

CoHnect News emailed 8/27/2025

Aloha Everyone!

First, this email address, [cohnect@hawaiicounty.gov](mailto:cohnect@hawaiicounty.gov), will now be the email account used to send out all CoHnect related information and news. Please continue to use [cohnect\\_support@hawaiicounty.gov](mailto:cohnect_support@hawaiicounty.gov) to report CoHnect system, workflow, or access issues.

Second, thank you to all who attended our first “CoHnect With Us” Tuesday Talk via Zoom this past Tuesday, 8/26/25. It was a great start to what will be more to come!

Third, as what was described in the “CoHnect With Us” Tuesday Talk, the Invoice Groups field, when creating an invoice, is now mandatory and standardized. Attached are: “Invoice Group Listing”, “Invoice Group Instructions”, and “Managing Invoices Instructions”. Please use these as follows:

- “Invoice Groups Listing” for the full list of standardized codes assigned to all departments and divisions/sections.
- “Invoice Group Instructions” for how to properly use the standardized Invoice Group codes.
- “Managing Invoices Instructions” for ways to use and set up the Manage Invoices tool in the Payables module to better help you get the most out of this tool.

A big mahalo to all of you for being patient and flexible as we continue adjusting to CoHnect!