Financial Affairs Collaboration Team (FACT)

June 10, 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**
  - Khristine Barraza
    - Reported ongoing efforts to process requests for invoices, transfers of expense, and chargebacks.
    - Announced that the May accounting period will close on June 11th, followed by fiscal year-end close tasks.

  - Michelle Bulaon
    - Reported ongoing May close activities and interim audit preparation.
      - Supporting documentation for businesses, auxiliary business units, submissions for the interim, and other data is being prepared for Baker Tilly.
    - Announced the due date for request submissions is June 18th.

- **Accounts Payable, Travel & Procurement Updates**
  - Jay Wood
    - Reminded staff to reconcile legacy corporate card transactions.
      - Unreconciled transactions will be reported to payroll and may result in the corporate card holder paying additional tax.
    - Warned staff of a tariff refund scam sent by “CBP Tariff Refunds” and encouraged anyone receiving related emails or mail to contact Procurement.

- Angelica Jara
    - Reminded staff of ongoing efforts to submit and approve all corporate card transactions.
    - Advised users submitting expenses in the legacy Concur system that approvers must also log into the legacy system to approve reports.
        - Reminded budget approvers to review pending approvals in the legacy Concur system.
    - Reminded staff that the purchase order deadline was May 29th and that submitted requisitions are being processed.

- Amber Schneck
    - Announced the transition from DACs and signature cards to DOA360 for direct pay transactions.
        - DACs and signature cards will no longer be accepted.
    - Explained that direct pay transactions must be submitted through the JGS function in CSU Buy.
    - Encouraged departments to complete missing delegations of authority in CSU Buy before July 1st.
    - Announced that requests submitted after July 1st without the proper delegation of authority will be returned.
    - Reminded staff that the deadline for accounts payable and travel has passed and discouraged item submission past the deadline.
    - Announced June 16th as the final pay cycle for the fiscal year, including Concur payments.
        - Informed early July travelers that travel advances will be processed on June 16th.
    - Announced that instructions for mobile device reimbursements are available on the CSUSB Travel website.
        - Explained that a one-time form has been created for personal mobile device reimbursements and requires the authorization of a vice president, manager, and DOA approvers which should be submitted with an expense report.
        - A PowerPoint presentation outlining the reimbursement process has been posted on the website.

- Manorama Sinha
    - Encouraged staff to continue submitting expense reports despite the deadline having passed.
    - Reminded staff that open office hours are held Tuesdays and Thursdays at 11:00 AM for questions related to the universal card, travel, and DOA360.

- **<u>Budget Updates</u>**
    - Anna Lim
        - Reminded staff of budget amendment and payroll expense transfers are due June 17th.
        - Announced that strategic plan reimbursement deadlines have been extended past June 17th for university credit card purchases affected by Concur reconciliation issues.
        - Reported that the third-quarter financial review is completed and posted on their website.

- **<u>ITS Updates</u>**
  - Gabby Guzman
    - Reported ongoing efforts to finalize the Microsoft Teams billing and backup content and ensured continuous updates.

- **<u>Student Financial Services Updates</u>**
  - Maria Badulis
    - Informed departments handling monetary transactions that cashiering collection request forms must be completed and approved as soon as possible.
    - Noted that cashiering collection point requests for fiscal year 26-27 were due May 1st, 2026.
      - Encouraged staff needing assistance to contact Raquel Vallejo.
    - Reported that a third of the cashier collection point requests remain under review, while most have been approved.
      - Encouraged departments to implement an internal tracking process to monitor the completion of required cash handling training in CSU Learn.
    - Reminded staff that the fiscal year-end deposit deadline is June 23rd and to contact Claudia Enriquez for any special accommodations.

- **<u>Support Services Updates</u>**

  No updates.

- **<u>Questions and Comments:</u>**
  - Jay Wood
    - Melisha Konopacky asked if there is a deadline to get the legacy corporate cards reconciled.
      - Angelica Jara clarified that the deadline was June 15th.
      - Jay encouraged staff experiencing issues with corporate card transactions to contact procurement for assistance.

  - Amber Schneck
    - Davina Lindsey asked if the direct pay submission transitions from DACs to DOA360 applies to all business units.
      - Amber clarified that the transition applies to all business units.
    - Khristine Barraza advised departments needing approver setup assistance in DOA360 to contact: doa360admin@csusb.edu.
    - Davina Lindsey asked if it was allowed to add the personal approver for personal reimbursement as a secondary approver as long as they are somewhere in the approval process.
      - Amber clarified that the approval workflow mirrors Concur, with the supervisor serving as the primary approver and the financial DOA approver serving as the secondary approver.
    - Antonio Guijarro-Ledezma asked if DOA360 approvers need to be MPP's.
      - Khristine clarified that level 4 DOA approvers should be MPP's and that level 5 analysts serve as approvers.

- Maria Elena asked how staff can verify that they have the proper levels of approvers.
  - Khristine encouraged her to email the DOA360 email address for questions and follow-ups.
- Michelle Fuller asked if the direct pay transactions go through Concur or CSU Buy.
  - Amber clarified that direct pay requests are processed through CSU Buy using the JGS function while Concur handles the travel Requests (TRs) and Travel Expenses (TEs).
- Maria Elena asked if there was a guide for DOA360.
  - Khristine encouraged staff to explore the frequently asked questions, the outlines of the process on the CSUSB procurement website, and direct contact for additional support.
- Davina Lindsey asked if it was normal for direct pay requests to be denied from accounts payable due to a difference in the ChartField string and the hospitality worksheet.
  - Amber clarified that such requests should not normally be denied and requested examples for training purposes.
- Maria Elena asked when the personal mobile phone reimbursement procedure will be implemented.
  - Amber clarified that the procedure is currently in effect.
  - Amber encouraged staff with requests in the Legacy Concur system to attach them to requests in the new Concur through June 30th.
  - Noted that beginning July 1st, a new approval will be required and must be attached to all future expense reports.

- Anna Lim
  - Amber Schneck asked if Anna could repeat the information regarding prior submitted corporate card transactions.
    - Anna explained that some university corporate card transactions have not posted to the general ledger due to unresolved reconciliation issues, negatively affecting reimbursement requests.
    - Encouraged staff experiencing unresolved Concur issues to contact Sesar Morfin.