

FACT Meeting Minutes

10/14/2020

Budget:

- Budget is now accepting budget amendments for intra-department transfers.

Accounting Services:

- Accounting services will be switching to the Cherwell Platform starting November 1st, 2020. This new platform is currently in its final phase and will help to improve processes and introduce new improvements for TOE chargebacks and invoice requests. This will allow users to submit requests directly through Cherwell, along with attach any files as backup documentation; this also includes the auxiliary portion.

New Improvements

- Requests and records accessibility for Accounting staff
- Link to request status
- Completion notification to users
- Requests available for all 5 business units
- Up to 5 different requests can be submitted at once
- Attachment ability and supports various files

Virtual Training will be provided, so please sign up and register via the link below:

http://csusb.az1.qualtrics.com/jfe/form/SV_24grgR9E0HFm2mp

Accounts Payable/Travel:

- AP is now requiring that professional development be tracked directly in Concur. Please fill out the request portion in Concur, even if it does not require any travel and is virtual as everything will need to be tracked. As a reminder, professional development is considered any type of situation where you have gone to an event or venue to learn something.

- We will be required to change how we report the 1099 NEC non-employee compensation form for the new year and will be working with IT to see how we will map everything in the new form; not a huge change, just a new form.

Student Financial Services:

- Claudia Enriquez is now the new interim Director for Student Financial Services.
- Student Financial Services has made a new change to their cash handling policy:

Cash Handling Units shall deposit to the Main Cashier and/or bank, whenever excess cash exceeds \$1,000. Deposits meeting or exceeding these thresholds require a campus police escort or armored car.

Please feel free to reach out to [Claudia Enriquez](#) should you have any questions.

Procurement:

- Please note that any events that require travel will require VP or Provost approval. Any installations or repairs being done on site will require MPP approval.
- CSUSB has extended its moratorium on all in-person campus events and gatherings through April 30th, 2021. For more information, please see link below.
https://www.csusb.edu/sites/default/files/M_Coronavirus%20Information_Events_20200928.pdf

Support Services:

- Reminder that mail services and shipping and receiving is available Monday through Friday, from 9:00am to 1:00pm.
- Printing services is currently determining business based on production, so feel free to reach out.

Other Updates:

- CSUSB Philanthropic foundation has been receiving a lot of requests for gift cards. Because of this, a new procedure has been created, for more information please access the procedure link below:
<https://www.csusb.edu/sites/default/files/GiftCard-ProceduresandGuidelines.pdf>
If you would like to purchase gift cards, please reach out to [Davina Menchaca](#) if you have any questions.
To access the acknowledgement form, please see link below.
<https://www.csusb.edu/sites/default/files/GiftCard-AcknowledgementForm.pdf>,
Any cash equivalents are governed by the state and federal laws and will need to be reported.
- November 16th there will be a CMS upgrade. Please email [Andrea Beechko](#), if you have any questions.

Questions:

Q: For utility chargebacks, will the new accounting services improvement be used?

A: Yes, it will and we will be able to record the request and let the person know that it is being worked on.

Q: Since gift cards need to be reported for tax purposes, does this mean that the recipient will be taxed on the gift card?

A: Yes, anything above \$600 needs to be reported. If received within the CSUSB community, it must be reported to payroll, anything outside the community would have to reach the threshold.

Q: Are gift cards being done electronically?

A: Yes. However, it is up to the department to choose the method.

Q: If there is no department budget by the end of the month, can amendments move into November?

A: The next time we will be excepting the intra-department amendments, will be in March.