the Department of General Services (DGS) and emphasized the university's responsibility to meet small/disadvantaged business purchasing targets.
 - Announced plans to compile and distribute vendor information to departments that regularly purchase goods/services.



- J.C. Cortez
 - Shared that they are working through vendor challenges related to recent increases in insurance requirements for campus events. Some vendors are cooperating by providing excess liability coverage, while others are unable to comply.
- Angelica Jara
 - Announced that the corporate card fiscal year-end deadline is May 23rd; any charges for this fiscal year must be submitted by then.
 - Shared that notices of outstanding, unsubmitted reconciliations—some dating back a year—are being sent out. Budget approvers may start seeing old approval requests as cardholders work through backlogged charges.

Facilities Updates

- No updates.

Budget Updates

- No updates.

ITS Updates

- Gabby Guzman
 - Stated that telephone billing is current through March with no issues to report.

Student Financial Services Updates

- Claudia Enriquez
 - Reminded everyone of the April 1st email regarding annual banking policy and cash handling renewal—required for all approved payment-accepting departments.
 - Departments must resubmit renewals by May 1st; if procedures have changed, update forms accordingly.
 - Questions can be directed to Claudia Enriquez or Raquel Vallejo; workshops will be offered if needed.
 - Announced that student payment requests (e.g., for merit or GPA-based awards) must be submitted by May 30th to ensure processing and disbursement before year-end.
 - Noted that all deposits for this fiscal year must be received by June 23rd to meet the June 30th fiscal close deadline.

Support Services Updates

- Brandon Hernandez
 - Announced that May 30th is the deadline for postage/mail services and print job submissions to ensure processing by fiscal year-end.
 - Encouraged departments to reach out if support is needed.



Questions/Comments

- Sesar Morfin
 - Reminded everyone that Real ID compliance is now urgent, with less than a month left before the requirement takes effect.
 - Everyone, especially those who travel for university business, are compliant.
 - Shared that registration is open for the upcoming CSU Business Conference held virtually (April 14–25, Mon–Thurs only); those on the listserv (previous attendees) received emails, but others can register via the shared link: <https://calstate.eventsair.com/2025-csu-business-conference/>