

December 9, 2013 @ 11:18 am

To: Financial Contacts & Address Book contacts

From: Hari Kadavath, State Accounting Administrator

RE: Address Book Enhancements & Implementation

Date: December 6<sup>th</sup>, or 9<sup>th</sup>, 2013

Address Book (AB) in EnterpriseOne (E1)/Payroll & Financial Center (PFC) has been going through many changes over the past year. In anticipation of the enhanced AB Request application, the data currently in production will be updated. These enhancements to the AB Requests functionality will be ready for implementation on Tuesday, December 17<sup>th</sup>.

**What is changing?**

Beginning on December 9<sup>th</sup>, 2013, you may see some updating and reformatting when using the AB Inquiry and AB Requests applications. A major change will be the elimination of the PP search type and the N search type for Board and Commission members. These records will be converted to V (vendor) search type records. There will also be some record formatting standardization (ex: P.O. BOX to PO BOX). These changes have been communicated in the BUG meetings and have also been discussed individually via telephone and/or e-mail.

**New ACH form:**

A new ACH and W-9 form has been designed and approved as part of the AB enhancements. The new form is a combination of the W-9 & ACH forms. All payees/vendors should submit the completed form to the requesting agency, **NOT** directly to AS State Accounting or to the State Treasurer's Office. The agency personnel will then submit a request through the enhanced AB Requests application. In order to be processed, all AB "Adds" and "Changes" requests, including ACH instructions, need to be submitted by the agency through the E-1/PFC system.

A generic form will be provided on the [AS State Accounting](#) website (through the [Forms](#) and [Address Book Information](#) links). For those agencies who would like a form specific to their needs, AS State Accounting should be notified by December 12<sup>th</sup>, 2013. All such requests should be addressed to [as.stateaccounting@nebraska.gov](mailto:as.stateaccounting@nebraska.gov), Subject Line: ACH/W-9 Form Contact. The request should include Agency name and address and contact name, phone, fax, and email.

**Training:**

The [Address Book Information](#) link found on the [AS State Accounting](#) website has been re-launched to be your "one-stop" for all AB information. It includes AB announcements, training guides, documentation (and documentation requirements), helpful links to external websites and archived communications. The updated training guides for the enhanced AB Requests application will be available on December 11<sup>th</sup>, 2013.

**AB Application Downtime:**

To accommodate the above mentioned implementation we anticipate a down time for the AB application from 12pm Dec/13/2013 to 8am Dec/17/2013.

If your agency has questions regarding any of the above information, please contact Alyssa Morrow at 402-471-0604 or [alyssa.morrow@nebraska.gov](mailto:alyssa.morrow@nebraska.gov).

**Alyssa Morrow**

**State Accounting**

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