



Financial Affairs Collaboration Team (FACT)

October 8, 2025

10AM-11AM

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

Minutes

University Police Updates

- No updates.

Parking Services Updates

- No updates.

Accounting Updates

- Khristine Barraza
 - Stated that the Stateside Accounting team remains on track to close the quarter by October 10, 2025.
- Jacqueline Jegonia
 - Addressed issues with chart of accounts closures, noting that departments often request closures after submitting transfer of expense requests, which causes system errors at month-end.
 - Requested that departments include a note in the description of transfer of expense requests when they are related to a closure, to help avoid errors and ensure timely submission to the Chancellor's Office.
 - Discussed invoices created by departments, explaining that invoices not generated by Accounting Services cause confusion between Accounts Payable and Accounting.
 - Advised departments not to attach self-created invoices, as this adds unnecessary confusion; encouraged staff to reach out with questions for clarification.
 - Reminded departments about chargebacks and transfer of expenses, suggesting they be submitted regularly rather than waiting until the end of the fiscal year to prevent errors and allow time for review.



- Noted that her team—Chris, Yahaira, Gladys, and herself—is available to assist with chargeback or transfer submission questions.
- Explained that some cash advance returns are being posted to incorrect Chartfield strings, making reconciliation difficult.
 - Manorama Sinha clarified that cash advance return postings depend on each situation.
 - Explained that full returns for cancelled trips may go to 107-004-SRF01, but partial returns follow specific Chartfield guidance handled internally with Student Financial Services (SFS) and the Travel Office.
- Michelle Bulaon
 - Noted that the auxiliary business units, ASI and Philanthropic, have already issued their final audited financial statements.
 - Reported that the financial statements for SMSU and UEC are still pending and are expected to be issued by October 13, 2025.
 - Indicated that once these remaining statements are issued, operations will return to normal.

Accounts Payable, Travel & Procurement Updates

- Jay Wood
 - Noted the team is currently heavily focused on the Procure-to-Pay (P2P) CSU Buy project, which may result in delayed responses.
 - Explained that compliance users are being invited to review P2P workflows that were previously outside PeopleSoft, such as marketing communications approvals and independent contractor reviews.
 - Clarified that these invitations are not full training, but a preliminary review to ensure approval processes are routed to the correct people in each department.
 - Announced that full campus-wide training is scheduled for November–December, with notifications to follow.
 - Reminded staff that the Procurement and Contracts website has CSU Buy demos and recordings, including the shopper demo, and encouraged departments to review these resources.
 - Requested department leaders to communicate updates to their teams to ensure awareness of the P2P implementation.



- Angelica Jara
 - Reminded departments to contact the Corporate Card team at corporatecard@csusb.edu for any questions or requested information related to corporate cards.
 - Acknowledged delays due to the ongoing P2P (Procure-to-Pay) implementation and encouraged early submission of requisitions to allow sufficient processing time.
- Amber Schneck
 - Reminded departments that all travel expense reports must be submitted within 60 days of the last day of travel.
 - Announced that automated reminder messages will soon be sent from Concur to notify users as they approach the 60-day deadline.
 - Explained that travel requests will automatically close 60 days after the final travel date, with an email notification sent to the traveler.
 - Informed attendees that if extenuating circumstances prevent timely submission, users may contact Mona, Marco, or Amber to request that the travel be reopened.
 - Provided an update on staffing, noting that the Accounting Tech II position is currently in the interview stage, with the goal of filling it soon to alleviate workload impacts on invoice processing.
- Grace Parra
 - Encouraged staff who have not yet attended to complete the trainings through CSU Learn and schedule one as needed.
- Manorama Sinha
 - Announced that in-person and hybrid Concur trainings have begun to accommodate both Palm Desert and main campus participants.
 - Encouraged departments to have team members attend the upcoming sessions.

Facilities and Risk Management Updates

- No updates.

Budget Updates

- No updates.

ITS Updates

- No updates.



Student Financial Services Updates

- No updates.

Support Services Updates

- No updates.

Questions/Comments

- No questions/comments.