Financial Affairs Collaboration Team (FACT)

October 14, 2026

10AM-11AM

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

Minutes

- **Risk Management**
  - Marisol Johnson
    - Played video (https://acrobat.adobe.com/id/urn:aaid:sc:us:d47aa56e-212a-4fe6-8ead-95ad1fe12181) regarding insurance waiver requests and how to streamline the waiver process to ensure Risk Management receives the information needed to issue waivers.
    - Provided the links for those that need more information:
      - https://www.csusb.edu/risk-management/contract-basics/vendor-insurance-requirements.
      - https://www.csusb.edu/procurement/doing-business-csusb

- **Travel**
  - Manorama Sinha
    - Demonstrated SAP Concur's SMS receipt feature, which lets users send receipt photos to their "Available Receipts" section without opening the app or logging in.
      - To use the feature:
        - Verify your phone number under Settings → Contact Information, then save your profile.
        - Text a clear photo of one receipt per message to 856-626-6287 using the verified phone number.
        - Allow time for processing; the receipt will appear in "Available Receipts" and can then be attached to an expense report.
        - Noted that users should send one receipt per message, ensure the photo is legible, and wait for processing confirmation before checking "Available Receipts".
    - Shared travel-policy highlights in response to common user questions:
      - Travel advances: Renamed from cash advances. The minimum eligible estimated expenses are $300; advances are capped at 80% and are limited to group meals, ground transportation, and lodging; eligibility applies when the traveler does not have a university travel card.
      - Advances are issued 14 days before travel; requests may be submitted earlier and will remain pending for the advance.
      - Business- or first-class airfare: Permitted only in limited circumstances; medical needs require Human Resources approval.
    - Lodging: The discussed limit is $333. For conference lodging at the conference rate, attach conference documentation.

        - For non-conference travel at or above $333, Division VP approval is required; if not routed automatically, add the VP to the expense-report workflow.
    - Meals and incidentals: Non-employees (including students, candidates, and guests) are reimbursed up to $92 per day based on actual expenses, with itemized receipts required.
        - Employees receive the applicable federal per diem, with 75% for the first and last travel days.
    - Expense-report deadline: Submit reports within 60 days after travel. The travel request currently closes automatically after 90 days without a report; reopening may be considered for extenuating circumstances.
    - Driving instead of flying: For personal-car mileage over 250 miles, provide a justification and cost comparison (such as airfare and related transportation costs). Attach documentation using the "Airfare Comparison Attachment" expense type; this is required to submit the report.
    - Trip documentation: Attach an agenda or itinerary for every business trip using the "Agenda/Itinerary" expense type—not the receipt section.
    - Both presentations; SAP Concur's SMS receipt feature and travel-policy highlights will be sent via email to all FACT group members.
- **Budget**
    - Anna Lim
        - Presented on the Oracle Enterprise Performance Management (Oracle EPM), a new CSU platform for financial management and budget activities.
        - Oracle EPM is a broad financial planning and management platform. Planning and budgeting are expected to be the first areas affecting San Bernardino; other capabilities include forecasting, reporting, account reconciliation, financial close, data management, and cost analysis.
        - CSU's goals include:
            - Replacing varied campus budgeting tools with a consistent, centrally supported platform.
            - Expanding planning, forecasting, reporting, and analytical capabilities rather than simply recreating Questica.
            - Building shared expertise, infrastructure, and common processes across the 22 campuses.
        - Potential uses include annual budgets, workforce and position planning, multi-year projections, capital planning, scenario and enrollment modeling, and system-wide reporting.
        - The project is in its early stages and will primarily affect campus planning and budgeting staff.
        - San Bernardino is tentatively in Wave 2, with a target launch in Spring 2027; timing may change based on Wave 1 implementations.
        - The campus will have time to learn from earlier implementations, prepare, and receive further updates as plans develop.
- **Accounting**
    - Khristine Barraza
        - Reported that September was closed and quarter-end information was submitted to the Chancellor's Office, with no issues reported. She thanked staff for the smooth close.
        - Informed that departments were asked to submit chargebacks promptly to support timely expense recognition and budget-versus-actual analysis. Accounting Services can assist with questions or submission issues.

