ACCOUNTS PAYABLE UPDATES

Alex Sims 04/10/2024
AGENDA

- TRAINING
  - BUDGET AUTHORITY
  - CARDHOLDER

- TRAVEL UPDATES
  - CONCUR ONBASE INTEGRATION
  - TRAVEL AGENCY CHANGES
TRAINING

Cardholder Training
• Roles & Responsibilities
• Practical Examples
• Knowledge test
• Migrating to Bridge

Estimated timeline: May 1st

Budget Authority Training
• Roles & Responsibilities
• Practical Examples
• Knowledge test
• New Training Built in Bridge

Estimated timeline: June 1st
TRAVEL UPDATES

Concur Onbase Image Integration
• Receipt images in Concur are fed into Onbase
• Images become available in CORE and GRS
• Effective Date: 1/1/2024

Travel Agency Changes
• Dedicated Email Box
• Web form for Non-Group travel booking
• Adding account code number to travel expense types where possible.
THANK YOU

Questions?