Financial Affairs Collaboration Team (FACT)

August 12, 2026
10AM-11AM

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

Minutes

- **University Police Department**
  No updates.

- **Facilities/Risk Management**
  No updates.

- **Parking Services**
  - Shontel Zamora
    - The new University Police Department Chief recently started on campus and is currently becoming acquainted with campus operations.
    - Parking Services is preparing for the fall semester.
    - Fall parking permits are scheduled to go on sale Sunday.
    - The campus community has been notified that the parking lot affected by the solar panel project is currently offline.
    - The affected parking lot is expected to be unavailable for most of the 2026–27 academic year.
    - The project is currently anticipated to be fully completed and available for parking by May 2027.
    - During the project:
      - EV charging spaces have been relocated and remain available.
      - Accessible/disabled parking spaces remain available in the area.
      - Additional parking will be available in Parking Structure East, Parking Structure West, and other available campus lots.
      - Parking Services does not anticipate an overall shortage of parking spaces, although some parking will be farther from campus destinations.
  - Facilities and the project manager are still determining how the parking lot will be phased during the academic year.
  - The current plan is to have portions of the lot available in phases as construction progresses.

- **Accounting**
    - Khristine Barraza
        - Accounting Services is preparing to close the July accounting period during the week of the meeting.
        - Reminder: account 601302 – Temporary Help Salaries became obsolete effective July 1, 2026; the replacement account is 601903.
        - Staff with questions regarding the account change should contact Khristine or the Accounting Services team.
        - Accounting Services is currently working on the Annual Student Fee Report.
        - Category II is due to the Chancellor's Office by the end of the week.
        - Remaining categories are due through CFS submission by August 28th.
        - The annual NACUBO survey will be opening soon.
        - The survey collects endowment investment information.
        - Accounting Services submits the annual survey and may contact departments for information.
        - Tuition and housing revenue postings have been completed and should be visible in the Data Warehouse.
    - Maria Badulis
        - The auxiliary audit is underway.
        - A new audit firm, Baker Tilly, is conducting the auxiliary audit and is currently on campus in Sierra Hall.
        - The GAAP/stateside audit is scheduled to begin in September.
- **Accounts Payable, Travel & Procurement**
    - Amber Shneck
        - The Legacy Concur system is being decommissioned.
        - Access to the Legacy Concur system will be shut down on August 31, 2026.
        - Departments should review whether they have approved travel requests remaining in the Legacy Concur system that will be needed for future expense reports.
        - For applicable approved legacy travel requests:
        - Save a PDF copy of the approved travel request before August 31.
        - Once the Legacy Concur system is shut down, the request will no longer be retrievable.
        - For trips that have already occurred:
            - Submit the expense report in the new Concur system.
            - Attach a PDF copy of the approved Legacy Concur travel request.
            - Expense reports should be fully submitted and approved by Accounts Payable by September 15, 2026.
        - Beginning September 15th, a Concur audit rule will require an approved travel request to be directly linked to the expense report.
            - After September 15th, attaching a PDF of an old Legacy Concur travel request will no longer satisfy the requirement.

- If an expense report is not completed by September 15th, a new travel request must be created in the new Concur system and linked to the expense report.
- Air Card/Corporate Card transactions remaining in the Legacy Concur system must be reconciled before August 31st, as those transactions cannot be transferred to the new Concur system.
- Open Legacy Concur travel requests that have no expenses to reconcile do not require action; those requests will be closed out.
- The transition does not affect travel requests, expense reports, or Universal Card transactions that are already being handled entirely in the new Concur system.
- A campus-wide communication regarding the Legacy Concur will be distributed.

- Manorama Sinha
  - Travel demonstrations will begin in September.
  - Initial sessions will be offered to 13 departments, with campus-wide sessions expected to begin toward the end of September.
  - Training will cover:
    - Travel requests and approvals.
    - Travel booking.
    - Expense reports and the expense process.
  - The Staff Development Center is assisting with coordinating the training.
  - Training will be available for new employees as well as employees seeking refresher training due to changes in Concur.
  - Upcoming training dates and registration information will be distributed to the FACT group and campus community.
  - Employees should register through the Staff Development Center.
  - Due to the CSU system-wide merger and increased audit scrutiny, departments are encouraged to remain audit-ready.
  - Approvers have shared responsibility for thoroughly reviewing travel requests and expense reports before approving them.
  - Approvers should verify trip details, expenses, and supporting information rather than relying solely on the SAP/Concur system to identify issues.
  - Questions regarding travel policy or Concur should be directed to the Travel/Accounts Payable team.
  - Thorough review by approvers helps prevent reports from being returned and reduces delays in employee reimbursements.
  - There are ongoing issues with some Concur approval flows, particularly for auxiliary users.
  - She is working with the Chancellor's Office to correct the approval information at its source.
  - The current issue occurs due to manually updating information that is being overwritten by an overnight Chancellor's Office process.
  - Accounts Payable can manually update individual users when necessary to push reports through.

