

FACT Meeting Minutes

06/09/2021

[Year-end Deadlines Website](#)

Budget:

Davina Lindsey

- Tomorrow (June 10) is the deadline for inter-department budget transfers.

Accounting Services:

Mimi Badulis / Rima Tan

- Deadlines are approaching as soon as tomorrow (June 10) for Chargebacks, Transfer of Expenses and Requests for Invoice.
- Accounting Services has a new Associate Controller, Kristine Barraza, who started on May 10 (comes from UC system, previously a Finance Manager) – she is here in addition to Rima Tan.
- Rima reminded about Auxiliary deadlines – for any AP reimbursement request received after the June 10 deadline for Requests for AP Reimbursement for Auxiliaries (including Sponsored Program funds); invoices received after the deadline, continue to send your requests after the deadline so that they are properly accrued in the general ledger for fiscal year 2020/21.
- June 17 is the Auxiliary deadline to submit Journal Entry Requests for TOE, budget adjustments and Requests for Invoices. Requests can be submitted through Cherwell system. If you have any questions, please reach out to Accounting Services staff for assistance.

Accounts Payable:

Jay Wood

- New ProCard: still working on final stages of testing; massive testing will be done soon after year-end closing; training and training documentation are forthcoming in the new fiscal year.

Travel:

Mona Sinha

- June 18 is the deadline to have outstanding expenses cleared up before year-end. Reminders have been sent about clearing up open travel requests (either close out or create expense report). Those not cleared will be accrued for the 2021/22 fiscal year. A new list of open requests will be emailed today and again June 16.
- Outstanding Cell Phone Expenses: expenses for the month of June will be accrued for the current fiscal year. For all prior months, for which invoices have been generated and paid, please submit the cell phone expense reports to avoid accruing.

Student Financial Services:

Claudia Enriquez

- If any departments want to award students at year-end for high GPA, etc. those are due to Financial Aid by June 14 (if you want them disbursed in June)
- June 28 deadline for departmental deposits to SFS: in the virtual environment, appointments are required so that arrangements can be made for a staff person to meet you (please email sfs@csusb.edu to schedule).

Procurement:**Art Torres / Erika Takenaka**

- Erika clarified ProCard usage and deadlines (last billing cycle is June 15); we do not have control over when vendors/companies will charge credit cards, but it's typically upon shipment. Be mindful of this June 15 deadline when ordering and allow for this delay in charging in order for your expense to hit fiscal year 2020/21; Procurement recommends ordering now or ASAP so that there isn't an issue. Anything charged after June 15 will hit the new fiscal year 2021/22. This is the same for Staples, so do not wait until the deadline approaches to place your orders or it will hit the next fiscal year.
- June 17 will be the last day Procurement can process a PO for the current fiscal year 2020/21.
- June 4 was the last day to enter requisitions for the current fiscal year 2020/21. You can continue to process requisitions for the next fiscal year 2021/22 and anything invoiced between now and year-end will not be paid until July 1.
- Procurement is communicating to vendors CSU Summer Schedule starting from 6/7/21-8/6/21 by referencing on our PO and email signatures. Please also be sure to communicate to your vendors regarding summer/Friday closures, if you are in contact with them directly.
- CSUBuy: not just marketplace, you do have access to CSU-wide contracts via CSUBuy (Bakersfield, Chico, Fresno, San Bernardino are piloting). The Chancellor's office has spoken on this but Erika shared the timeline and 'Contract Management' PowerPoint with the group. Access the CSUBuy Portal from Procurement's [webpage](#) and log into [CSUBuy Portal](#).
 - Navigate to Contracts (4th icon on left) > [Search Contracts](#): Advanced Search
 - Contract Manager: Any ("CSUCO" is Chancellor's office agreements)
 - It will allow you to see if it went to bid, and contracts can be viewed
 - Please note these are internal documents only (do not share outside of CSUSB or with other vendors/companies, etc.)
 - Work Groups: (select individual campus or all)

Support Services: Brandon Hernandez

- Please remind your vendors about our Friday closures on campus (SS has done so for regular shipping companies – UPS, FedEx, etc.). If you are experiencing packages being delivered to undisclosed locations (ex. "left with Clark at desk"), please let Support Services know; in some instances, they are not actually being delivered and/or received.

Questions:**Q:** Accruals: invoices after what day in the month of June need to be accrued?**A:** Accruals are due on or before June 22 (last check run).**Q:** When is the last day the Chancellor's office can send us a CPO for this fiscal year?**A:** For us to submit a CPO *to the CO*, they must be submitted by June 11. For the CO to distribute a CPO *to the campus*, it must be done by July 2.**Q:** SFS deposits: the deadline is June 28, but will the courier still be coming this Thursday?**A:** The courier will still run on Thursday. But during the last week (of June 28 deadline), we ask that you make an appointment so that we can meet you there.