Financials Upgrade and Updates September UL Meeting

September 14, 2016

Workflow Transactions

Workflow transactions must be submitted into approval workflow by **5 p.m. on Friday**, **September 9**, including:

- ePro
- Vouchers
- Journal Entries
- Budget Reallocations

Complete

Non-Workflow Transactions

- Sponsored Programs transactions must be completed by 5 p.m.
 on Friday, September 9.
- Accounts Receivables billing requests must be submitted to the Shared Services Center by 5 p.m. on Wednesday, September
 14.
- •All other transactions, such as Service Unit Billing, Journal Entries under \$10,000, and Requisitions under \$10,000 must be completed by **4 p.m. on Thursday, September 15.**

Need Assistance?

For Assistance or Questions with:

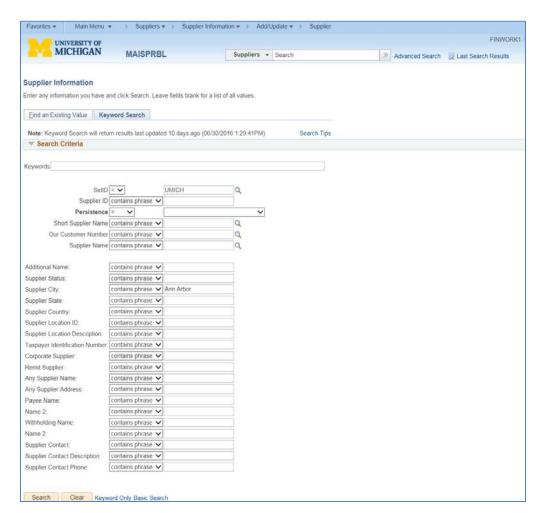
- ePro—Procurement Service: <u>procurement.services@umich.edu</u>
- Accounts Payable—SSC Finance Contact Center:
 <u>sharedservices@umich.edu</u>
- •Journal Entry—SSC Accounting Customer Service: <u>AccountingCustomerService@umich.edu</u>
- •Budget Reallocation—Sponsored Programs: sponsoredprograms@umich.edu

Upgrade Outage

- System becomes unavailable at 5:00 p.m. on Thursday, September 15
- The system returns to service at 6:00 a.m. on Monday, September 19
- The Financial data sets and Business Objects will be available to view or report on financial data during the outage.

Improved Vendor Search - Delayed

- Users can continue to search for vendors just as they do today as well.
- Searches can be conducted using general keywords or target values in specific fields.
- This feature will be released in the near future.



Project Website and Communication

Check here for news and information regularly:

http://www.mais.umich.edu/fin/upgrade/

Communications:

- Rely on the project website
- As-needed emails regarding the status of the upgrade

Questions?