



Financial Affairs Collaboration Team (FACT)

November 13, 2024

10AM-11AM

<https://csusb.zoom.us/j/86107502025>

Minutes

University Police Department

- No Updates.

Parking Services

- No Updates.

Facilities/Risk Management

- No Updates.

Accounting Updates

- Maria Badulis
 - Stated they have not yet closed for October for stateside finances but are currently working on it.
 - The team is actively conducting audits for both State finances and all four auxiliaries.
 - Reporting packages are being submitted on schedule.
 - For the auxiliaries, they are nearing the release of audited financial statements.

Accounts Payable, Travel & Procurement Updates

- Jay Wood
 - Announced the hospitality policy has been approved by the Admin Council and is now being routed to the President for signature. Updates will be shared once it is posted.
 - The travel policy is still under review due to extensive feedback and proposed changes.
 - There have been issues with the Tableau tool released at the last FACT meeting; it's not displaying all data for every requisitioner, and the IT department is working to resolve this.



- The procurement department has negotiated with Matheson for compressed gases, adding an alternative to Airgas. Both vendors will no longer charge cylinder rental fees, simplifying charge reconciliation, and departments may now purchase compressed gases on corporate cards. JC and the procurement team are available for assistance with account setup.
- Procurement is hosting Toys for Tots collection boxes across campus, including locations at Sierra Hall, Jack Brown Hall, Student Health Center, and University Police Department. Donations are accepted until December 12th to support children in need.
- A question was asked about the requirement for an approved travel request when connecting it to a hospitality meal.
 - Manorama Sinha replied:
 - If the hospitality expense is during a trip (e.g., a lunch meeting while traveling), an approved travel request is required.
 - If it's on-campus and not considered travel, change the trip type to "non-travel" to avoid the alert.
- J.C. Cortez
 - Stated the system update last week resolved previous issues with the Tableau tool. If any requesters continue to experience issues, they should reach out for assistance to work through any remaining problems.
- Amber Schneck
 - Announced a new direct pay and hospitality process, aligned with the updated hospitality policy, is nearing release. Training will be provided once finalized. The goal is to go paperless and streamline the process with an electronic system that offers greater visibility into payment status, allowing users to see where they are in the queue.
 - The final pay cycle for the year will be on Thursday, December 19. Departments should submit all items to Accounts Payable promptly to ensure deadlines are met before the holiday break.
 - Pay cycle will resume on Tuesday, January 7, 2025.
 - Emergency payments can be processed on January 2nd and January 3rd if necessary, but all other payments will be held until January 7th.
 - Announced that the position of Accounting Tech II is currently open.
 - The job posting is expected to go live within the next week or two, as it is currently in the final approval stages with Talent Acquisition and interested applicants should be encouraged to apply for the position.



- Manorama Sinha
 - Announced that for the travel side, the last day to submit expenses for approval is December 17th, to ensure they are processed by the final pay cycle on December 19th. They will make every effort to clear cash advances, but if additional information is required and not provided on time, those requests may be held.
 - Informed she will be on vacation for the month of December and also during Thanksgiving week. During her absence, Marco will be the primary contact, with Amber and Jay providing support.
 - For any travel-related inquiries, please email travel@csusb.edu to ensure any questions reach the appropriate Accounts Payable team members.

Budget Updates

- No Updates.

ITS Updates

- Gabby Guzman
 - Announced that the team is currently working on September billing and will be posted soon.

Student Financial Services Updates

- Claudia Enriquez
 - Stated that the team is working with Maggie and Jackie to resolve GL errors that are preventing the October month-end closing. They hope to resolve this issue today so they can proceed with their process.
 - Maria Badulis asked if the issue with GL posting was related to two days of deposits.
 - Claudia confirmed that the issue affects the October 24th and October 31st deposits.
 - The problem is due to Chartfield's errors, specifically with program numbers and account numbers being used. The program number is outdated, and the account number being passed is invalid, which is causing the two journals for these dates to be stuck and not closing.
 - This is the reason why some data may be missing from the reports for these two dates.



Support Services Updates

- Brandon Hernandez
 - Stated that there are no major updates, but they are currently short-staffed.
 - They ask for patience as they address requests, but they are working to handle everything as quickly as possible.

Questions

- No questions.