April 2026 Business Partners Round Table (BPRT)
Meeting Summary

🏛️ Opening– Elena Larson, University Bursar, and Melissa Roth, AVP of Financial Services

🟢 Major Announcement: Financial Services has a new AVP, Melissa Roth

Comment Cards

💳 ProCard vs. P2P Clarification

Concern raised: Staff feel like "advance approval is now required" for ProCard purchases and that it signals a lack of trust.

Response: Advance approval is not required for allowable ProCard purchases. There's been systemwide concern about an overreliance on ProCards, which is driving tighter guidance. Staff are encouraged to use the P2P (requisition) process whenever possible.

Practical guidance:

- If a purchase clearly fits ProCard use (e.g., vendor doesn't accept POs) → go ahead and use it.
- If unsure → check in with the team (procard@csus.edu)

Check out our Trumba. There are many training and drop-in hours available

Future BPRT Events – All in Zoom

- Tuesday, August 18th
  - Register Here
- Wednesday, October 21st
  - Register Here

💳 ✈️ Accounts Payable & Travel Updates – *Sarah David & Kayla Guerrero*

https://www.csus.edu/administration-business-affairs/financial-services/_internal/_documents/bprt-2025-2026/2026.02/02.apt.concur.pdf

Concur Optimization and Policy Updates – Sarah David
@ 0:40:30

The Optimization of Concur brings continued major changes to systems and processes. In addition to these changes, the Chancellor's Office has updated several key system-wide policies, driving yet additional changes to processes, requirements, and limitations.

The Optimization creates a new, standardized system across the CSU

- New travel requirements: Agenda + cost comparisons must be included in expense line items
- New categories in Concur
  - Non-travel reimbursements now in Concur
  - Must be submitted under the profile of the employee seeking reimbursement
    - EXCEPTION: If employee designates a delegate who can submit on their behalf

❓ Q: Can someone submit reimbursement for another employee?
A: Only as a delegate under their account.

Q: Why am I getting transaction reminders before my trip? (hotel and airfare booked/reserved months in advance of the trip)
A: Likely a system configuration issue. This is a known issue and there is a fix in progress.

Q: Can I submit multiple reports for one trip as a work-around for the daily reminders for a trip that has not yet occurred?
A: ❌ No. ✅ Submit one report per trip

🧾 **Hospitality Policy Updates**

- Hospitality always required pre-approval (now enforced earlier)
- New per-person limits:
    - Breakfast: $40
    - Lunch: $60
    - Dinner: $90
    - Light refreshments: $40
- University Card (ProCard)
    - Application, credit limit increases, purchase exceptions
    - Must be submitted by employee under their Concur profile
- Hospitality Justification Form changes
    - Now submitted in Concur (not PDF)
    - Form already in Concur
    - Form will be removed from ABA Forms page once everyone is working in Concur and final CFS ProCard reconciliation period has lapsed

Resources

- Training videos and guides
- Optimize – Your One Stop for Concur questions and issues – similar to Service Now

New Standardized Policies – Kayla Guerrero
@00:55:32

- CSU Travel & Business Expense Policy
    - BMSS sent 4/10
    - Non-employee meals & incidentals (M&IE):
        - Reimbursed based on actual costs up to $92/day
        - Receipts required for expenses over $75
            - One charge, or several charges totaling at least $75
    - Athletic team travel meals:
        - Can include staff, contractors, and volunteers
        - Cash meal allowances are not allowed
        - Standard university meal policies must be followed
- CSU Payment Card Policy

    - BMSS sent 4/10
    - Travel Card limit = $5,000/month
    - Training will be in CSULearn soon
    - All card requests in Concur Request
        - Application for new card
        - Credit limit increase requests
        - Exception to purchases
- CSU Hospitality Policy
    - The Hospitality Justification Form is now in Concur (under Requests)
    - Complete the Hospitality Justification during the Request phase – not the Submit phase as before
    - Most maximum rates have increased, but now include grand total for expenses (food, beverages, tax, gratuity, service charges, delivery fees, etc.)

