CSU The California State University

CSUBUY

and

Concur

Systemwide Business Systems

ARC Presentation
May 2026

Agenda

Topics
Introduce Systemwide Business Systems • CSUBUY • Concur
CSUBUY & Concur Overview • Commonalities & Differences
CSUBUY Highlights
Concur Highlights
Stay Connected
Q&A

CSUBUY

- Request Goods & Services, Independent Contractor, and Hospitality using a requisition
- Requisition reviewed by Campus Partners to ensure compliance to policy and regulations
- Approved requisitions creates a purchase order (PO) which:
  - Distributes to the supplier
  - Exports to CFS to create an encumbrance
- POs are paid via invoice from supplier
- Invoices reviewed and processed for payment
- Payment information visible

Concur

- Submission of requests for
  - Travel (air, hotel, rental car, personal mileage)
  - University Cards
  - Hospitality form for card transactions or Employee Reimbursement
- Submission of expense reports and supporting information for:
  - Travel-Employee/Non-employee (without services)
  - General Reimbursement-Employee/Student
  - Card Transactions (non ProCard)
- Reconciliation of Company Billed Statements (ProCard)

Commonalities Between Systems

CFS

Spend Categories

(Commodity Codes/Expense Types)

Chartfields

DOA

Payments

Concur

CSUBUY

CSUBUY & Concur: DOA Differences

CSUBUY

- **What**:
  - Function ID: JGS
  - All 5 Levels and Designated Approvers
- **Who**:
  - Pool of Designated Approvers
  - Requisition Approved by one of the pool of approvers
- **When**:
  - Nightly Integration

CFS DOA 360

Concur

- **What**:
  - Function ID: TR/TE
  - Approval Order
    - Only requires one approval

    or
    - Campus defined approval order
- **Who**:
  - Recommended: Level 4 Primary Approver*
  - Secondary and Tertiary may be used as additional approvers
- **When**:
  - Nightly Integration

*Note:
- Recommendation to:
  - Expense reports will not typically exceed $100K

CSUBUY A COLLABORATIVE PROCURE TO PAY MARKETPLACE

Concur

CSUBUY & Concur: Chartfield Differences

CSUBUY

- **What**:
  - Default Account Varies by Campus
    - Can be FIRMS Object Code
- **Who**:
  - Recommended by Chancellor's Office
  - Defined by Campus
- **When**:
  - Nightly Integration

Chartfield

Concur

- **What**:
  - Default Account is the FIRMS Object Code
- **Who**:
  - Defined by Chancellor's Office
- **When**:
  - Nightly Integration

CSUBUY
A COLLABORATIVE PROCURE TO PAY MARKETPLACE

Concur

CSUBUY & Concur: Approval Differences

CSUBUY

- DOA Approval for All transactions*
- Compliance Approval based on Commodity, Form, Form Questions, and Supplier Class
- Procurement Review
- Additional Reviews based on Campus Configuration including:
  - Additional Financial Approval
  - Accounting Review

Approval Types

Concur

- Supervisor/Manager Approval for all reports
- DOA Approval for all transactions
- Procurement/AP Compliance Review
- Exception Approvers
  - International Travel
  - War Risk Travel
  - Exceeding Hotel Nightly Amount
  - Hospitality
  - Promotional Approval: Logo & Branding

*Note:
- Based on Chancellor's Office Audit & Advisory guidance, all CSUBUY requisitions will stop for DOA approval effective August 2026

CSUBUY
A COLLABORATIVE PROCURE TO PAY MARKETPLACE

Concur

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WHAT IS PROCURE TO PAY?

WHAT IS PROCURE TO PAY?

*Strategic, standardized process that allows for the elimination of manual touchpoints and steps resulting in **efficiencies** through automation, **risk mitigation** and **cost savings** for the California State University.*

CSUBUY
A COLLABORATIVE PROCURE TO PAY MARKETPLACE

SUPPLIER MANAGEMENT

SHOPPING
Intuitive, guided shopping with discount pricing across suppliers.

REQUISITIONING
Purchase request with easy checkout.