- DOA360:
    - Departments were asked to notify Accounting Services when faculty or staff are leaving, so approver records can be updated before HR removes them from the system and manual updates are needed.
    - Send updates to DOA360admin@csusb.edu or contact Khristine Barraza or Chris Han.
  - Crystal Escalera noted that the university's offboarding process seems fragmented and has changed over time and suggested providing an updated, cohesive overview of the general offboarding process, including relevant HR and Payroll.
  - Khristine mentioned she will identify the main contact for the overall offboarding process and share that information with the FACT group.

- Maria Badulis
  - Reported that the Philanthropic Foundation, ASI, and SMSU received their final audited financial statements.
  - UEC's audit is essentially complete; auditors need to update one small item.
  - The state-side audit is ongoing, with Maggie and Crystal responding to questions from KPMG auditors.

- **Accounts Payable, Travel & Procurement**
  - Jay Wood
    - Mentioned that extensive agreements can take months to negotiate. Therefore, to involve Procurement and Contracts during planning, well before the vendor is needed.
      - Vendors should review the "Doing Business with CSUSB" guidance, especially CSU purchase terms and riders; if a vendor will not accept required terms, consider another vendor.
      - Reminded everyone that when attaching documents needed for the requisition. Do not attach W-9s, Social Security numbers, payment-card or personal banking details, background checks, any HIPAA-protected information, student records, or other confidential personal information.
      - W-9s belong in Supplier Management. Redact any Social Security number on an invoice before submitting it.
    - Allow time for CSU Buy workflows: Procurement receives a requisition only after all required approvals are complete. Security, accessibility, and other reviews can add time before Procurement can begin its review or vendor negotiations.
    - Supplier registration support: CSU Buy now includes help text and "Show Me How" videos for vendors. Vendors who need individual help can email the CSU Supplier Management team to request a Zoom session; the address is on the Procurement and Contracts website under CSU Buy → For Our Vendors.
    - Campus departments should contact Procurement with questions rather than use the vendor support email.
    - Amazon Kindle issue: Kindle titles were temporarily unavailable through the Amazon Punch Out while Amazon and the Chancellor's Office worked on a fix. If an e-book is unavailable through the campus's book source, contact Procurement for assistance.

- Angelica Jara
    - Informed that for non-travel expense reports to please enter what was purchased in the new “Business Justification” field, and explain the purpose or benefit to the university or department in the “comment”field.
    - Hospitality expenses: upload the required supporting documents with the receipt; the Chertwell hospitality worksheet is no longer required, but other documentation is still needed.
    - Stated that itemized receipts need to be attached instead of order confirmations to avoid having the report returned and resubmitted through the approval process.
    - Universal Card has reduced its non-travel report backlog from about 585 reports to 330 and are working through the remaining reports. If staff email you requesting missing documents, please reply promptly so the reports can be processed.

- Jairo “JC” Cortez
    - Informed that during next week’s CSU Buy Open Hours he will demonstrate a new supplier-search feature that lets users filter results to vendors specific to campus.

- Amber Schneck
    - Informed that the direct pay process is being renamed the “Payment Request Form” and moving from Cherwell to Optimize.
    - Virtual training is planned for the week of November 2, with IT covering the software; she will be answering policy and procedure questions. Registration details are expected from the Staff Development Center.
    - The new form is tentatively scheduled to go live in Optimize on November 9. Existing Cherwell requests will be processed first, but incomplete or incorrectly submitted requests may be rejected and need to be resubmitted in Optimize.
    - Cherwell is expected to be decommissioned by the end of December. Further details and a reference webpage are forthcoming.

- Manorama Sinha
    - Asked everyone to please clear any remaining transactions in the legacy system as soon as possible. Access ends at the end of the month, and transactions left pending may not be payable. She will be contacting users and approvers with login instructions; please respond and complete any required actions.
    - Travel Department continues to offer open sessions and now holds in-person Concur demonstrations twice a month. Check the Travel website for session details or contact the Staff Development Center to register. New employees and users are especially encouraged to attend.

- **Support Services**
    - No updates.