

Financials Upgrade and Updates September UL Meeting

September 14, 2016



INFORMATION AND TECHNOLOGY SERVICES
UNIVERSITY OF MICHIGAN

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: procurement.services@umich.edu
- Accounts Payable—SSC Finance Contact Center:
sharedservices@umich.edu
- Journal Entry—SSC Accounting Customer Service:
AccountingCustomerService@umich.edu
- 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.

The screenshot displays the 'Supplier Information' search page within the MAISPRBL system. The header includes the University of Michigan logo, the text 'MAISPRBL', and navigation links for 'Suppliers', 'Supplier Information', 'Add/Update', and 'Supplier'. A search bar with a dropdown menu set to 'Suppliers' and a search button is present. 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 features two tabs: 'Find an Existing Value' and 'Keyword Search'. A note states: 'Note: Keyword Search will return results last updated 10 days ago (06/30/2016 1:29:41PM)'. The 'Search Criteria' section includes a 'Keywords' field and a 'SetID' dropdown menu set to 'UMICH'. Below this, several search criteria are listed, each with a dropdown menu set to 'contains phrase' and a search button: 'Supplier ID', 'Persistence', 'Short Supplier Name', 'Our Customer Number', 'Supplier Name', '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', 'Name 2', 'Supplier Contact', 'Supplier Contact Description', and 'Supplier Contact Phone'. At the bottom, there are 'Search' and 'Clear' buttons, and a link to 'Keyword Only Basic Search'.



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?