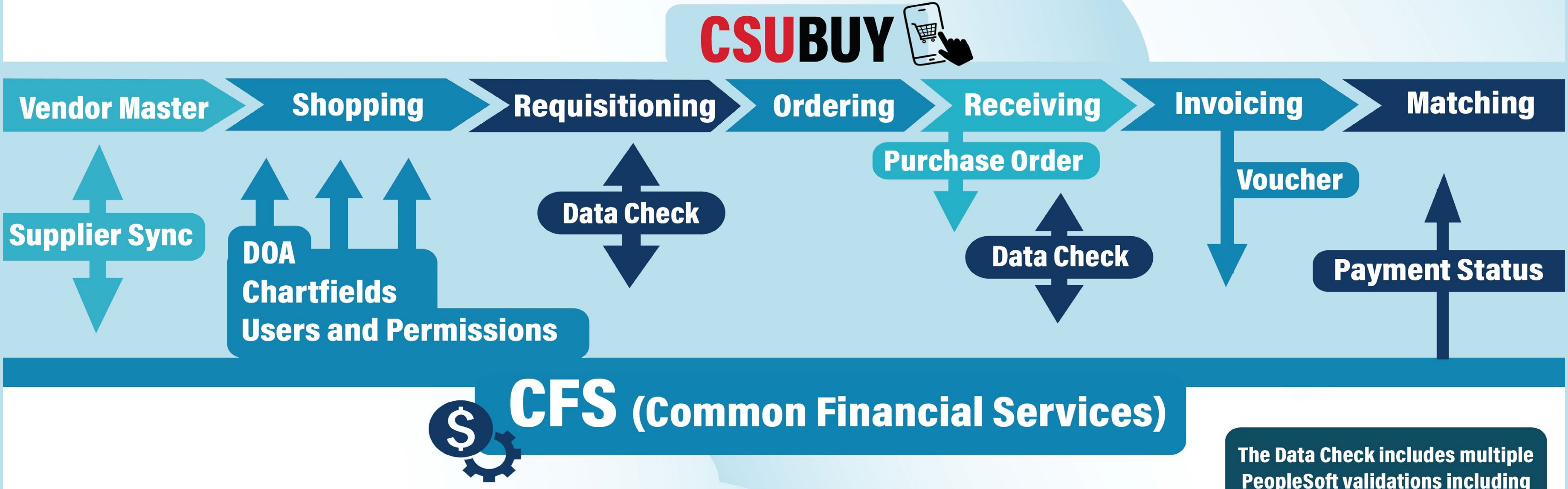
ORDERING
Electronic distribution of purchase order to suppliers.

RECEIVING
Acknowledge receipt of goods & services.

INVOICING
e-Invoice with visibility to payment approvals & status.

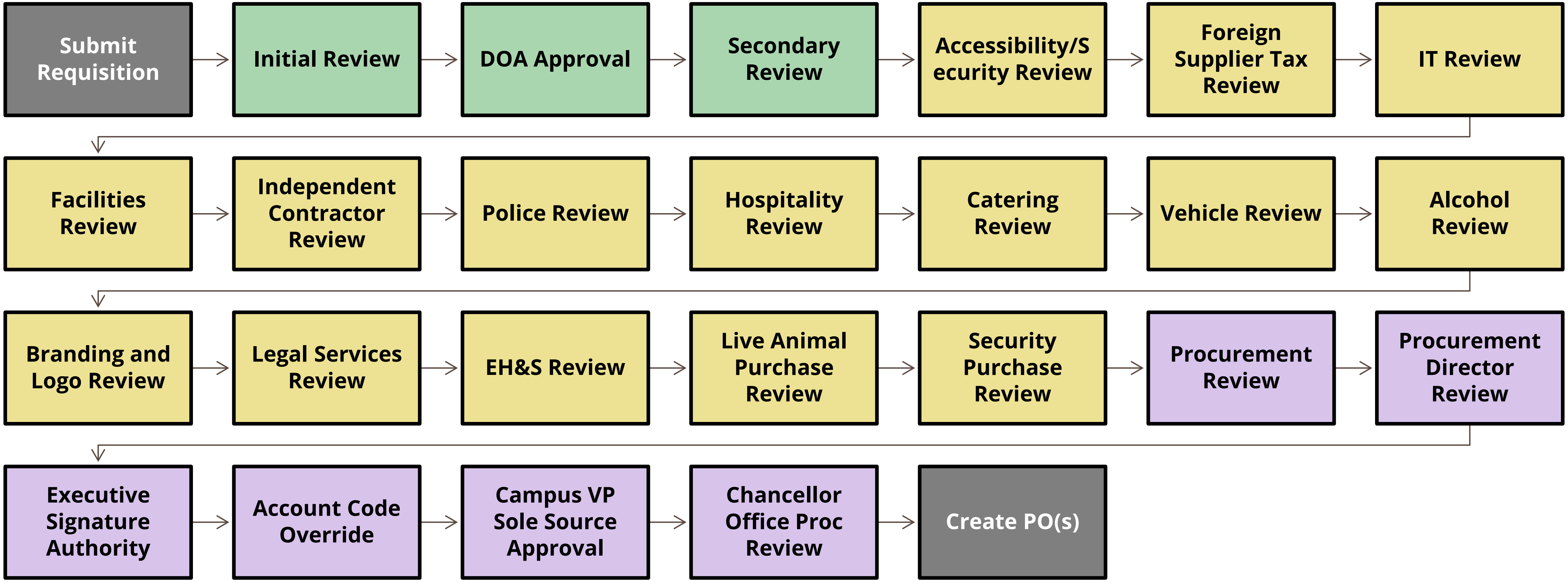
PAYMENT
Minimal touchpoints for payment of goods & services.

