

Financials Upgrade and Updates July UL Meeting

July 13, 2016



INFORMATION AND TECHNOLOGY SERVICES
UNIVERSITY OF MICHIGAN

Agenda

- FIN Upgrade Update – Jeff Green, ITS
- Logical Delete – Bryan VanSickle, Sponsored Programs
- Supply Chain Changes – Julie Martinez, ITS



FIN 9.2 Upgrade - Reminders

System outage begins	Thursday, September 15	5 p.m.
The Financial data sets and Business Objects will be available to view or report on financial data during the outage. The data will be refreshed as normally scheduled prior to the outage.		
Upgraded system available	Monday, September 19	7 a.m.



Project Website and Communication

Check here for news and information regularly:

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

Communications:

- Rely on the project website
- An email with Interchange details to include My LINC registration and link to live-streaming
- As-needed emails regarding functional area changes



FIN Upgrade Interchanges

- Provide a look into the upgraded system
 - Point you to resources to help use the system
 - Open to anyone with an Financials M-Pathways system role
-
- Tuesday, August 9, 9-11 a.m., Michigan Union - Pendleton Room
 - Thursday, August 11, 2-4 p.m., Pierpont Commons - East Room
 - Wednesday, August 17, 2-4 p.m., University Hospital - Ford Auditorium



Logical Delete Functionality

- Ability to search for a deleted journal

Navigation: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

UNIVERSITY OF MICHIGAN

Search: All Search [] Advanced Search Last Search Results

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: [] UMich []
Journal ID: [] begins with []
Journal Date: [] []
Journal Header Status: [] Deleted []
Budget Checking Header Status: [] []
Journal Processing Request: [] []
Source: [] []
Entered By: [] begins with []
Requester: [] begins with []

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Journal Header Status	Budget Checking Header Status	Journal Processing Request	Ledger Group	Source	Journal Total	Debits
UMICH	0001945652	06/25/2007	0	Deleted	Valid	Post	ACTUALS	MED	52	1672749.52
UMICH	0001945652	06/25/2007	1	Deleted	Not Chk'd	Post	ACTUALS	MED	52	-1672749.52
UMICH	0004771499	12/01/2012	0	Deleted	Valid	Post	ACTUALS	HHC	4	6529.6
UMICH	0004771499	12/01/2012	1	Deleted	Valid	Post	ACTUALS	HHC	4	-6529.6
UMICH	0008354299	06/02/2016	0	Deleted	Not Chk'd	No Request	ACTUALS	SP	14	9998.51
UMICH	0008360305	06/21/2016	0	Deleted	Not Chk'd	No Request	ACTUALS	SSC	7	2676.84
UMICH	0008363186	07/10/2016	0	Deleted	Not Chk'd	No Request	ACTUALS	SP	14	9998.51

Find an Existing Value | Add a New Value



Logical Delete Functionality

- The Journal Header status will be marked 'D'

Navigation: Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

UNIVERSITY OF MICHIGAN

Search: All ▾ Search [] >> Advanced Search [] Last Search Results []

Header | Lines | Totals | Errors

Unit: UMICH Journal ID: 0008363186 Date: 07/10/2016 Errors Only []
Template List [] Search Criteria [] View Audit Logs []
*Process: Copy Journal [] Process [] Line: 10 [] [] []

▼ Lines Personalize | Find | [] [] []

Select	Line	Unit	Ledger	SpeedType	Account	Fund	Dept	Program	Class	Proj/Grt	Amount
<input type="checkbox"/>	1	UMICH	ACTUALS		618150	25000	222500	10000	22000	N019184	
<input type="checkbox"/>	2	UMICH	ACTUALS		625330	25000	222500	10000	22000	N019184	
<input type="checkbox"/>	3	UMICH	ACTUALS		625330	25000	222500	10000	22000	N019184	
<input type="checkbox"/>	4	UMICH	ACTUALS		624790	25000	222500	10000	22000	N019184	
<input type="checkbox"/>	5	UMICH	ACTUALS		618150	30000	222500	RDISC	21000	G017343	
<input type="checkbox"/>	6	UMICH	ACTUALS		413200	10000	991000	11727			
<input type="checkbox"/>	7	UMICH	ACTUALS		413200	10000	991000	11727			
<input type="checkbox"/>	8	UMICH	ACTUALS		624790	10000	222500	CSTSH	22000	N019184	
<input type="checkbox"/>	9	UMICH	ACTUALS		422000	10000	222500	CSTSH	22000	N019184	
<input type="checkbox"/>	10	UMICH	ACTUALS		422000	30000	222500	RDISC	21000	G017343	

