Controller Update

F&A Meeting

April 9, 2024

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Concur & Healix Implementation
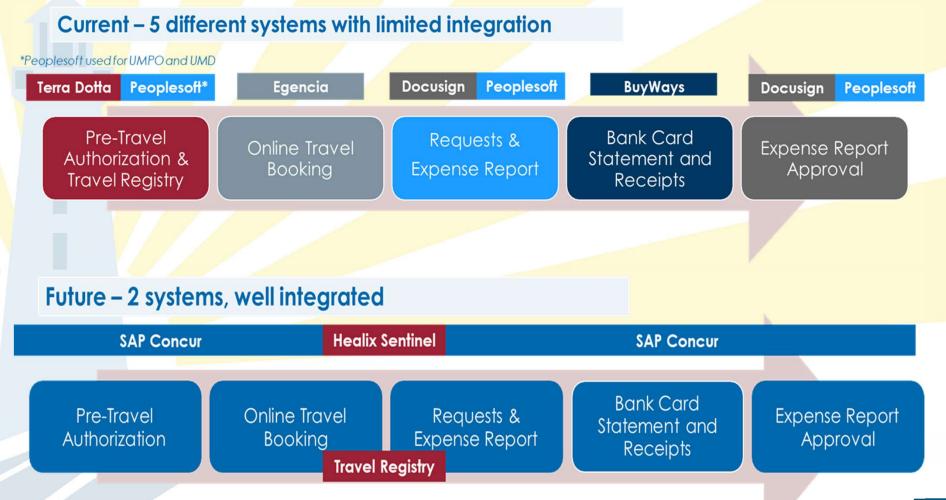
➢ UMass President's Office Initiative
   Employee Services Team

➢ Go-live Tuesday April 16th, 2024

➢ Impacts any employee who travels or assists in any stage of travel, business expense, and/or bank card expense processing

➢ Impacts travel registry for overnight domestic and international travel

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Concur & Healix Implementation

Current – 5 different systems with limited integration

Peoplesoft used for UMPO and UMD

| Terra Dotta | Peoplesoft* | Egencia | Docusign | Peoplesoft | BuyWays | Docusign | Peoplesoft |

| Pre-Travel Authorization & Travel Registry | Online Travel Booking | Requests & Expense Report | Bank Card Statement and Receipts | Expense Report Approval |

Future – 2 systems, well integrated

| SAP Concur | Healix Sentinel | SAP Concur |

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Travel Registry

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Concur & Healix Implementation

SAP Concur

- ➢ Replaces PS Expense Report Module
- ➢ Incorporates Pre-Approval Requests for travel <u>and</u> Business Travel & Expense (BTE) exception request processes
- ➢ BT&E policy compliance alerts configured within the system
- ➢ Individuals can book travel within Concur
  - With or without a university issued bank card
- ➢ Eliminates BuyWays bank card statement upload process

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Concur & Healix Implementation

Healix/Sentinel

- ➤ Replaces Terra Dotta as the University's travel registry system
  - Terra Dotta travel registry will be available through 4/15
  - After 4/15 travel registration must be done in Healix
- ➤ Book Travel within Concur
  - Travel booked within Concur is automatically registered. Travelers booking their Travel in Concur do not need to take additional steps to register their Travel
- ➤ Travel booked outside of Concur (i.e., another travel management company, online booking tools such as Orbitz, etc., direct booking with an airline or hotel, etc.)
  - Travel booked outside of Concur must be manually registered by the Traveler.

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Concur & Healix Implementation

Changes

- ➢ Expense report preparers are assigned by the individual in Concur
  - No need to email security request to the Controller's Office
- ➢ Traveler or credit card holder must submit the report for approval
- ➢ Credit card transactions must be submitted for approval (via expense report) timely
  - Failure to do so will result in termination of bank card privileges
- ➢ Travel registry made simpler - Travelers do not need to enter data into Healix
  - Book through Concur, no action needed
  - Book outside of Concur, email itinerary & applicable documents

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