



Financial Affairs Collaboration Team (FACT)

May 14, 2025

10AM-11AM

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

Minutes

University Police Department

- No updates.

Accounting Updates

- Michelle Bulaon
 - Stated that there were no significant updates but noted that the team is currently very busy wrapping up tax returns for all auxiliaries and supporting the annual financial audit, which has already commenced.
 - Reminded everyone that the deadline for submitting journals to Auxiliary Accounting is May 19.

Accounts Payable & Travel Updates

- Jay Wood
 - Shared that Accounts Payable and Procurement are currently experiencing a high volume of activity due to year-end closing and emphasized the importance of adhering to the closing schedule.
 - Noted that Angelica will be sending out a list of unreconciled corporate card transactions to assist with necessary accruals.
 - Explained the CSUSB transition to Jaggaer is part of a systemwide initiative led by the Chancellor's Office to modernize procurement and accounts payable processes across all CSU campuses.
 - Shared that the targeted go-live date is December 2025 or January 2026.
 - Assured that more updates—including demos, training sessions, and presentations—will be provided in the coming months to prepare for the transition.
 - Noted that the new shopping experience will be similar to Amazon, allowing users to shop from various vendors simultaneously and automatically generate purchase orders through a seamless process.



- Amber Schneck
 - Announced that the new Direct Pay and Hospitality Worksheet process, previously piloted, is ready for campus-wide rollout.
 - Shared that the process has been well-received by the pilot group, with improvements made based on feedback.
 - Encouraged staff to review the new form, tutorial, and guides now available on the Accounts Payable website.
 - Noted that training sessions will be offered starting at the end of May, with additional sessions in June and August, and that registration details will be shared via the Staff Development Center.
- Grace Parra
 - Reminded everyone that May 16 is the official deadline for campus departments to submit all Stateside year-end documentation.
 - This includes invoices for direct expenditures, PO invoices, hospitality forms, paper travel forms, utilities, and memos.
- Manorama Sinha
 - Noted that users with unreconciled airfare charges over 60 days old will receive direct email notifications with instructions for submitting amended expense reports.
 - Stressed the importance of reconciling these charges to clear the air card holding account; if not submitted by June 2, AP will process and charge the department's Chartfield string.
 - Urged timely submission of expense reports for all past trips, with year-end travel deadlines already posted on the website.
 - Emphasized that all business-related trips must include a conference agenda or meeting schedule in the report.
 - For mileage-only trips, users should note the business purpose in the comments section.
 - Clarified that reports missing an agenda or schedule are held, not returned, to allow users to attach the document while the report remains in queue.
 - Announced a new travel policy approved by the President's Cabinet, going live July 14. Campus training will begin in June, with details to follow.

Procurement Updates

- J.C. Cortez
 - Reminded departments to select the correct fiscal year (FY 25–26) when submitting requisitions for the upcoming year, as some are incorrectly marked FY 24–25.



- Angelica Jara
 - Noted the final billing cycle for FY 24–25 corporate card purchases ends Friday, May 23, 2025. Transactions posted after that date will count toward FY 25–26.
 - Asked users to ensure submissions are accurate to avoid returns and approval delays.

Budget Updates

- Homaira Masoud
 - Reported that the Governor’s May revision will be presented soon; final budget is pending enactment in June.
 - Noted ongoing advocacy efforts and that final budget allocation from the Chancellor’s Office is awaited.
- Alex Maculsay
 - Reminded that budget and payroll transfer deadlines are June 18.
 - Offered assistance with locating new CHRS ID and position numbers, which are required for submissions.
- Jessica Lu
 - Announced an upcoming Questica upgrade to version 2024.1 scheduled for Thursday, May 22, starting at 5 AM.
 - Noted the system will be unavailable during the upgrade, likely until after lunch.

ITS Updates

- Gabby Guzman
 - No updates.

Student Financial Services Updates

- Claudia Enriquez
 - Reminder: Cash handling location applications for next fiscal year were due May 1; follow-up will be done for missed submissions.
 - Departments must submit student funding requests by May 30 to meet AP payment deadlines.



Support Services Updates

- Brandon Hernandez
 - Reminded everyone that May 30 is the deadline for printing and postage charges to be processed in the current fiscal year.
 - Charges submitted after that will be processed in the next fiscal year.

Questions

- No Questions.