CSUSB

Financial Affairs Collaboration Team (FACT)
October 9, 2024
10AM-11AM
https://csusb.zoom.us/j/86107502025
Minutes

Tableau Tool Presentation

- Jay Wood
  - Announced the introduction of a new tool in Tableau to streamline the requisition process.
    - This tool serves as an interim solution until the full implementation of the procure-to-pay process.
    - The tool will act as a "one-stop shop" for viewing the status of all pending and completed requisitions in one place.
    - IT was tasked with developing a single sign-on feature to facilitate access.
  - Highlighted key features of the new tool:
    - Users will be able to view internal notes left by buyers on requisition statuses.
    - Future updates will include more detailed language in these notes, moving away from the previous use of cryptic terms like "204."
  - Announced that the tool is currently available for use.
  - Mentioned that the link will be sent out to everyone after the meeting and that it will be posted on their website.
  - Encourages attendees to provide feedback as they start using the new tool.
  - Acknowledged that feedback from various campus users has been mixed and some users expressed that the tool doesn't significantly enhance their experience but appreciated having everything in one place.
  - Others found it beneficial, noting the convenience of accessing all requisition details and buyer notes in a single location.
  - Confirmed that J.C. Cortez has shared the link to the tool:
    - The link will be sent in a follow-up message after the meeting and posted on their website.
  - Participants were encouraged to share the information with their departments to ensure those who need access could log in and view their requisitions.

- A question was raised regarding the availability of a purchase order (PO) status report.
  - Jay Wood explained that the department can run an open commitment report, or a PO status report as needed.
  - J.C. Cortez confirmed that he is not aware of any distribution of such reports at this time.
- A question was raised about plans to create a report for approvers.
  - Jay Wood explained that the current focus is on providing information to requisitioners.
  - This tool is a temporary solution; once the new procure-to-pay (P2P) system is implemented, all requisition details will be fully visible throughout the entire process—from creation to payment.
- J.C. Cortez
  - Explained that the new Tableau system will allow requisition creators to:
    - View the status of their requisitions.
    - Access relevant information regarding next steps.
  - Explained the login process for accessing the Tableau system:
    - Users will need to enter their desktop login name and password.
  - Once logged in, requisition creators will be able to:
    - View the status of their requisitions, including whether they are approved, closed, or in process.
    - See the assigned buyer for each requisition.
    - Access notes indicating which items are still pending or awaiting fulfillment.
    - Download requisition information as an Excel spreadsheet.
  - Described the layout of the landing page after logging into the Tableau system:
    - Users will see a dashboard displaying requisitions that are currently requested, completed, and approved.
  - Explained that by clicking on the requisition number, users can:
    - Access detailed notes related to that specific requisition.
    - View the status of the requisition in more depth at the bottom of the page.
  - Provided an overview of the buyer notes accessible within the Tableau system and the user will be able to see:
    - The date when the requisition was first submitted
    - A list of pending items and their respective submission request.
    - Dates when the purchasing department will follow up for updates on the requisition.
  - Buyers associated with each requisition will be listed for users to contact if they have additional questions.

- Highlighted the function for downloading requisition information:
  - Users can easily download data into an Excel spreadsheet for further manipulation and analysis.
  - This feature aims to facilitate users in tracking the status of their requisitions effectively.
- Clarified that this tool is intended solely for individuals who create requisitions; approvers will not have access to this information within Tableau.
- Announced that if anyone had any questions to contact him via phone or email, Phone: (909) 537-3524 | Email: jcortez2@csusb.edu.
- Acknowledged that the system is new and may have some initial challenges, but emphasized the importance of launching it to facilitate visibility on requisition statuses until the new (P2P) system is implemented.

University Police Department Updates

- John Gutierrez
  - Introduced Dr. Dora Mejia, the new Campus Emergency Manager.
  - Dr. Dora Mejia shared that she's been with CSUSB for four months and is excited to ensure the campus is prepared for emergencies.
  - Her contact information will be shared by the Chief.
  - Stated that UPD is seven weeks away from completing its accreditation process, which is progressing well.
  - Noted that officers are wearing pink patches to show support for those battling cancer.
  - Announced that UPD partnered with Jack H. Brown for a toy drive to support students, families in need, and the Ronald McDonald House.

