



Financial Affairs Collaboration Team (FACT)

May 13, 2026

10AM-11AM

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

Minutes

- **University Police Department**

No updates.

- **Parking Services**

- Shontel Zamora

- Announced Bree Wildey as Sarah Gonzalez's replacement.
- Reported parking rate increases effective July 1st:
 - Monthly permits: \$44 to \$46
 - Semester permits: \$199.50 to \$205.55
 - This increase applies to employees without bargaining unit agreements.
- Announced spring parking permits will go on sale the following week.

- **Facilities/Risk Management**

No updates.

- **Accounting Updates**

- Khristine Barraza

- Announced the April 2026 stateside accounting period closed on May 12th.
- Reported the deadline for chargeback requests, transfers of expense, and requests for invoices is June 4th.
- Emphasized that Cherwell has been replaced by Campus Solutions, also known as, Accounting E-Request.
- Encouraged staff to contact accounting services for assistance with getting year-end requests in CFS or PeopleSoft.

- Maria Badulis

- Encouraged staff to refer to the year-end deadlines page on the financial services website for auxiliary close information.
- Announced Baker Tilly replaced CLA as the external auditor and will be auditing the 2025-2026 fiscal year starting at the end of May.



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

- Amber Shneck
 - Announced the following deadlines:
 - Stateside, payment requests, and invoices due to accounts payable by Friday, May 15th and to auxiliary organizations by June 4th.
 - Travel requests and expense reports due in the new Concur system by June 4th.
 - Encouraged staff to prioritize submissions by the deadline.
 - Requested that invoices contain the PO number and emailed to payables@csusb.edu for processing awareness.
 - Reported that CSUSB Travel will continue with reduced frequency through fiscal year-end.
 - Encouraged staff to email Travel@csusb.edu rather than contacting staff directly for quicker assistance.
- Grace Parra
 - Advised staff to notify the accounts payable technician or herself regarding urgent, tax-related, or deadline-sensitive payments and the method they used to send the request.
- Manorama Sinha
 - Announced new expense account codes due to the Concur transition:
 - For in-state travel accruals: 606001
 - For out-of-state or international travel accruals: 606002
 - Addressed users still utilizing the legacy Concur system and encouraged them to notify the appropriate approvers for expense report submissions.
 - Clarified that the approval workflow includes:
 - Supervisor
 - Cost object/budget approver
 - Additional RA approvers
 - Directed staff to the CSUSB Travel website for approver login instructions.
 - Announced that she will be on leave starting May 25th and will return on June 8th.
 - Marco and Amber will support in place of Manorama; however, slight delays will be expected.
 - Announced that she will send out the year-end open requests for the year-end accruals during her absence.
 - Requested notification if expense reports submitted in the legacy system correspond to open accrual requests.
 - Clarified that expense reports submitted in the new system have no correlation to the open request for accruals that she submitted from the old system.
 - Reported plans to review the pending Accounts Payable and approvers' accrual queues in June and to create a report.
- Jay Wood
 - Encouraged staff to reconcile the remaining corporate card charges in the legacy Concur system.
 - There are instructions on the CSUSB Travel website for logging in.



- Clarified logging into the Concur systems simultaneously will result in an error; completely log out of one to use the other.
 - Recommended to clear cache and restart the computer if issues persist. For unresolved issues, contact Procurement and Contracts.
- Announced CSU Buy page includes service disruption and update notices, then covered the current issues listed:
 - Reported that the Chancellor's Office will have a resolution for non-Amazon-Prime purchases by May 19th.
 - Noted ongoing testing of the integration issue with IRG, the vendor who provides ink supplies for printers.
 - Reported that the Sherwin-Williams Paint integration error will take several months to resolve, and alternate purchasing options for paint supplies have been made.
 - Informed issues with ordering Apple related products directly from Apple Corporation due to exceeded credit limit set by the Chancellor's Office.
- Reminded staff that corporate card reconciliations are due May 15th.
- Announced that the corporate card team is assembling training for the new universal card system.
 - Explained that they received no advanced notice regarding processes.
- Clarified that some allowances previously allowed on corporate cards are not permitted on universal cards.
- Reported the systemwide deadline for purchase requisitions is Friday, May 29th.
 - All procurement requests to review requests following this deadline will pause until July 2nd.
 - June requests will process in the new fiscal period.
- Angelica Jara
 - Reported ongoing work for the handbook, training for reconciliation, and the guide for service requests.
 - Goal completion date is May 15th, followed by open training sessions the following week for the universal card reconciliation.
 - An email was sent out containing this information.
- Jairo *JC* Cortez
 - Encouraged staff to begin building repositions for the next fiscal year, and to begin their cart name with "Fiscal Year 26-27".
 - This assists procurement in reviewing supporting documentation.
 - Informed that the system will automatically issue submitted PO's on July 2nd.
 - Encouraged submission of requisitions with pending items before May 29th to avoid being charged next fiscal year.
- **Budget Updates**
 - Danelle Apodaca
 - Reminded staff:
 - Third quarter review submissions are due May 22nd.
 - Strategic plan reimbursements and budget amendments deadline is June 17th.



- **ITS Updates**

- Gabby Guzman
 - Reported that ITS has posted the phone billing for March and April.
 - Announced recurring charge processing is at January, with completion targeted before their deadline.

- **Student Financial Services Updates**

- Claudia Enriquez
 - Reminded departments that handle cash or cash equivalents that the due date for cash collection point requests was May 1st and encouraged them to submit those as soon as possible.
 - Encouraged staff to contact Raquel Vallejo for assistance submitting requests.
 - Reported that submitted requests will be processed before June 30th.
 - Reminded staff that the PCI and cash handling training is available in CSU Learn
 - Encouraged departments to implement an internal tracking system to monitor the training's completion due to auditor observations.
 - Reminded staff that the deposit deadline for the current fiscal year is June 23rd.
 - If special accommodations are required, contact Claudia via email or Teams.

- **Support Services Updates**

- Brandon Hernandez
 - Reminded staff that the deadline for submitting printing services and mail services is May 29th.

- **Questions and Comments:**

- Shontel Zamora
 - Chris Han asked if parking rates stay the same for faculty and staff.
 - Shontel clarified that the semester rates will remain unchanged except for MPP or confidential aid classifications not covered by bargaining unit agreements.
- Manorama Sinha
 - Davina asked what approvers should do if they receive a travel expense report that was submitted after June 4th or June 16th.
 - Manorama clarified that approvers can still approve requests, however, Accounts Payable will not process submissions received after the deadline.
- Jay Wood
 - Candace asked if it was still okay to submit maintenance renewal requisitions early and for his recommendation on what to do when the vendor requests a PO on July 1st.
 - Jay encouraged early submission of maintenance renewal requisitions, so they prepared and ready to be released come July 2nd.
 - Clarified that PO numbers cannot be reserved, so the vendor will be notified come July 2nd.
 - Davina asked about the process with corporate card and use tax and asked when the review for use tax takes place.



- Jay explained that use tax is accrued when vendors do not charge sales tax which is then paid directly to the state the purchase was made in.
- Amber explained that Accounts Payable reviews the reconciled corporate card transactions a day after the month-end close, then, accrual postings will be completed the following month.
- Gabby Guzman
 - Leticia asked how to receive the complete cell charges from Smartsheet
 - She directed follow-up questions to Marie Thomson regarding the backup.
 - She explained that the TNS team is prioritizing the closing of the books and will provide synchronized data once complete.
 - She confirmed a follow-up with the TNS team regarding responses and data for the proper claiming and reimbursements.