

CoHnect New emailed 9/25/2025

Below is a summary of the “CoHnect with Us” Tuesday Talk for 9/23/25. For those of you who can access the County Intranet, you can find all recordings of the “CoHnect with Us” Tuesday Talk, including this past Talk, on the [Accounts page](#) under Finance.

1. Reports Update:

- a. Testing is occurring. Much work remains to be done for most reports.
- b. As reports are used, please report any issues to cohnect_support@hawaiiicounty.gov and identify which issue you are experiencing as it relates to:
 - i. Access: Cannot access the report or the appropriate data within a report.
 - ii. Accuracy: Concern that information is not accurate.
 - iii. Usefulness: Need a better report than what we are using it for.
 1. Data collected and presented within a report is unnecessary.
 2. Do not have a use for a report you have access to.
- c. Reporting in CoHnect is different from FRESH and requires a change of mind regarding how you need the report to work to help you complete your work in CoHnect.
- d. Report access is determined by the appropriate roles, which include SVS (Segment Value Security). Access and functionality questions pending answers to questions posed to CherryRoad. The answers will drive the method taken for providing solutions. Solutions may include:
 - i. Provide more access so people can do their jobs
 - ii. Someone else may generate the report for you to do your jobs
 - iii. Option of reducing the reporting scope so information in a particular report focuses on only what is needed, rather than being an all-encompassing report.

- e. Currently the reports are set and most likely will require Day-2 Oracle support to customize them.
2. Accounts Payable:
 - a. A second check run is occurring on Tuesdays, for now, in an effort to respond timely to all vendors. It's in a testing phase and may move to another day if need be.
 - b. Invoices are still due every Tuesday, with Thursday as the standard day checks are cut.
 - c. Keep submitting invoices on a timely manner.
 3. Payroll:
 - a. Testers, please update the "Test tracker."
 - b. Phase 2 of testing with HR is happening today, 9/23/25.

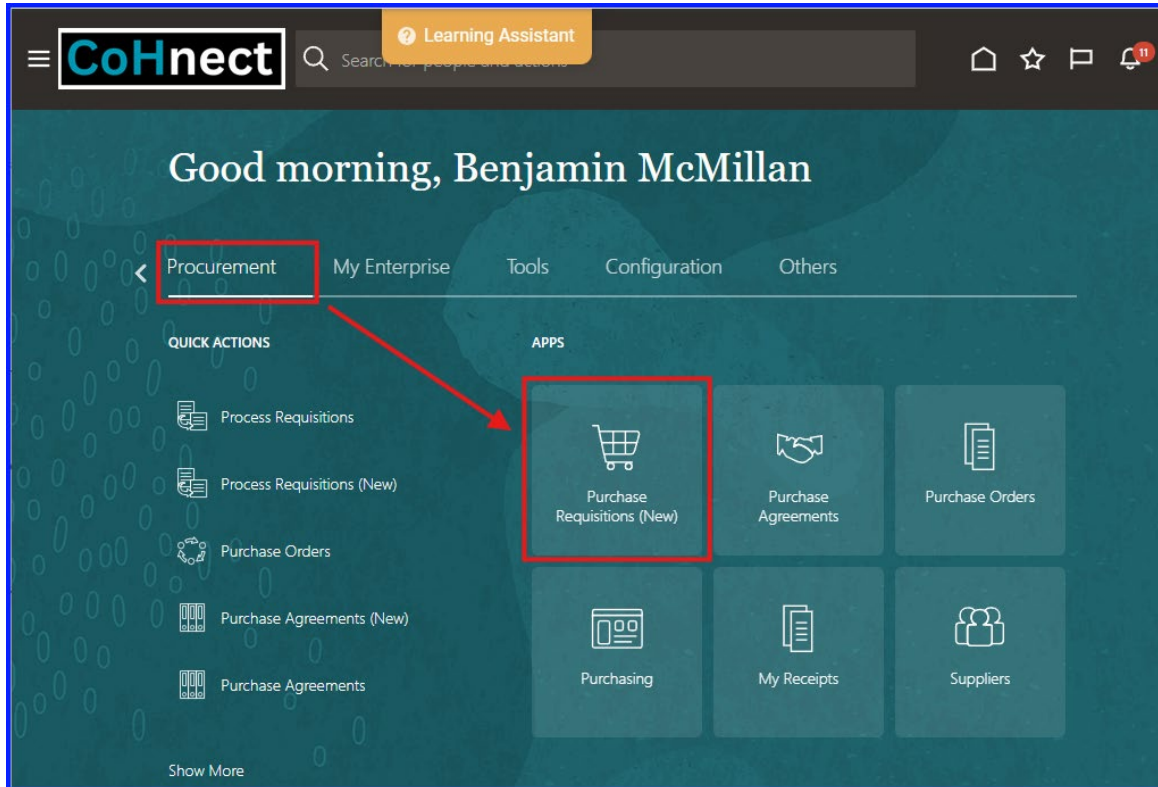
Learning to CoHnect: Training Opportunities

1. County-wide CoHnect Requisition Training
 - Who: Purchasing Division
 - When: Friday, 9/26/25 @ 9:00AM – 10:00AM
 - Where: Virtual - Zoom session
Join ZoomGov
Meeting: <https://www.zoomgov.com/j/1603392657?pwd=yHFBlltwXEFIRax12fyBkTR1kEn7.1>
Meeting ID: 160 339 2657
Passcode: 018506
 - The link to the Zoom meeting also available on:

- i. The Finance Department Purchasing Division page on the Intranet.



- ii. And on the Procurement > Purchase Requisitions (New) landing page in CoHnect.



CoHnect Learning Assistant

Self Service Procurement
County of Hawaii | Dept of Finance - Accounts Div

Search for Items or services

▼ Purchasing news

ZOOM LINK FOR UPCOMING REQUISITION TRAINING ON FRIDAY, 9/26/25 AT 9AM.

9/24/25
Purchasing How Tos can be found on the Purchasing Division's SharePoint intranet page.

9/09/25
ALL purchases from executed agreements, SPO Vendor/Price Lists, PTAs, Professional Services, Sole Source & Exemptions (excluding pre-approved) must be entered as a requisition for a PO to be issued. (some exceptions may apply)

- Orders can be placed in advance against existing executed and SPO agreements then a CONFIRMING requisition must be entered for a PO to be issued. Invoice or order confirmation must be attached.
- Please note that multiple invoices for the same Supplier, Bill To & Ship To can be combined into ONE requisition.
- The use of pCards is also encouraged as a form of payment for SPO Vendor/Price Lists (within your department's small purchase delegation) if accepted by Supplier. Please note that a surcharge may apply.

2. Extended Training Recordings and other helpful resources are on the [Finance Home page](#) of the Intranet.

- Departments that cannot access the Intranet can email cohnect_support@hawaiicounty.gov to request access to the video files.

Extended Learning Virtual Training Recordings

	pCard 6/25/25		Requisitions 7/22/25
	Accounts Payable 7/23/25		Employee Expenses 7/24/25
	Manager/Approvers Activities 8/4/25		Fixed Assets 8/5/25
	Inventory 8/6/25		FAQs Tips & Tricks

Mahalo!