



Financial Affairs Collaboration Team (FACT)

April 8, 2026

10AM-11AM

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

Minutes

- **University Police Department**

No updates.

- **Parking Services**

No updates

- **Facilities/Risk Management**

- Marisol Johnson

- Announced that the Risk Management department is collaborating with Parking Services to address the increase in golf cart incidents on Coyote Walk.
 - Notified staff that a presentation will be offered to all departments on golf cart safety.

- **Accounting Updates**

- Khristine Barraza

- Informed that the transition from Cherwell to Campus Solutions was successful.
 - Noted a drop-in session on Wednesday, April 8th, for additional questions users had.
- Informed that IT is currently working on access to Campus Solutions for auxiliary users.
- Informed that the month-end close date for March is Friday, April 10th.

- Michelle Bulaon

- Encouraged staff to contact Dustin Gray for any were issues with access to Campus Solutions.
- Informed that the audit for Sponsored Programs was finalized and submitted to the Federal Audit Clearinghouse (FAC).
 - Currently working on the preparations of IRS Form 990 for all auxiliary business units.
 - Informed that the preparation for the year-end closure books has begun and of an upcoming annual audit.
- Encouraged staff members to focus on the posted year-end deadlines on the Financial Services website.
- Davina asked whether DAX was still being used with DOA360 to submit access requests; Chris Han confirmed that DAX is still being used for that purpose and emphasized that DAX is also meant to be used for Travel Experience: Travel Reports, requisitions for CSU Buy, and is used to update the DOA approvers.



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

- Amber Schneck

- Thanked everyone for their patience with the Concur system and listed the issues being addressed:
 - Auxiliary employees do not have access to Concur.
 - Project codes are not being populated in the system; currently being managed by the Chancellor's Office.
 - Informed that there are no project codes for philanthropic, SBFDN, or stateside.
 - Directed staff to include the project code in the comments section of the report header, and to note that the listed project codes correspond to the submitted project.
 - Advised staff not to submit an expense report without project codes to avoid errors and increased workload.
 - Informed that there are ongoing system access issues on their side.
- Informed staff that if events or incidents show up, communicate via email to travel@csusb.edu; if corporate card related, corporatecard@csusb.edu.
 - Noted that an alternate way to get an issue addressed is through ticket submission through Concur.
- Encouraged staff to refer to the CSUSB Travel website regarding updates for Concur.
- Informed that they are working on how to get access to the expense reports in the legacy Concur system for contract extension.
- Highlighted the training videos available on the CSU Systemwide Concur page for previous and future training.
 - Additional questions could be addressed during the open office hours which are listed on their website (starting the week of April 13th.)
- Clarified that every class code is shown as SBSUN, and all program codes are populating on the new Concur system.
 - Directed staff to notify the department if class and program codes are not populating on the site.
- Informed staff of their loss of administrative access to Concur; requests must be submitted as tickets to the Chancellor's Office and wait for approval.
- Announced issues with booking car rentals with Enterprise Car Rentals.
 - Advised staff to contact Amber or Manorama for urgent bookings.
 - Chancellor's Office has been notified of the misalignment between the billing codes and their account; currently resolving that issue.
- Informed that the issue of corporate card transactions not being transferred into Concur is being addressed by the Chancellor's Office.



- Manorama Sinha
 - Informed members of a short demo highlighting new things that needed to be done in the new Concur system and encouraged staff members to attend.
 - Informed that the travel portal is functioning properly; users can book airline tickets.

- Jay Wood
 - Informed that the old corporate card was cancelled and directed staff to contact the corporate card team to pick up the new one.
 - Melissa asked when new users can request a corporate card.
 - Jay emphasized that no new corporate cards will be issued; an alternative method will be provided for emergencies.
 - Informed corporate card users about the reconciliation process between the old cards and the new cards.
 - What needed to be reconciled on the old/new cards will be resolved within their respective systems, and training to support those who need help is being developed.
 - Informed that Amazon Punch-Out orders must be placed within 7 days otherwise, Amazon will not honor the pricing.
 - Encouraged users to resend the order request on Amazon if it is near the expiration date instead of submitting them.
 - Malika Shimizu asked a question regarding the time it takes for the CO's office to respond to Procurement on the issues that users are coming across with the punch-out.
 - Jay explained that it is dependent on the severity of the issues they submit.

- Angelica Jara
 - Informed that the corporate card team emailed individuals, requesting any missing receipts and documents for the submitted corporate card expense reports in the "Approved and in Accounts Payable for review" queue.

- **Budget Updates**
 - Anna Lim
 - Informed that the UBAC meeting presentation, minutes and the mid-year financial review report are available on the CSUSB Budget website.

