



Financial Affairs Collaboration Team (FACT)

February 12, 2025

10AM-11AM

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

Minutes

Accounts Payable & Travel Updates

- J.C. Cortez
 - Tableau Tool Presentation - Accessing Requisition Status Report
 - The requisition status report was developed with IT to help requisition creators track statuses, view buyer notes, and identify assigned buyers.
 - Users log in with their csusb.edu/computer login name and password to access the homepage, which displays all submitted requisitions.
 - The homepage categorizes requisitions as Completed, Approved or Open, depending on their processing stage.
 - Users can view buyer assignments and requisition statuses for follow-ups.
 - Clicking on a requisition provides detailed status updates and missing information.
 - Approvers do not have direct access but can request an Excel version of the report.
 - Users should reach out to J.C. for any questions or access issues.
 - The link can be found on the Policies and Procedures page on the Procurement website: <https://www.csusb.edu/procurement/policies-procedures>
- Jay Wood
 - Announced that departments will soon receive reminders to submit invoices and prepare for the fiscal year-end closing.
 - Stated that CSUSB will begin implementing Jagger, a new Procure-to-Pay tool, as part of a CSU system-wide transition. Over the next year, CSUSB will adopt Jagger to streamline procurement, purchasing, and payments. Training & learning sessions will be offered to guide users through the new system.
 - Explained that Jagger integrates with PeopleSoft and will replace the current requisition process. The system will allow users to track requisitions, purchase orders, and payments in one place. Users can search using a single piece of information (e.g., requisition number) to find all related records.
 - Confirmed that additional updates and training opportunities will be shared throughout the year.



- Amber Schneck
 - Announced that the Sponsored Programs Accounting Technician position has been filled by Josh Sanchez from Cal Poly Pomona. He brings CSU experience and will start on February 24th.
 - Introduced a new process for the 204 Form (Payee Data Record) to enhance vendor and independent contractor data security.
 - The new process requires submitting the form through Adobe Sign, accessible via the Accounts Payable website under Forms and Documents.
 - Users must log in with their Coyote ID and password to access the form.
 - Highlighted key instructions for the new submission process:
 - The form must be completed by the vendor, with required fields clearly marked to minimize errors.
 - Users should leave CC fields unchanged to ensure proper routing to Procurement and Accounts Payable.
 - Vendors will receive instructions on which fields are mandatory to reduce back-and-forth corrections.
 - Encouraged users to reach out with any questions or concerns about the new process.

- Manorama Sinha
 - Clarified mileage reimbursement procedures in Concur between infrequent mileage trips and planned business trips:
 - Infrequent or last-minute mileage trips (unanticipated travel) do not require an approved travel request. Employees can directly submit an expense report in Concur for reimbursement.
 - Planned business trips (e.g., conferences, workshops, teaching at another campus) require an approved request before travel, even if mileage is the only expense. Travelers must attach relevant documentation (e.g., conference agenda, meeting details) when submitting a request.
 - Faculty assigned to teach at another campus must submit an approved request for the term and then submit expense reports monthly for reimbursement.
 - Requested that employees add comments in Concur when submitting mileage entries for infrequent trips, briefly describing the purpose (e.g., workshop, meeting) as well as an agenda.
 - Reminded employees that mileage reimbursement guidelines are available on the travel website with detailed instructions.
 - Announced that year-end reminders will be sent in March, urging employees to submit outstanding travel expense reports to avoid backlog.

- Angelica Jara
 - Reminded that a revised Corporate Card Handbook was released in January and is available on the website.
 - Encouraged everyone to review the handbook, as it includes updated guidelines on allowable and unallowable expenses based on campus feedback.



University Police Updates

- No Updates.

Parking Services Updates

- No Updates.

Facilities Updates

- No Updates.

Accounting Updates

- Khristine Barraza
 - Stated that the month-end close will be completed by the end of this week.
 - Announced the Chancellor's Office has kicked off upgrade activities for the Common Financial System (CFS), with campus focus on user acceptance testing for the general ledger and accounts payable modules.
 - Requested that individuals who work in the Decentralized Access Control (DAC) system conduct a sanity check on their approval workflows to ensure they are correct.
 - Offered assistance from the team for any questions related to the DAC system.
- Michelle Bulaon
 - Announced that the NCAA reporting was completed and submitted by mid-January, and the UBIT report was submitted to the Chancellor's Office at the end of January.
 - Updated that the team is now focused on working on the 990 tax forms for all auxiliary business units.
 - Informed that departments may start receiving requests from tax preparers for additional information related to the 990 forms.

Budget Updates

- Alex Maculsay
 - Reminded everyone to submit payroll expenditures before year-end to avoid last minute processing in June.

ITS Updates

- No Updates.

Student Financial Services Updates

- Claudia Enriquez
 - Reminded that departments accepting payments must be an approved cash handling location.



- Workshops will be offered in April (April 9th and 24th) to assist with filling out the cash handling collection form.
- Recommended to bring a laptop to complete the form during the workshop rather than taking notes to complete later.
- Year-end reminder: Cash handling collection point for the next fiscal year is due May 1st, 2025.
- Encouraged participation in the workshop to meet the deadline; the workshop will be presented at the CSUSB Business Conference.

Support Services Updates

- Brandon Hernandez
 - Stated that a mistake was found in the November printing statements for printing services.
 - Explained that corrections will be applied, and two charges will appear in February: one for the corrected November billing and another for the February billing.

Questions

- No Questions.