Financial Affairs Collaboration Team (FACT)

November 12, 2025

10AM-11AM

https://csusb.zoom.us/j/87809616161

Minutes

University Police Department

No updates.

Parking Services

No updates.

Accounting Updates

- Khristine Barraza
  - October month-end close expected by end of week.
  - Awaiting labor cost distribution posting.
  - DOA 360 approval routing assignments due Friday.

- Michelle Bulaon
  - EAD reporting was submitted end of October.
  - Informed that they are busy with audits involving the Children's Center, followed by the upcoming single audit review and submission for sponsored programs.
  - Auxiliary accounting team is busy with closing the October books that is scheduled to close on November 15th; all requests, journal entries, expenses and invoices should be submitted promptly.
  - Reminded everyone working with sponsor programs to submit expense reports on time each month to ensure accurate recording and smooth audit reviews, emphasizing that timely submissions are crucial for compliance and efficiency.

Accounts Payable, Travel & Procurement Updates

- Jay Wood
  - Actively working on several major system implementations, including:
    - Concur single instance launch
    - P2P (Procure-to-Pay) system implementation
    - New credit card system scheduled for rollout early next year

- P2P system is planned to be available to campus users by February 1st, following training sessions in mid to late January.
- Training resources and recordings are posted on the CSU Buy Procure to Pay webpage, including recent town hall recordings.

- Amber Schneck
  - Announced that there is a vacancy; currently trying to fill the position and in the meantime to please continue submitting vendor invoices (A through F) to the designated team, which all invoices are managed through the payables email.
  - Reminded that since campus will be closed for winter break from December 24th to January 1st; the last pay cycle for the year is scheduled for December 23rd, with a small pay run to meet mailing deadlines.
    - All requests and invoices should be submitted at least two weeks prior to December 18th to ensure timely processing and mailing, avoiding delays over the break.
  - Informed that Accounts Payable and Procurement will be in a three-day training from January 13th to 15th; during this time both departments will be offline to focus on the training.
    - A pay cycle is planned for January 12th to process payments before the training period; there will be no pay runs on January 13th and 15th.

- Manorama Sinha
  - Reminded everyone to submit expense reports promptly after trips, ideally within 60 days, as delays can have implications for tax reporting and compliance.
  - Announced that she has started conducting training sessions to support both the Palm Desert campus and the main campus; attendance is encouraged.
    - Upcoming training sessions are scheduled for tomorrow, November 13th at 10AM and next week on November 19th; the training covers travel approvals, booking procedures, and expense report reconciliation.
  - Staff are encouraged to attend the training due to ongoing changes and updates in Concur.
  - Informed that she will be out of the office starting December 6th until campus reopens in January; during this period, questions can be directed to travel@csusp.edu.
    - Marco Bejarano will handle matters in her absence, and Amber Schneck will assist with escalations or urgent issues.

Facilities/Risk Management

No updates.

ITS Updates

- Gabby Guzman
  - All charges for telephones up to July have been billed.
  - The organization is transitioning to a new communication method via Teams; further details will be communicated by the ITS team once available.

Student Financial Services Updates

- Claudia Enriquez
    - Reminded that all cash handling and PTI training is available at CSU Learn; staff must request access through Staff Development, who will then assign and enroll cash handlers accordingly.
        - This training is required annually; staff should reach out to Staff Development if they are unsure of when their cash handlers last completed the training.
        - The SFS office is working on generating reports to send out automated reminders for upcoming training completion.
    - Payments to student's link is now live; the link was shared in the last meeting.
    - Presentations regarding both topics; cash handling and payment to students, will be given during the upcoming CSU Business Conference.

Support Services Updates

- Brandon Hernandez
    - No updates.