DR. BUU NYGREN PRESIDENT
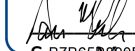# RICHELLE MONTOYA VICE PRESIDENT

The Navajo Nation | Yideeską́ą́di Nitsáhákees

MEMORANDUM

To: Honorable Dr. Buu Nygren, President
NAVAJO NATION

Honorable Crystalyne Curley, Speaker
NAVAJO NATION COUNCIL

Honorable JoAnn Jayne, Chief Justice, Judicial Branch
NAVAJO NATION

From:

Sean McCabe, Interim Controller
Office of the Controller

Date: February 27, 2024

Subject: Update On-Line Travel Authorization Forms

The Office of the Controller (OOC) has implemented the automatic "Numbering Travel Authorization (TA) form" utilizing the Financial Management Information System (FMIS). This self-service process has become evident that it is an excellent resource.

Since implementation on December 18, 2023, we continue to monitor the project for user value, the Accounts Payable and FMIS Support departments are consistently getting a lot of messages on TA's, where some users input invalid address book numbers such as for participants, vendors etc. and not using the visual assist to find the employee address book number. We also have some users not updating or entering the correct email and TA's are sent to the wrong email. We are dealing with casual users for this process and consequently we need to mitigate these issues. We have made four critical enhancements, changes will take effect on February 28, 2024.

- Invalid address book number entered, search type other than (E), an error message pop-up explaining that only an Employee search type is valid.

- The email field on the TA form will clear the field values and user can enter new values and generate another TA.

- A pop-up window will display confirmation of a successful submission and reminds the user they can find their forms in their email or submitted jobs.

- The user closes the form using the cancel button.

For employees who have FMIS access the functionality will already be available on a separate page labeled "Travel Admin" alongside the employee self-service (ESS) page "Employee Information".

We would recommend viewing the changes through the User Productivity Kit (UPK) module, "Travel Authorizations (TA)", Topic: Generate TA Forms, you will find value in having these nice enhancements. Visit our website https://www.nnooc.org home page to access the FMIS Oracle website and FMIS Training page for the UPK training webpage, Knowledge Center.

This memorandum continues to serve as a formal notification that OOC will no longer accept paper or email requests for TA forms from Programs/Departments/Divisions/Branches effective December 18, 2023.

Should have any questions please email Accounts Payable department at Darryl.Multine@nnooc.org or the FMIS system office at support@nnooc.org.

Thank you.

xc: *Division Directors*
     Patrick Sandoval, Chief of Staff OPVP
     Manual Rico, Chief of Staff, Legislative
     Accounting Managers, OOC