



Financial Affairs Collaboration Team (FACT)

March 11, 2026

10AM-11AM

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

Minutes

- **University Police Department**

No updates.

- **Parking Services**

No updates.

- **Facilities/Risk Management**

No updates.

- **Accounting Updates**

- Kristine Barraza

- Informed that they closed the period for February 2026 and are moving forward with the transition from Cherwell for accounting requests to Campus Solutions with PeopleSoft.
- Stated that the end of March is the targeted transition start date, and they will accept accounting requests and service tickets in Cherwell for the March period. After April 6th, they will be using Campus Solutions with a notification to ensure everyone knows about the transition.
 - There will be a training/walkthrough session to get individuals through the transition.
 - Informed that they are attempting to set up a class through the Staff Development Center to have training sessions to help with the transition.
- The department is also assisting users with their DOA360 access, they have repurposed their DAX admin shared email address and currently called DOA360 Admin.

- Jacqueline Jegonia

- Informed that the firm Temporary Help for Salaries Expense's object code 601302 is going obsolete starting July 1st
- There is going to be a replacement account number according to the job description of the individual moving forward.



- **Accounts Payable, Travel & Procurement Updates**

- Jay Wood

- Informed that they are offering daily drop-in sessions to assist with the transition to CSU Buy:
 - To access the training; go to the Procurement and Contracts website, click on the CSU Buy tab, and click the link for live drop-in CSU Buy training and support.
 - Training will be offered from March 9th to March 20th.
 - No training will be offered on March 13th due to the CSUSB Business Conference meeting.
- Informed that Concur will be changing in April and will affect the corporate card; you will have to change your current card.
 - Advised departments to focus on reconciling the corporate card charges to ensure everything is accounted for before the transition.
- Informed that Rodrigo Melesio is no longer with CSUSB; therefore, the Buyer III position is open.
- Informed that any open encumbrances from before CSU Buy will be closed in the old system; the remaining balances will be handled by Accounts Payable. They will not be closed immediately but the transition from the legacy system to the new system must proceed as planned.

- Jairo *JC* Cortez

- Informed that it approximately takes 7 business days for the vendors to be approved, so POs must ensure that the request is set up using CSU Buy if the vendor's information is being transferred.
- Informed that POs should find the vendors in the system under the business unit, if the vendor is not there, then it is advised to get the invitation for the requests out to the vendors.

- Amber Shneck

- Informed that the goal for Accounts Payable is to enter every invoice that they have received by the year-end deadline and have them processed to fulfill all of the PO's currently in the legacy system.
 - All the increments not in the older system by June 30th are going to be closed out from the POs, signifying that you will have to enter it into the new system and CSU Buy.
 - Have your POs created in CSU Buy and close out the existing POs in the legacy system once issued.
- Announced that the year-end deadlines are going to be posted by the Accounting Services Department between the dates of March 16th to March 20th.
 - For the fiscal year-end closed deadlines for accounts payable, they are following the same schedule as the previous year, one business day behind.
- Addressed a question regarding accrual transfer:
 - Accruals process will not change with the new system. They would pick up the accruals if you received against a PO without a vouchered invoice, along with the reporting from CSU Buy with the invoices in that system.



- Reminded staff about Concur:
 - There will be a black-out period between March 28th to April 5th for the Concur system, so have all expense reports associated with that.
- Reminded staff about travel during or after the blackout period:
 - Have current travel submitted in the current Concur instance by March 17th
 - The accounts payable and corporate card team have a requirement of having everything completed and out of the system by March 24th.
 - Any travel requests after the blackout period (April 6th for example) should be submitted in the new Concur system. If it is international travel, submit the request in the old system.
- Encouraged staff to:
 - Refer to the CSUSB Travel website to review the optimization project timeline.
 - Push their team to submit all their expense reports to account for the outstanding expenses for their corporate card.
- Reminded staff that the new Concur system is active starting April 6th.
- Manorama Sinha
 - Informed that any trips scheduled for the end of March with a return date set during the blackout period requires that a new request must be submitted in the new system to submit the expense report.
 - Data will not transfer between the systems.
 - Announced details about new training hosted by the CO's team:
 - There will be end-user training for the new Concur system from the first week of April; no conclusive dates mentioned.
 - There is going to be separate training to support the delegates that do request expenses in Concur for the executives.
 - Reach out to Ms. Sinha if you support VPs and executives for the separate training.
 - Addressed a question about whether to automatically close or manually cancel travel requests submitted in the old system before the cutoff date, and a question regarding access to the new Concur system:
 - For requests that have estimated expenses, you can leave them as it is in the old system, but for requests that have a cash advance tied to it, they will not close them out, instead they must work them out separately.
 - Reconciling airfare expense transactions that are being submitted into Concur and outstanding corporate card charges are priorities.
 - To access Concur, go to My Coyote, click on Administrative Systems, and there will be a tile that will connect you to the single sign on page.



- **Budget Updates**

- Anna Lim

- Informed that all encumbrances will be captured and rolled forward automatically into the new system.
- Informed that their department is currently meeting with the divisions for their mid-year submissions.
- Since we are approaching the third quarter review, they will send out a timeline towards the end of the month.
 - The budget office will have a week after close to prepare the files and share them out while the divisions have approximately 4 weeks to work on the reviews.
 - They will hold drop-in sessions around the end of March and beginning of April.

- Alex Maculsay

- Informed that the main budget transfers and payroll deadlines are June 17th.

- **ITS Updates**

- Gabby Guzman

- Informed that their department is working on the outstanding billing that has not been completed since the August timeline. They are attempting to produce a billing process for Teams:
 - Advised departments to prepare to pay their Teams bill.

- **Student Financial Services Updates**

- Claudia Enriquez

- Informed staff of Cash Handling locations, deadlines, and clarified definitions:
 - Cash handling location renewals will be going out to the colleague's email list.
 - Cash handling locations need to be approved to be a cash handler, the cash handlers need to do their annual cash handling and PCI compliance training, available in CSU Learn.
 - The deposit deadline for the year for stateside and auxiliary deposits will be June 23rd 5:00PM and to bring in anything that want posted for the fiscal year before the deadline.
 - Cash equivalents are any electronic payments.
 - The cash handling policies at CSU apply to all auxiliaries.



- **Support Services Updates**
 - No updates.

- **Questions and Comments:**
 - Sesar Morfin
 - Encouraged staff to attend the CSUSB Business conference on Friday March 13th so:
 - Staff can learn about the new systems and get their questions answered.
 - Stated the goals for the end of March and the year:
 - Have a dedicated website for CSU Business conferences
 - Goal for the year is to have all the content housed into a central website that is managed and updated by Sesar's team.
 - Informed that they are committed to performing an in-person business conference in 2027.
 - They are also trying to get the CSU 101 conference that happens every Fall back to in-person.