CSUSB

Financial Affairs Collaboration Team (FACT)
August 11, 2025
10AM-11AM
https://csusb.zoom.us/j/81447480238
Minutes

P2P Tool Presentation

- J.C. Cortez
    - Introduced CSU Buy Procurement Pay System (P2P), a new CSU-wide platform to streamline shopping, approvals, and payments for goods and services.
    - CSU Buy consolidates procurement tasks previously scattered across systems, spreadsheets, and emails; aims to improve efficiency, reduce manual work, and increase visibility for requesters and suppliers.
    - Benefits of CSU Buy P2P:
        - Greater visibility into purchase and payment status.
        - Improved invoicing and tracking efficiency.
        - Supplier self-service for orders and payment inquiries.
        - Better experience for internal and external customers.
    - CSU Buy overlays the existing CFS system, which still handles payments and accounting; P2P manages and tracks procurement processes.
    - Training will be provided to all relevant departments; additional demos and presentations are available by emailing the procurement team.
    - CSU Buy implementation is 35% complete; the Chancellor's Office is rolling out the system in phases, with some campuses already live and others targeted for early 2026.
    - Past demos are now available on the campus procurement page (https://www.csusb.edu/procurement/csubuy); the page will also host future presentations and updates regarding CSU Buy and P2P.

University Police Updates

- No updates.

Parking Services Updates

- No updates.

Accounting Updates

- Khristine Barraza
  - Announced that Period 1 for FY2025-26 closed August 12 and Category 2 rates were due August 13; Khristine and the SFS team are handling data input.
  - Remaining student fee data is due in CFS by August 29; all requests have been sent to relevant departments.
  - Confirmed that deadlines are on track and encouraged staff to reach out with questions regarding stateside accounting.
- Michelle Bulaon
  - Provided an update on auxiliaries accounting: year-end files required by the Chancellor's Office have been submitted.
  - Annual audit is underway with external auditors (CLA) for all auxiliary business units; most financials submitted, with about three items remaining.
  - Departments will be contacted as additional auditor requests come in.
  - July close scheduled for August 19; departments should submit any pending journals early to ensure timely posting and closing.

Accounts Payable, Travel & Procurement Updates

- Manorama Sinha
  - Announced that the new travel policy went live on July 1; all travel from this date forward will follow the new guidelines.
  - Travel that occurred before July 1 falls under the old travel policy, with some expense types still available in Concur.
  - Conducting in-person travel demos due to updates in Concur.
  - Introduced Verify Now, an AI-powered audit process for expense reports:
    - Expense reports will show as "Pending Concur Audit Service" during approval workflow.
    - The system spot-checks reports for mismatched receipts or other issues.
  - Shared that a Verify Now tutorial is available on the travel website; team members can also contact Mona with questions.

- Grace Parra
  - Reminded that the new pay and hospitality worksheet process is live; all old forms will be retired August 31. Encouraged staff to attend training; next session is August 25, 10:00–11:30 a.m.
  - Updated direct deposit enrollment forms:
    - New process requires forms to be submitted via Adobe Sign using MyCoyote credentials.
    - Applies to vendor, student, employee, and guest banking information; reduces risk of sending sensitive data via email.
    - Questions can be directed to Accounts Payable for assistance.
- J.C. Cortez
  - Shared update from a recent meeting with Staples:
    - New minimum card amount is $35; purchases of $35 or more have no additional delivery charges.
    - Sustainable substitutions: When ordering, items in the Staples Rolodex may be replaced with more sustainable alternatives per Chancellor's Office direction; the system notifies users of substitutions at checkout.
  - Staples discount program: CSU staff and faculty can use the university discount for personal purchases; instructions are available through this link: https://acrobat.adobe.com/

Facilities and Risk Management Updates

- No updates.

Budget Updates

- Homaira Masoud
  - Announced the completion of the FY25-26 budget process with cabinet approval, including allocations and deallocations.
  - Shared updates on CSU funding and reductions:
    - CSU was scheduled to receive $152 million under the 5-year compact; funding deferred to FY26-27 and 28-29.
    - CSUSB's share of reductions: $5.6 million; total general fund reduction for FY25-26 is $12.8 million (includes retirement rate decrease and State University Grant reductions).
    - Allocations received for health, insurance, and liability; some previous general fund reductions were reinstated.
  - Noted this year has been financially challenging; further communication will come from VP Sudhakar. Staff can reach out with questions.

ITS Updates

- No updates.

Student Financial Services Updates

- Claudia Enriquez
  - Reminded that FY25-26 cash collection point requests are still under review and approval.
  - Collaborating with Accounting Services on the annual fee report.
  - Noted a high volume of fee waiver requests; staff and dependents should be patient while approvals are processed.

Support Services Updates

- No updates.

Questions/Comments

- No questions or comments.