- Departments with users requiring an approval-flow update should contact Mona directly.
- An updated list of open Legacy Concur travel requests will be distributed to help departments identify outstanding requests.
- Travel requests created in Legacy Concur for trips occurring after September 15 will require a new travel request in the new Concur system.

- Grace Parra

  - Reminded that Departments should update PO ownership when an employee:
  - Leaves the University or Transfers to another department.
  - Keeping PO ownership current helps Procurement and Accounts Payable route invoices to the appropriate person for review and approval.
  - This helps prevent delays in invoice processing.
  - Temporary absences, such as vacation or sick leave, do not require a change in PO ownership.
  - PO owners/requesters cannot make PO ownership changes themselves.
  - Departments should contact Angelica Jara or JC Cortez in Procurement to request a change.
  - Procurement must make the change through the back-end system.
  - Departments are encouraged to provide advance notice when possible because some changes may take additional time to process.

- Angelica Jara

  - A new Buyer III recently joined Procurement and will take over IT software and technology purchases.
  - A transition period is underway as responsibilities move to the new staff member.
  - Universal Card training will begin on August 25, 2026.
  - Staff Development is coordinating registration through CSU Learn.
  - An announcement regarding registration is expected to be distributed.
  - Guides for Universal Card reconciliation and requesting a new Universal Card are available on the Procurement website.
  - Questions regarding Universal Cards may be directed to the Universal Card team.
  - A new process is in place for hospitality transactions using the Universal Card:
    - A hospitality request must be submitted in Concur and approved before the related Universal Card hospitality transaction can be processed.
  - Concur contains expense types that may not be allowable for CSUSB.
  - These expense types cannot be removed from the Concur drop-down because Concur is a single system used across all 23 CSU campuses.
  - Departments should refer to the Hospitality Handbook for the allowable hospitality expense types.
  - The handbook identifies the allowable hospitality expense types for Universal Card use.

- **Budget**
  - Jessica Lu
      - Divisions may begin submitting Strategic Plan reimbursement claims to the Budget Office for approved strategies and goals for FY 2025–26 and 2026–27.
      - Supporting documentation should be attached, such as:
        - Data Warehouse reports.
        - Payroll reports.
        - Invoices and related documentation.
      - Reminded that strategic plan expenses must be coded to the appropriate strategic plan class code.
      - Questions regarding Strategic Plan reimbursement claims should be directed to the Budget Office.

  - Alex Maculsay
    - Budget loads for the year have been completed, including:
      - Baseline budget.
      - BBA rollover.
      - Encumbrance rollover funds.
      - Lottery funds.
      - Capital projects.
      - Other miscellaneous funds.
  - Departments that identify a budget amount that appears incorrect should contact Alex Maculsay for review.

- **ITS**
  - No updates.

- **Student Financial Services**
  - No updates.

- **Support Services**
  - Brandon Hernandez
      - No major operational updates were reported.
      - Personnel updates:
      - Devin Sole, formerly in Shipping and Receiving, has been promoted to the Property Management department.
      - Stephen Westman has filled Devin's former position in Shipping and Receiving and began employment on Monday.
  - Support Services is preparing for the start of the fall semester.
  - Departments were encouraged to reach out to Support Services if assistance is needed.

- **Questions and Comments:**
  - A question was raised regarding direct pay forms and other items submitted around fiscal year-end that were not accrued.
  - Accounts Payable confirmed that:
    - Items submitted by the posted deadlines were either processed or returned/rejected to the department for correction. Items submitted after the deadlines were accrued as part of the fiscal year-end close.
    - Accounts Payable accounted for the applicable submissions during fiscal year-end close.
  - Departments that cannot locate a specific transaction should contact Accounts Payable for assistance.

- Sesar Morfin
  - Expressed appreciation to staff for their patience and understanding during the significant changes to university systems, processes, and policies.
  - Acknowledged the continued transition following the CSU system-wide changes.
  - Expressed hope that the pace of changes will stabilize during the upcoming year, allowing departments to adjust and work together more effectively.
  - Thanked the FACT group for its partnership and collaboration in moving the University forward.

- Iwona-Maria Contreras
  - Coyote Days is scheduled for August 25–26, 2026.
  - Departments that have not yet registered are encouraged to participate by hosting a table.
  - Departments can use the event to share information about their resources and services with students, faculty, and staff.
  - Interested departments should contact Iwona-Maria Contreras for the registration link.