▼ Totals Personalize | Find | View All | [] [] [] First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UMICH	14	9,998.51	9,998.51	D	N

Save [] Return to Search [] Previous in List [] Next in List [] Notify [] Refresh [] Add [] Update/Display []

Header | Lines | Totals | Errors



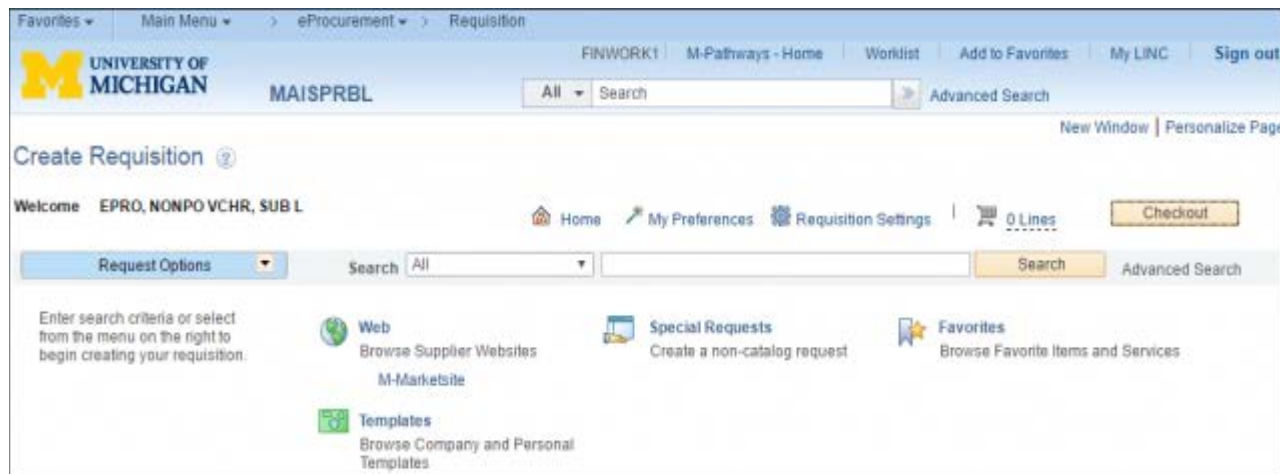
Overview of Supply Chain Changes

- eProcurement Requisition display changes
- Voucher Save for Later functionality
- Improved Vendor Search
- Access to a Confirming Copy of the PO



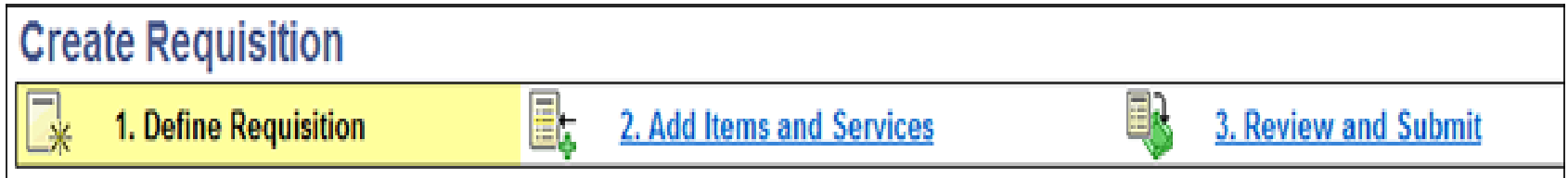
eProcurement Requisition

- Updated look and feel when creating requisition
- Different step by step to enter information
- Functionality will not change



eProcurement Requisition

In 9.1...



Step by Step process to walk you through creating a requisition

Step 1: Define Requisition - Specify requisition name, requestor, and other information that applies to the entire requisition.

