

Administration and Finance - 2020

# DEPARTMENT ASSESSMENT PLAN



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# Department Assessment Plans

- Professional Development Tracking and Reporting  
Follow-up from May 2020
  - Accounts Payable/Travel – Jay Wood and Mona Sinha

# Department Assessment Plans

## ■ Assessment Purpose

- To accurately track “Professional Development” expenses for campus and the auxiliaries through Concur
- Eliminate having to cobble numbers together from Peoplesoft, Concur and ProCard
- Provide accurate and timely reporting of this activity to the management team
- Convert travelers from paper-based expense reconciliation to online Concur reconciliation

# Department Assessment Plans

## ■ Assessment Methodology

- Reviewed the past reporting of this activity
- Validated the accuracy of the Concur reporting
- Reviewed the data in Peoplesoft
- Examined the data that was lacking in Concur and reviewed paper-based expenses



# Department Assessment Plans

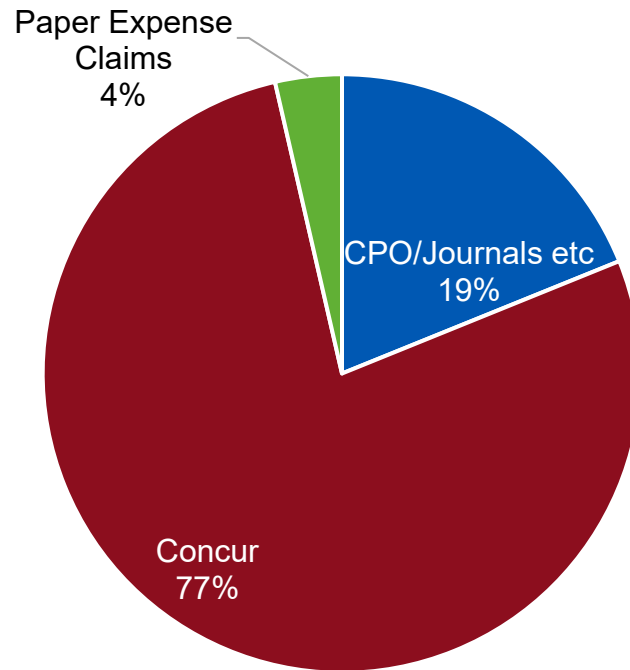
## ■ Assessment Data

– Professional Development Expenditures for 2018/19

FY 2018/19	ASI	Campus	UEC	Phil	Student Union	Total
CPO/Journal etc.	-	\$526,638	\$95,567	\$7,037	\$9,742	\$638,984
Concur	-	\$2,427,715	\$139,242	\$58,138	-	\$2,625,095
Paper Vouchers	\$78,338	\$ 5,733	\$11,980	\$24,602	\$1,123	\$121,777
<b>Totals</b>	<b>\$78,338</b>	<b>\$2,960,086</b>	<b>\$246,790</b>	<b>\$89,777</b>	<b>\$10,865</b>	<b>\$3,385,856</b>



# Professional Development Expenditure Summary



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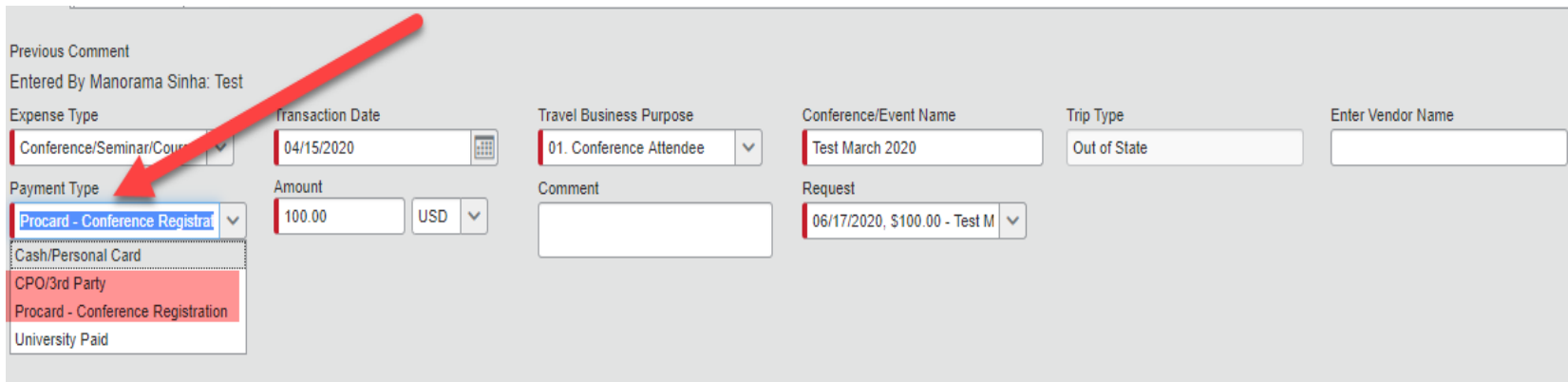
## ■ Assessment Findings