HOW DOES DATA FLOW BETWEEN CSUBUY AND CFS?

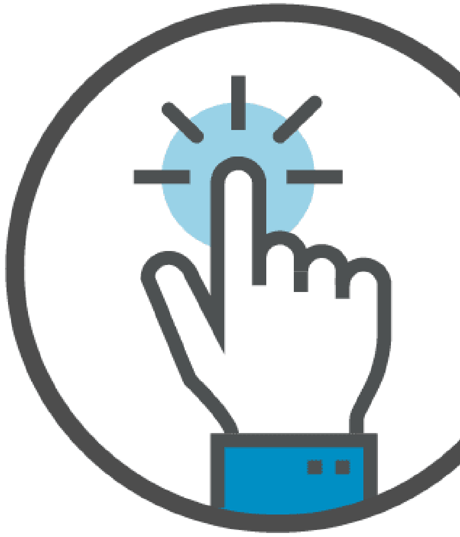


The Data Check includes multiple PeopleSoft validations including combo edits.

CSUBUY P2P: Requisition Workflow Steps are Grouped



Fiscal | Compliance | Procurement



DEMO

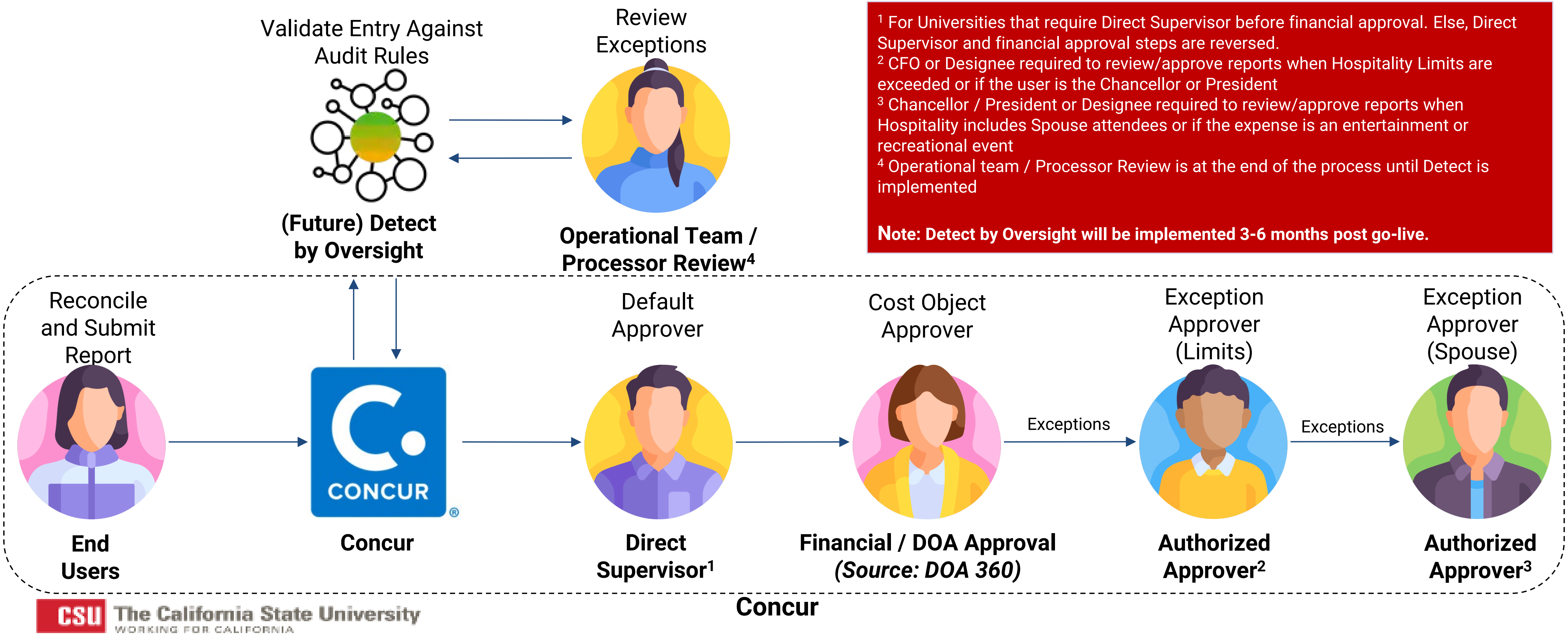
Concur: Functions

Concur is the CSU's systemwide solution for managing requests, travel, expenses, and company-issued cards—helping standardize processes across campuses while ensuring compliance with policy. It also brings new AI-powered tools to make tasks faster and easier.

- Company Issued Cards
  - Card Issuance and adjustments.
  - Import transactions automatically within Concur as a part of card reconciliations. Simply assign chartfields, attach receipts, and submit. Built-in workflows route reports to the correct approvers.
  - Supports handling of disputed or fraudulent charges.
- Travel
  - Book travel using CSU and statewide negotiated contracts.
  - Built-in controls guide you to compliant flight and rental options.
  - AI helps estimate trip costs quickly.
  - Per diem is automatically calculated—no guesswork.
- Request/Expense
  - Consistent process across campuses and auxiliaries with optional implementation of interunit.
  - ExpenseIt uses AI to create expenses from receipts.