📅 Key Deadlines for Year-end Processing

- May 8: Travel Reports & Reimbursements
- June 4: Invoices
- June 26: Final check run for 2025/2026
- Submit early to avoid delays
- Systems & Departments will be busy during year-end

Current Service Levels in AP&T

- PDF posted to our website

Contacts

- Concur Support through Optimize
- Accounts Payable
- ProCard
- Travel

🤑 Accounting Services Updates – *Tabitha Leeds*

https://www.csus.edu/administration-business-affairs/financial-services/_internal/_documents/bprt-2025-2026/2026.02/04.as.pdf
@ 1:19:13

💼 Payments & Accounting Changes

- Check requests are no longer used for any business unit. Use P2P instead
- MDR01 use is limited to Foundation Payroll and sponsored project-related activities at UEI.
    - ✅ Use:
        - SAFDN business unit
        - X-funds

- Outstanding invoices after April (owed by the Foundation to the University) must be sent to Accounting Services for wire transfer, and this applies only to payroll-related items.
- Departments must keep their own transaction records for anything sent to UEI to support audits.
- To use Foundation funds, departments must submit a requisition in P2P under the Foundation Business Unit.
- Cost recovery processes are changing:
    - Charges will go directly to the Foundation or CPR fund via Interunit Journal,
    - More guidance coming soon.

Payments to Students

- *NOTE: Prizes and awards can affect financial aid award and eligibility*
- 1099 reporting threshold has increased to ≥$2,000.
- May now be treated as grants/awards under the scholarship category.
- Even though uncommon, these still need to be tracked.
- No longer processed in Accounting Services
    - Now go through Financial Aid,
    - Must be reported on the 1098-T
    - Applied to the student account
    - Reimbursement processed through Bursar's Office.
- Final process is still being developed, so departments should hold any items for now.
- Urgent cases:
    - Contact the Foundation and Financial Aid for temporary solution

Reminder: Documentation for Events

- All Events must have approved Event Fee
    - Request new, or make changes to existing, Event Fees using Event Fee Request Form
    - Sacramento State Event Policy & Addendum
    - PRIOR to EACH event, complete the President's Event Notification online
    - Sponsorships with benefit and donation?
        - Contact Accounting Services for reconciliation documents required after event

Additional Reminders

- Revenue contracts must be reviewed by AS
- ACH process moving to Bursars Office
- Bursar is main point of contact for Student Account updates and changes.
- Accounting verifies DOA, but cannot update or change it
- New Staff Training: If you have new staff working on Financial items, we can train them.
- CCR's are held by the service provider. Please refer all questions to the provider.

⚠️ Service Delays

Current reality:

- Slower turnaround times due to:
- System implementation
- Staff learning new tools
- Backlogs
- Expected improvements over time as systems stabilize

❓ <u>Questions & Answers</u>

The question topics jumped around quite a bit, so all Questions submitted are represented below, regardless of topic or when asked.

💳 ProCard / Pre-Approval

Q: Do we need pre-approval for ProCard purchases?
A:

> ❌ Not for **all** purchases
> ✅ Required for specific categories (e.g., hospitality, gifts, awards)
> Pre-Approval is required for the purchase, not the method of payment
> P2P is the *default*, ProCard is the *exception*

Q: Why did official emails say pre-approval is required for many purchases?
A: Emails could have been worded better, leading to confusion. We will work on better messaging. The messaging was referring to approval to *do* the expense, not necessarily to use the ProCard

Q: What specifically requires pre-approval?
A:

> Hospitality (always required—now enforced at Request stage, instead of Payment
> Gifts & awards
> Some goods/services (especially if they should go through P2P)

Q: Why are goods/services being flagged now?
A: Because they should be purchased via P2P, not ProCard

Q: Can we get a corrected email sent out?
A: No updated email planned, Use policy links + manuals instead

Q: Are previous blanket approvals still valid?
A: Yes, in general. No for:

> Hospitality
> Gifts/awards (require individual approval)

Q: Can we still use ProCard for things like memberships or vendors without POs?
A: Yes—when vendors don't accept purchase orders. Please verify if they do or don't, don't assume they don't

🧾 P2P & Invoice Processing

Q: How do invoices get processed now?
A:

1. Email invoice to P2P inbox
2. AP creates voucher
3. Department verifies/receives
4. Payment processed

Q: What is the current wait time for invoices?
A: Please see [PDF posted] to our website

Q: Will we be notified when invoices are ready?
A: No clear notification system confirmed - Departments should monitor P2P

Q: What happened to older invoices (e.g., December Adobe Sign)?
A: AP says they were processed - email AP to verify status

Q: Why are account codes changing in P2P?
A: Automatically mapped from commodity codes - If commodity changes, account code changes

📦 Legacy vs P2P Transition

Q: What happens to legacy POs?
A: Non-blanket → finish in legacy system, Blanket → move to P2P

Q: Should we recreate blanket POs in P2P?
A: Yes

Q: What date range should new blanket POs use?
A: Use full fiscal year (July–June). This will capture any invoice from this year that may have been missed in CFS

🧳 Concur (Travel, Reimbursements, ProCard)

Q: Can someone submit on behalf of another employee?
A: Yes, but only as a delegate under that employee's account

Q: Why are we getting transaction reminders before trips?