Parking Services Updates

- Shontel Zamora
  - Announced the transition to license plate recognition for parking permits is ongoing. The next phase, affecting faculty and staff, will occur within six months.
  - Faculty and staff will be able to register up to four vehicles per parking permit. A notification for faculty and staff vehicle registration will be sent in the coming weeks.
  - Despite lower enrollment, parking permit revenue remains stable.
  - Iwona-Maria Contreras asked about the process for registering a rental car.
    - For planned situations, there is a form to fill out in advance with parking services.
    - For emergencies, complete the form and notify the parking office by phone to arrange any necessary vehicle changes.

Facilities/Risk Management Updates

- No updates.

Accounting Updates

- Khristine Barraza
  - Announced the end of the first quarter, which ended on 10/9/24.

- Maria Badulis
  - The auxiliary accounting services team is working on the final drafts for financial statements which should be released soon.
  - State audit is ongoing; the second reporting package has been submitted.

Accounts Payable, Travel & Procurement Updates

- Jay Wood
  - Announced new MEA established with Airgas and Matheson for compressed gas supply.
  - There is no rental fee for cylinders from either vendor, simplifying the billing process.
  - Congratulated the Procurement department for their Achievement of Excellence recognition for a second consecutive year.
  - New terms from the Chancellor's office effective October 14th.
  - Update on new insurance limits which increased from 1 million per occurrence and 2 million per aggregate to 2 million per occurrence and 4 million per aggregate.
  - Risk management is collaborating with the Chancellor's office to explore flexibility for low-risk vendors.
  - Emphasizes the need for early notification when entering contractual agreements with vendors.
  - Early communication allows for proper analysis and processing, which involves back-and-forth discussions with vendors and potentially requiring input from the Office of General Counsel.
  - A question was asked about clarification on the process for purchasing books and subscriptions with corporate cards, particularly regarding library approval.
    - Jay announced the upcoming release of a new corporate card handbook, clarifying that library approval is only required for digital subscriptions intended for campus use
    - Purchases of physical books and individual digital subscriptions can be made directly with corporate cards without needing library involvement.

- Amber Schneck
    - Announced a new candidate has been selected for the accounts payable and travel analyst position; the offer will be extended soon, pending acceptance.
    - The team is processing a large volume of past-due Chartwells invoices and appreciates patience; follow-ups are encouraged if invoices are delayed.
    - Announced that payments to Chartwells should be made on corporate cards, when possible, to expedite processing and reduce the transaction load for Accounts Payable.
    - Reminds everyone to check the website for current staffing updates in the accounts payable and travel departments, as changes occur frequently. For the most accurate information regarding vendors, you can also call the main line or email the payables team with any questions.

- Manorama Sinha
    - Announced that a new homepage will be implemented on October 23rd, with a snapshot of the new look already shared.
    - Users will have the option to switch back to the current interface until January 2025, after which the new interface will be the default.
    - The change does not affect existing features for requests and expense reports.
    - Stated all expense reports for conferences, seminars, and workshops must include an agenda with details such as date, time, and location.
    - For mileage expense reports, clearly indicate the business purpose in the description, especially for faculty travel, while noting that teaching supervision may be an exception.

Budget Updates

- No Updates.

ITS Updates

- No updates.

Student Financial Services Updates

- Claudia Enriquez
    - Announced that departments accepting credit or debit card payments will be contacted by Brian Vasquez from the Information Security Department to complete PCI (Payment Card Industry) compliance for their payment collection software.
    - Successful PCI compliance has been achieved for those using the E-market product in Student Financial Services, specifically for Cashnet and Elavon.

- Shared that the new name for the stateside winter intersession is Spring Jump Start, with registration planned to begin on October 21st.
- Efforts are underway to streamline processes for students, including changes to the prepayment hold requirement that mandates payment before registration.
- A demo regarding the student payments roadmap will be provided to the group soon.

Support Services Updates

- Brandon Hernandez
    - Introduced T.J. Osborne as the new Printing Service Manager.
    - T.J. brings nearly 20 years of experience in the printing industry and expresses enthusiasm for serving the university community.

Questions

- No questions.