- Overall, the reporting available in Concur is accurate:
  - Concur reporting allows us to factor in costs for specific categories of charges, these include:
    - “Seminars”, “Conferences”, “Registration Fees”, “Meetings” and “Professional Development” categories.
  - We can account for costs associated with the above categories for all costs related to the travel, including mileage reimbursement, meals, transportation/lodging and registration fees
  - With Concur reporting, we get concise information

# Department Assessment Plans

## ■ Assessment Findings

- The pain points in finalizing the reporting occurs with the following:
  - **CPO (Cash Posting Orders)/ProCard** - These are expenses paid by a third party, or paid via a department ProCard. Such expenses can be accounted for by using the **Payment Type** dropdown list available in Concur. However, this is dependent on individuals completing this information as they reconcile



Previous Comment  
Entered By Manorama Sinha: Test

Expense Type: Conference/Seminar/Cour...  
Transaction Date: 04/15/2020  
Travel Business Purpose: 01. Conference Attendee  
Conference/Event Name: Test March 2020  
Trip Type: Out of State  
Enter Vendor Name: [Empty]

Payment Type: Procard - Conference Registrat...  
Amount: 100.00 USD  
Comment: [Empty]  
Request: 06/17/2020, \$100.00 - Test M

Payment Type dropdown options:  
Cash/Personal Card  
CPO/3rd Party  
Procard - Conference Registration  
University Paid



## ■ Assessment Findings Continued

- **Paper Travel Claim Forms (4%)** – These are processed outside of Concur, thus requiring us to manually review these charges in order to complete reporting



# Department Assessment Plans

## ■ Practices Implemented

- Travel has implemented the following:
  - **CPO (Cash Posting Orders) and ProCard (Current State) -**  
We continue to communicate with campus on the importance of logging this CPO's into Concur. Travel is manually reviewing claims to ensure compliance. ProCard reconciliations are required to have the Concur ID number, demonstrating compliance for any charges to be approved.
  - **Paper Travel Claim Forms (4%) –** We will continue to discourage paper travel claims. Paper travel submissions will be reviewed to ensure Professional Development has been entered into Concur.

# Department Assessment Plans

## ■ Practices Implemented

– Travel has implemented the following:

- **Strategic Concur Training** - Continue to offer in-person or group training for those departments, require Concur training for those individuals submitting paper claims
- **Prioritize Concur Reimbursements** – Essentially, make the Concur submitted claims the priority. This means paper travel claim reimbursements may be delayed. Concur first, paper second.



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## ■ Coming Soon!

- **The Future of ProCard** - In the very near future, the CSUSB Corporate Card will replace all existing state and auxiliary ProCards. The new “One Card” solution will be reconciled directly in Concur, thus eliminating having to log any Professional Development costs charged on the ProCard.
- **Move Employee Reimbursement from Paper into Concur**— Instead of employee reimbursements in paper format, we will move this into Concur. Any out of pocket costs for Professional Development will be captured in Concur when the employee is reimbursed.

# Department Assessment Plans

- Questions?
  - Thank you!