A: System configuration issue – Known issue that is being addressed

Q: Should we submit multiple reports for one trip?
A: No One report per trip/request

Q: Where is the hospitality form now?
A: In Concur under "Request." Old, obsolete, form will be removed from ABA Forms in a few weeks.

Q: Is the new hospitality form the same?
A: No, it has been updated to a standardized version

🚘 Travel / Mileage

Q: Can we use blanket travel requests like before?
A: Yes, BUT: Submit monthly reports, not one at year-end, and system errors may occur due to new policy setup

Q: Why are blanket mileage requests failing or giving errors?
A: Likely due to new local mileage policy and system configuration issues

Q: Should we hold all expenses until end of year?
A: No. Submit blanks Local Mileage type items monthly (important for accounting accuracy)

🎓 Student Payments

Q: Has the 1099 threshold changed?
A: Yes, it's now $2,000

Q: How are prizes/awards handled now?
A: The Financial Aid Office is the primary point of contact for initiation. Payments are processed by the Bursars Office. There is more information on this in the Accounting Services notes above, but these can now be processed as Grants and fall under the 1098-T instead of 1099. There are massive Financial Aid implications, however.

Q: Do student payments affect financial aid?
A: Yes - Can reduce aid (e.g., middle-class scholarship)

Q: Do we still need a Payment to Students Form?
A: Yes (even for emergency grants)

Q: Can we use blanket forms?
A: Yes—typically one per fund per term

Q: What if a payment form is stuck?
A: Likely system issue - Can be escalated and resolved

🌍 Non-Employee Travel

Q: Is non-employee travel moving into Concur?
A: Yes—but process not fully finalized

Q: Are student interns considered non-employees?
A: Yes

Q: How are student competition travel reimbursements handled?
A: Through Concur under the non-employee policy

🍽️ Meal Reimbursement

Q: Do non-employee travelers need receipts?
A: Only if their daily expenses are ≥ $75

🔐 Wire Transfers / Sensitive Data

Q: How should banking info for vendors/suppliers be collected?
A: Staff should NOT collect/store it manually. Ask Vendor/Supplier to use the P2P supplier system. If it is for something outside of P2P, contact Accounting Services for direction and support. We are still figuring out this part of the process.

Q: Can we input banking info in P2P?
A: No. Cannot be removed once entered, and P2P is not configured to house Level 1 data from our side, only from the Supplier/Vendor Side.

Q: What about visiting scholars/fellows?
A: No finalized process yet. Stay tuned!

🏢 DOA (Delegation of Authority)

Q: Who updates DOA?
A: Must go through CARS request and is updated in the VP/CFO office

Q: Why are DOA updates delayed?
A: P2P DOA has no delay. Concur DOA Policy still being finalized

Q: Will delayed approvals be rejected?
A: No, if already in workflow

💸 Direct Payment Requests (DPRs)

Q: Will Direct Pay Requests return?
A: No. P2P can address most of the DPR needs. See above for more information.

Q: What are alternatives?
A: P2P After-the-Fact requisitions, or Wires and ACH (Case-by-case solutions)

🏛️ Foundation / MDR01

Q: Can MDR01 still be used?
A: Not for Foundation. Only for UEI / ASI Payroll-type items. More information above

Q: What replaces it?
A: SAFDN + X funds

Q: Why aren't all X funds available?
A: Require full setup including the DOA approval structure

Q: Will new speedtypes be created?
A: Yes (by request)

🎟️ Events

Q: Are event forms only for paid events?
A: No, they are required for all events

⏱️ Delays / Workload

Q: Why is everything slower now?
A: System implementation, staff training (including our own learning curve), a backlog of older items, and limited staffing

Q: Will things improve?
A: Yes, eventually. Our sister campuses who have been in this system for a while report very much improved service levels. We are committed to 'getting there'

Q: Can we get office hours for help?
A: We would love to, but not currently feasible. Every hour spent on Office/Drop-in hours is an hour not processing the backlog and current documents. We are determining the best way to get you job aids. We are still learning too, and we keep finding system configuration issues which require fixes – some of these fixes make changes to how the system functions.

📚 Documentation & Training

Q: Is there non-video documentation?
A: Some PDFs exist, but limited

Q: Why doesn't documentation match the system?
A: System still evolving, CO documentation lagging behind

Q: Can campus create its own guides?
A:Not yet—waiting for system stability

🧾 Miscellaneous

Q: Does "attendance reports" 9Year End Departmental Deadlines) mean timesheets?
A: Yes

Q: Will BPRT return to in-person?
A: Maybe in future (budget dependent). Hybrid may be possible