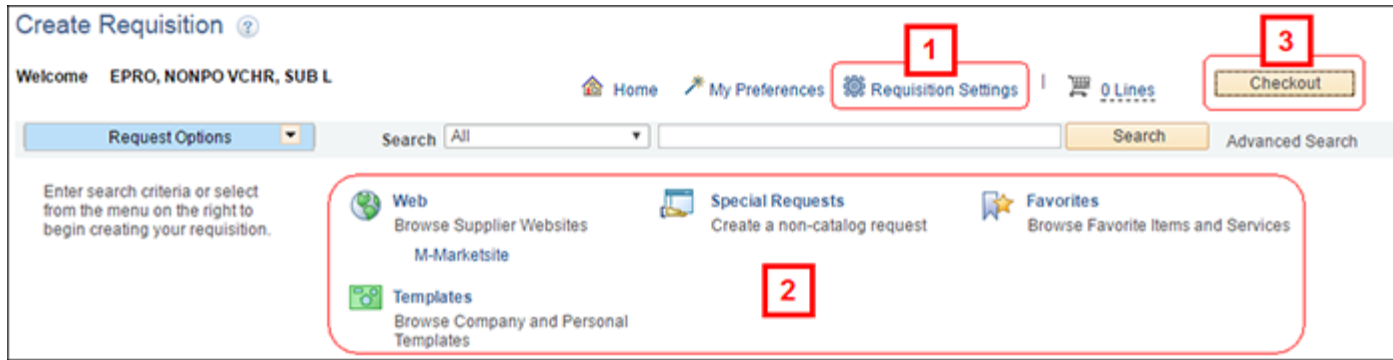
Step 2: Add Items and Services - Add lines to the requisition, specifying the information necessary to procure each item or service.

Step 3: Review and Submit - Review the details of your requisition, make any necessary changes, and submit it for approval.



eProcurement Requisition

In 9.2...



- Steps are still there, but no longer in a step by step style
- Design similar to other online shopping experience (M-Marketsite, Amazon)



eProcurement Requisition

Step 1 – Set Up Requisition Default Values

In 9.2

Requisition Settings

Business Unit: UMICH The University of Michigan

*Requester: MAISPRBL EPRO, NONPO VOHR, SUB L

*Currency: USD

Priority: Medium

Default Options: ☒ Default If you select this option, the defaults specified below will be applied to requisition lines when there are no predefined values for these fields. ☐ Override If you select this option, the defaults specified below will override any predefined values for these fields, only non-blank values are assigned.

Line Defaults: ☒ Default ☐ Override

Supplier: Supplier Location: Supplier Lookup: Fax Options: Address Sequence Nbr: Dispatch Method: Buyer: Category: Unit of Measure: Contract ID: Department Reference Nbr:

Shipping Defaults: Ship To: 1000090 Due Date: 10/10/2009 Attention: SpeedChart:

Accounting Defaults: Chartfields: 1 Details Asset Information: 10/10/2009

Pct	Location	GL Unit	Account	Fund	Dept	Program	Class	Proj/Grt
1000090	UMICH	50000	690580	ADMIN	92320			

OK Cancel

In 9.1

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit: UMICH The University of Michigan

*Requester: MAISPRBL EPRO, NONPO VOHR, SUB L

*Currency: USD

Priority: Medium

Default Options: ☒ Default ☐ Override

Line Defaults: ☒ Default ☐ Override

Vendor: Vendor Location: Vendor Lookup: Fax Options: Address Sequence Number: Dispatch Method: Buyer: Category: Unit of Measure: Contract ID: Department Reference Number:

Shipping Defaults: Ship To: 1000090 Due Date: 10/10/2009 Attention: SpeedChart:

Accounting Defaults: Chartfields: 1 Details Asset Information: 10/10/2009

Pct	Location	GL Unit	Account	Fund	Dept	Program	Class	Proj/Grt
1000090	UMICH	50000	690580	ADMIN	92320			

Continue

- Page layout remains the same
- ‘Define Requisitions’ now called ‘Requisition Settings’
- M-Marketsite users can completely skip this step



eProcurement Requisition

Step 2 – Add Item/Lines to Requisition

In 9.2

Special Requests ?

