

# ACCOUNTS PAYABLE UPDATES

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## **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?

