

Accounts Payable & Travel



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Online Document Retrieval

- Documents processed by AP, starting with fiscal Year 21/22, are now available within OnBase for campus to access
 - If documents are needed for prior fiscal years, please email Accounts Payable with your request
 - Guide on how to access documents is available on the AP website
 - https://www.csus.edu/administration-business-affairs/internal/accounts-payable/_internal/_documents/onbase-document-retrieval.pdf

Adobe Sign Reminders

- Use the correct workflow template accessed from ABA Forms webpage under AP for your payment submission
- UFSS has their own workflow templates for check request and invoice
 - Look under UFSS on ABA Forms webpage
- Document submissions
 - Include only one invoice per submission

Adobe Sign Reminders

- Enter in Payee name after Document name type

Document Name - Include the Vendor/Payee Name (e.g. UFSS Invoice - Hornet Bookstore) *

UFSS Invoice Approval- Hornet Bookstore

Recent Banned States

- Newly added states went into effect on varying dates throughout July, 2021:
Florida, Montana, West Virginia, Arkansas, North Dakota
- Other states under the travel restrictions:

Alabama	Mississippi	Tennessee	South Carolina
Kansas	North Carolina	Texas	Iowa
Kentucky	South Dakota	Oklahoma	Idaho
- CSU is prohibited from approving state-funded or state-sponsored travel to the listed banned states

Current Travel Requirements

- As of June 1, 2021- Essential travel only restrictions were lifted
- All travel requires attestation of vaccination or medical exemption
- Review the [latest travel guidance](#) from the Centers for Disease Control and Prevention (CDC)

Current Travel Requirements

- All travel will be required to have the following approvals
 - Domestic Travel
 - Dean (Academic Affairs)
 - Vice President/Provost
 - International Travel
 - Dean (Academic Affairs)
 - Paul Hofmann, AVP for International Programs and Global Engagement
 - Vice President/Provost
 - President

Questions?

- AP Issues

- Email: ABA-FIN-ap-travel@csus.edu

- Concur/Travel

- Email: sacstatetravel@csus.edu