Enter information about the non-catalog item you would like to order.

Item Details

*Item Description

*Price *Currency

*Quantity *Unit of Measure

*Category Due Date

DeptRefNo

Supplier

Supplier ID

Supplier Name

Supplier Item ID

Manufacturer

Mfg ID

Manufacturer

Mfg Item ID

Additional Information

☐ Send to Supplier ☐ Show at Receipt ☐ Show at Voucher

In 9.1

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Add lines to the requisition, specifying the information necessary to procure each item or service.

Search:

Catalog Favorites Templates Forms Web Special Request

Special Item

*Item Description:

*Price: *Currency:

*Quantity: *Unit of Measure:

*Category: Due Date:

Vendor ID:

Vendor Name:

Vendor Item ID:

Mfg ID: DeptRefNo:

Manufacturer:

Mfg Item ID:

☐ Amount Only

Additional Information

☐ Send to Vendor ☐ Show at Receipt ☐ Show at Voucher

- Page layout remains the same
- Fields group for clarity



eProcurement Requisition

Step 3 – Save & Submit

In 9.2

Checkout - Review and Submit
Review the item information and submit the req for approval.

Requisition Summary

Business Unit: UMICH The University of Michigan
*Requester: MAISPRBL EPRO, NONPO VCHR, SUB L
*Currency: USD
Requisition Name:
Priority: Medium

Cart Summary: Total Amount 1.00 USD
Expand lines to review shipping and accounting details

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	Item			1.0000	Each	1.0000	1.00			

☐ Select All / Deselect All
Select lines to:

Total Amount: 1.00 USD

Shipping Summary
☐ Edit for All Lines

Requisition Comments and Attachments
Enter requisition comments
☐ Send to Supplier ☐ Show at Receipt ☐ Shown at Voucher

Approval Justification
Enter approval justification for this requisition

In 9.1

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: UMICH The University of Michigan
*Requester: MAISPRBL EPRO, NONPO VCHR, SUB L
*Currency: USD
Requisition Name:
Priority: Medium

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Item		1.0000	Each	1.0000	1.00

☐ Select All / Deselect All
Total Amount: 1.00 USD

Comments
☐ Send to Vendor ☐ Show at Receipt ☐ Shown at Voucher ☐ Approval Justification

Dispatch Method: Billing Location: Payment Terms: Freight Terms:

- Page layout remains the same
- 'Review and Submit' now called 'Checkout – Review and Submit'
- With M-Marketsite taken to this page when 'Return cart to ePro'



Saving a Voucher for Later

- A new button, “Save for Later”, is now present allowing users to save a transaction as incomplete. This allows users to return later to make additional edits before processing.

The screenshot displays the 'Regular Entry' screen in the University of Michigan Financials system. The breadcrumb trail at the top reads: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry. The page includes a search bar with 'All' selected and an 'Advanced Search' link. The 'Invoice Information' tab is active, showing fields for Business Unit (UMICH), Voucher ID (NEXT), Voucher Style (Regular Voucher), Invoice Date, Invoice Type, Invoice Received, Supplier ID, ShortName, Location, *Address, and Requester. The 'Invoice No' field is empty, while 'Accounting Date' is 07/11/2016 and '*Pay Terms' is NET30. The 'Invoice Total' summary shows Line Total (0.00), *Currency (USD), Miscellaneous, Freight, Total (0.00), and Difference (0.00). A 'Non Merchandise Summary' section on the right lists links for Comments(0), Template List, Advanced Supplier Search, Supplier Hierarchy, Supplier 360, and Add Documents. The 'Action' dropdown is set to 'Save', and the 'Save For Later' button is highlighted in yellow. Below this, the 'Copy From Source Document' section shows PO Unit (UMICH) and PO Number fields, with a 'Copy PO' button. The 'Invoice Lines' section at the bottom shows Line 1 with a 'Copy Down' checkbox, 'Distribute by' set to Amount, and fields for SpeedChart, Ship To (PAYABLESBU), and Description.



