



Business Partners Round Table

Tuesday, October 14, 2025

**HELLO DARKNESS
MY OLD FRIEND**



**SOON YOU'LL START
AT 5:00 P.M.**



**SACRAMENTO
STATE**

Comment Cards

Future Topic

It would be very helpful for IRT to come to a meeting provide information on the proper way to submit CARS and OnBase access requests so they are implemented properly. Hopefully this will prevent delays and a lot of emails back and forward regarding access.

Response

With the conversion to Procure To Pay (P2P) the process for systems access will change. We do not yet fully know what that process will look like or who will be responsible for it.

Stay Tuned!

This suggestion was forwarded to IRT as the current OnBase CARS Request process belongs to them. That may look a little differently in the future.

Question

Can we request that Procurement and Accounts Payable communicate with staff/departments when requisitions or payment requests are canceled? Too many times, we have received no information until we follow up to find out the status of the process. And only then is there notification that the request has been canceled and we have to re-enter/re-request.

Response

Direct Payment Request (DPR):
Adobe sends a detailed reason for the cancellation.

Response

Invoice Agreement Exchange Canceled

Reason: *Will not accept this document: Gift certificates require preapproval from procurement. Please resubmit with additional justification for not obtaining pre approval and a distribution log for the certificates (found on the ABA Forms Page) listed on the invoice to satisfy IRS regulations. KG*

Document Title: Direct Payment Request

Invoice

Status: Canceled

Parties:

Sebastian Head (CSU - California State University Sacramento)

Margaret Hwang (CSU - California State University Sacramento)

Adobe Sign Financial Services (CSU - California State University Sacramento)

Adobe Sign Financial Services (CSU - California State University Sacramento) has terminated the agreement exchange for **Direct Payment Request** **Invoice**. All parties who have participated in the transaction have been notified accordingly, and the document has been deleted from all parties' Adobe Acrobat Sign accounts.



SACRAMENTO
STATE

Response

Margaret Hwang (CSU - California State University Sacramento)

Adobe Sign Financial Services (CSU - California State University Sacramento)

Adobe Sign Financial Services (CSU - California State University Sacramento) has terminated the agreement exchange for **Direct Payment Request** **Invoice**. All parties who have participated in the transaction have been notified accordingly, and the document has been deleted from all parties' Adobe Acrobat Sign accounts.

Response

Requisition/P.O.: Individual cancelling will send an email advising of the cancellation

Exception: Year-End bulk cancellations do not receive emails as the massive volume of work to close the year does not allow for this service level.

Question

Is it possible for spec sheets for stateside and foundation funds to be uploaded to a place such as a shared folder or teams channel for campus staff to easily access? The AP and UFSS teams do a wonderful job at sharing information but wondering if it would be possible to explore other options.

Given the current budget climate non MDS01 funds are being used at a much higher rate and frequently needing to request spec sheets.

Response

While we think this could be a great resource for our campus partners, there are some compliance, privacy, and logistical issues to consider.

We will likely hold on to this suggestion and address it once Financial Services has a new Assistant Vice President (AVP).

Send Your Comments & Suggestions

Financial Services: finsvcs-avp@csus.edu

Or anonymously at:

https://csus.co1.qualtrics.com/jfe/form/SV_5nKTgl2eT6kTWvQ

Future BPRT Events

SPRING 2026

Tuesday, February 17th

Tuesday, April 14th

Future BPRT Events

We are currently holding off on scheduling BPRT events beyond spring 2026 until we have a new AVP in Financial Services.

Year End Departmental Deadlines Published!

- The current Deadline schedule is a *DRAFT* – we do not yet know the CO's calendar nor how P2P will impact Year End.
- Any changes will be announced via Business Matters @ Sac State (BMSS)
- Available Here: Inside Sac State: /administration-business-affairs/financial-services/_internal/_documents/25.26.ye.deptdeadlines.pdf

Contact Us

Financial Services: finsvcs-avp@csus.edu

Jeanne Brewster: brewster@csus.edu