 - Alex Maculsay
 - Reminded staff to get their payroll transfers and budget amendments submitted by June 17th.
 - Encouraged those who have questions regarding payroll-related inquiries to contact him via email or call.

 - Jessica Lu
 - Encouraged staff to review the mid-year budget review timeline that was sent out March 30th.
 - Informed that once March closes, they will begin preparations for quarterly data.
 - Encouraged staff to submit the strategic plan reimbursement claims early and no later than June 17th with all proper documentation.



- All expenses must be entered into the correct strategic class codes before submission.

- **ITS Updates**

- Gabby Guzman
 - Informed that their department is still working on the telephone and Teams usage billing process.
 - No current fiscal year charges: upon completion of the billing process, they would notify the necessary individuals.

- **Student Financial Services Updates**

- Claudia Enriquez
 - Informed staff that an email was sent out in the morning (Wednesday, April 8) with a link regarding cash handling and banking policies.
 - Invited everyone to attend the drop-in sessions to complete the cash collection points (dates are listed in the email that was sent out).
 - Reminded staff that cash collection points with cash handlers must complete annual training in CSU Learn.
 - Advised staff to contact Claudia Enriquez or Raquel Vallejo regarding inquiries about assigning cash handlers to the annual training.
 - Reminded staff about essential year-end deadlines.
 - Cash collection point deadline is May 1st.
 - Deposits must be submitted to the Student Financial Services department by June 23rd.

- **Support Services Updates**

- Brandon Hernandez
 - Encouraged staff to fill out a printing services survey that is accessible by scanning a QR code after a completed job.
 - Informed staff of May 29th deadline for printing services, mail services, and posting jobs.

- **Questions and Comments:**

- Amber Schneck
 - René Smith asked regarding the structure of different approvers for different tasks.
 - Amber clarified that there is only supposed to be one approver for the DOA field in Concur; they are assigned by the chartfield string based on the project.
 - Khristine Barraza clarified that IT pulled a query of all level 4 approvers in the DOA360 for CSU Buy and assigned them as the primary approvers in the DOA360 for Concur.
 - Maria Elena requested a timeline indicating when they could begin entering data into the new Concur system and Amber highlighted the absence of a timeline; currently waiting for contact from the Chancellor's Office.
 - The CMS team does not have an answer as to why the auxiliaries are not inputting data into Concur.



- Maria Elena suggested that those who need to travel can document their travel requests by submitting a Travel Authorization Form.
 - Amber concurred with Elena's suggestion and added that travelers should attach the Travel Authorization Form to their expense report in Concur once they are granted access.
- Daniela Hernandez asked where to get the Travel Authorization Form.
 - Amber confirmed Jay's response that you can get access to the Travel Authorization Form from the UEC website.
 - Amber added that Stateside employees do not need to submit a Travel Authorization Form and should be using the new Concur system.
- Khristine Barraza
 - Michelle Fuller requested to update the guide to include information on E-requests for journals in Campus Solutions.
 - Khristine addressed and updated the guide to remind staff to include negative signs for chargebacks and TOEs.
- Manorama Sinha
 - Shani Sims stated that she could not access Concur as a delegate.
 - Manorama clarified the situation by reporting that delegate information had been erased since the system is new; departments must re-enter the delegate's information.
 - Noted that a bulk upload request is pending due to the Chancellor's Office's increased workload.
 - Directed professors and managers to the tutorial on the CSUSB Travel website for adding delegate information.
 - Davina Lindsey asked whether the dean is automatically notified to sign travel requests in Concur or must be included in DOA360.
 - Manorama clarified that travel requests that require dean approval are not going to automatically come in with the new Concur system.
 - She expanded by focusing on the approval workflow for domestic and international travel:
 - Domestic travel: a DOA approver can approve it.
 - International requests: must go through the supervisor, DOA approver, and the exception approver who is also the president of the university.
 - Davina Lindsey asked whether a provost risk needs to be assigned in DOA360 to add the other approvers manually in the context of an international travel request.
 - Manorama stated that approvers do not have to be assigned in DOA360; however, they do need to be added as a user-added approver.
 - Noted that toll violations must be paid to the issuing agency, not Student Financial Services.
- Jairo *JC* Cortez
 - Thanked and encouraged everyone to attend the open hours listed on the CSU Buy Procurement page; offered support with registering vendor supplies and submitting requisitions.



- Lisa Gordon asked how long it takes for them to send the invite to the vendors, whether there is a process or if it is instant.
 - JC explained that procurement checks for duplicates with the request before sending it to the Chancellor's Office which sets the vendor timeline; once submitted, the CO's office takes 6-7 days to review and approve the request.
- Announced that the emergency question on the request form is going to be removed on Monday, April 13th.