Saving a Voucher for Later

- Vouchers saved for later still receive a voucher ID
- Vouchers on hold can be retrieved via the voucher inquiry page. Users can search using the incomplete voucher status field and / or other fields such as voucher id, vendor id, etc.
- Vouchers saved as incomplete will be purged after 90 days if they have not been submitted for processing

Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Business Unit	=	▼	UMICH	
Voucher ID	begins with	▼	61616	
Voucher Type	=	▼		▼
Invoice Number	begins with	▼		
Invoice Type	=	▼		▼
Short Supplier Name	begins with	▼		
Supplier ID	begins with	▼		
Name 1	begins with	▼		
Voucher Style	=	▼		▼
Related Voucher	begins with	▼		
Entry Status	=	▼		▼
Voucher Source	=	▼		▼
Incomplete Voucher	=	▼	Incomplete Voucher	▼

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)



Improved Vendor Search

- Users can enter search criteria for vendors in a universal field from the landing page. This is similar to Google search functionality.

The screenshot displays the University of Michigan MAISPRBL landing page. At the top, there is a navigation bar with links for 'Favorites', 'Main Menu', 'FINWORK1', 'M-Pathways - Home', 'Worklist', 'Add to Favorites', 'My LINC', and 'Sign out'. The University of Michigan logo and 'MAISPRBL' text are on the left. A search bar is highlighted with a red rectangle, containing a dropdown menu set to 'Suppliers' and the text 'abc warehouse'. To the right of the search bar are links for 'Advanced Search' and 'Last Search Results'. Below the search bar, there is an 'Announcements' section with a blue speech bubble icon and text: 'Have a question about how to do something? Visit **My LINC** for job aids, documentation, eLearning courses, and training registration.' Below this is the 'ITS Service Center' section with contact information: '734-764-4357 (4-HELP)' and 'Email us'.



Improved Vendor Search

- Results will be returned if that value exists for a vendor anywhere within the vendor record.
- Advanced searching and filtering capability is also available and will be reviewed during our interchange sessions.

The screenshot displays the University of Michigan MAISPRBL vendor search interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and a breadcrumb trail '> "abc warehouse"'. The University of Michigan logo and 'MAISPRBL' are on the left, while 'FINWO' is on the right. A search bar contains 'abc warehouse' with a dropdown set to 'All'. To the right of the search bar are links for 'Advanced Search' and 'Last Search Results'.

Below the search bar, the heading 'Search Results "abc warehouse"' is followed by the message '3 results matched your search criteria'. On the left, a 'Filter by' section shows 'Category Suppliers (3)'. The search results are listed as follows:

- [Supplier - UMICH | 0000000040 | ABC WAREHO-002](#)
Last Updated Date: 2016-06-22 11:48:59
Supplier: ABC WAREHOUSE | Date: 1901-01-01 | Status: Approved | Entered By: GSPRUNK
- [Supplier - UMICH | 0000078624 | ABC WAREHO-001](#)
Last Updated Date: 2016-06-09 16:29:59
Supplier: ABC WAREHOUSE (USE VENDOR 0-40) | Date: 1901-01-01 | Status: Inactive | Entered By: BERNETTE
- [Supplier - UMICH | 0000452775 | ABC VACUUM-001](#)
Last Updated Date: 2016-06-09 16:29:59
Supplier: ABC VACUUM CLEANER WAREHOUSE | Date: 2008-03-18 | Status: Inactive | Entered By: PRBATCH1



Improved Vendor Search


- 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.
- Will allow us to move towards one vendor record per TIN

The screenshot displays the 'Supplier Information' search page within the MAISPRBL system. The header includes navigation links like 'Favorites', 'Main Menu', and 'Suppliers', along with the University of Michigan logo and the text 'MAISPRBL'. A search bar at the top right contains the word 'Suppliers' and a search button. Below the header, the 'Supplier Information' section prompts users to 'Enter any information you have and click Search. Leave fields blank for a list of all values.' It offers two search methods: 'Find an Existing Value' and 'Keyword Search'. A note indicates that keyword search results are updated every 10 days. The 'Search Criteria' section includes a 'Keywords' field and several dropdown menus for specific fields: 'SetID' (set to 'UMICH'), 'Supplier ID', 'Persistence', 'Short Supplier Name', 'Our Customer Number', and 'Supplier Name'. Each dropdown menu has a 'contains phrase' option. Below these, there are additional search criteria for 'Additional Name', 'Supplier Status', 'Supplier City', 'Supplier State', 'Supplier Country', 'Supplier Location ID', 'Supplier Location Description', 'Taxpayer Identification Number', 'Corporate Supplier', 'Remit Supplier', 'Any Supplier Name', 'Any Supplier Address', 'Payee Name', 'Name 2', 'Withholding Name', 'Supplier Contact', 'Supplier Contact Description', and 'Supplier Contact Phone'. Each of these fields also has a 'contains phrase' dropdown. At the bottom, there are 'Search' and 'Clear' buttons, and a link to 'Keyword Only Basic Search'.



