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Subject: Upgrade Progress Update 04-17-2014
Date: Thursday, April 17, 2014 9:38:42 AM

DATE: April 17 2014

TO: State Accounting Financial Contacts

FROM: Hari Kadavath, Administrator, State Accounting Division

SUBJECT: Upgrade Progress Update 04-17-2014

Expense Management:-

Our team is in the process of developing and configuring an Expense Management module in EnterpriseOne. This will be implemented when we "go live" with our system upgrade. This module will be "rolled out" to agencies after an initial implementation with the Department of Health and Human Services.

The Expense Management module consists of:

- Authorization Request – request for approval to expend state funds
 - Travel, Tuition Assistance and Other Reimbursable Expenses
 - Agencies will be define if this is required prior to the creation of an Expense Reimbursement request
 - Payment Methods include:
 - Reimburse Employee (will flow to the Expense Reimbursement Request)
 - Procurement Card (will provide visibility of Actual P-Card transactions)
 - Direct Bill
 - will provide visibility of agreed upon rates with a vendor
 - can be used for comparison against invoice line items
 - IBT (for cross-reference with TSB Rental Vehicles)
 - Reimburse to another Employee
 - 3rd Party is reimbursing Employee directly
- Expense Reimbursement Request – a request to be reimbursed
- Comparison: Authorization Request – Expense Reimbursement
 - This application is intended to give visibility of Estimated/Approved expenses against Actual expenses
 - Will be available to: approvers, accounts payable, internal controller, supervisors

Approved Expense Reimbursements will be processed by agency Accounts Payable personnel and an Voucher will be generated from the expense reimbursement.

Throughout the process, e-mail notification will be generated to inform appropriate individuals of request statuses.

User Interface in v9.1:-

Please click on the below links to watch short videos to learn additional functionalities in the new version of EnterpriseOne.

http://www.youtube.com/watch?v=_PHmLP38uyo

<http://www.youtube.com/watch?v=hdzw-AJDH0E>

Thanks

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