  - Integrated with CFS Accounts Payable module to help speed up payments.
  - Ability to delegate access to others.
- Reporting
  - Improved visibility and consistency in reporting.
  - Supports audit, risk, and sustainability requirements systemwide.

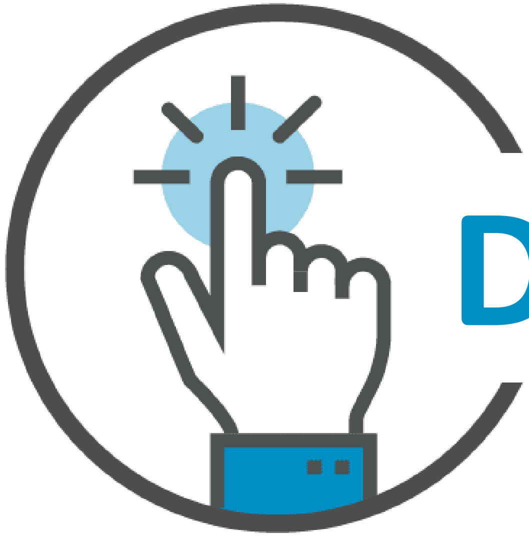
This solution isn't just a tool—it's a streamlined, intelligent way to manage travel, expenses, and card activity consistently and efficiently across the CSU system.

Expense Report and ProCard Statement Report



[1] For Universities that require Direct Supervisor before financial approval. Else, Direct Supervisor and financial approval steps are reversed.
[2] CFO or Designee required to review/approve reports when Hospitality Limits are exceeded or if the user is the Chancellor or President
[3] Chancellor / President or Designee required to review/approve reports when Hospitality includes Spouse attendees or if the expense is an entertainment or recreational event
[4] Operational team / Processor Review is at the end of the process until Detect is implemented

Note: Detect by Oversight will be implemented 3-6 months post go-live.



DEMO

Stay Connected: Support & Help

CSUBUY

- Submit CSUBUY Ticket through Optimize
- Resources Available in CSU Connect

Concur

- Submit Concur Case through Optimize
- Resources Available in CSYOU

Q & A