Confirming Copy of a PO

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Add/Update POs](#)


UNIVERSITY OF MICHIGAN

MAISPRBL

Maintain Purchase Order

Purchase Order

Business Unit: UMICH
 PO ID: 3004001040

PO Status: Dispatched
 Budget Status: Valid

Copy From: ☐ Hold From Further Processing

Header

PO Date: 07/11/2016
 Supplier: ABC WAREHO 002
 Supplier ID: 0000000040
 Buyer: PROCUREMENT

Supplier Search
 Supplier Details
 ABC WAREHOUSE
 PROCUREMENT

Backorder Status: Not Backordered
 Receipt Status: Not Recvd
 Dispatch Method: Phone

Create BackOrder
 Dispatch

Amount Summary

Header Details	Activity Summary	Merchandise	1.00
PO Defaults	Add Comments	Freight/Tax/Misc.	0.00
PO Activities	Add Ship to Comments	Total Amount	1.00 USD
Requisitions	Document Status	Encumbrance Balance	1.00 USD

Add Items From

Catalog
 Purchasing Kit

Select Lines To Display


Search for Lines
 Line To

Lines

Personalize | Find | View All | | First | 1 of 1 | Last

Details	Ship To/Due Date	Statuses	Item Information	Attributes	BFO	Contract	Receiving	
Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1		test	1.0000	EA	GENXX	1.00000	1.00	Approved

Purchase Order


The University of Michigan

Procurement Services
 7071 Wolverine Tower
 3003 S. State Street
 Ann Arbor MI 48109-1282
 United States

Supplier: 0000000040
 ABC WAREHOUSE
 880 EISENHOWER BLVD
 ANN ARBOR MI 48103

Dispatch via Phone

Purchase Order	Date	Revision	Page
3004001040	07/11/2016		1

Payment Terms: Net 30
 Requestor: KEN A WITHERSPOON
 Phone: 734/936-0976
 Currency: USD

Customer ID: KEN A WITHERSPOON
 Ship To: ADMINISTRATIVE SERVICES DOCK
 322 E HOOVER STREET
 ANN ARBOR MI 48106-1432
 United States

Bill To: UMHS ACCOUNTS PAYABLE
 STE 100
 2500 GREEN RD
 ANN ARBOR MI 48106-5749
 United States


Line-Sch	Item ID/Descr	Mfg Item ID	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	test			1.00EA		1.00000	1.00	07/11/2016
Item Total							1.00	
Total PO Amount							1.00	

Vendor agrees that the terms and conditions of this transaction are as follows:

- The exact terms specified above are incorporated.
- Either
 - For the items above, a separate agreement, mutually signed by authorized signers governs all other material terms and conditions of the transaction; or
 - (i) If for a product purchase, the Basic Terms and Conditions for Product Purchase and Installation, found at <http://procurement.umich.edu/purchase-terms>; and
 - (ii) If for providing services, the Basic Terms and Conditions for Services Provided the Regents of the University of Michigan, found at <http://procurement.umich.edu/purchase-terms>.

The University of Michigan is exempt from State of Michigan sales and use tax in accordance with the Michigan General Sales Tax Act and Use Tax Act.

The Regents of
 THE UNIVERSITY OF MICHIGAN



COLIN T. ANDERSON, Interim Director
 Procurement Services

Notice: To ensure timely payment remit invoice to the "Bill To" address indicated above. All remitted invoices must contain the 10-digit PO Number referenced above. Failure to comply could delay or prevent payment.



Questions?

