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Subject: Address Book Request Functionality
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On Tuesday, December 17, AS State Accounting upgraded the Address Book Request functionality.

Please note, the process for requesting new address book records or changes to existing address book records has not changed. Submitted requests will still be reviewed by the Address Book team. If there are questions regarding your requests, the Address Book team is now able to send you notifications through the system. You will receive an e-mail that gives the basic reason for the return, but you must log into EnterpriseOne (E1)/Payroll & Financial Center (PFC) to review/edit your request so it can be submitted for reprocessing.

By accessing “Work with AB Requests”, you can access the requests you have submitted as long as the Address Book team has not begun to process the requests. You are now able to update the submitted request with additional attachments or revised information, eliminating the need to submit multiple requests for the same Address Book record.

For further reference, training materials are provided for you:

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.

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