

PAAC 3/18/15 Notes:

Journal Entries:

Amanda Simon provided the following updates regarding changes to the Journal Entry process, **effective 4/20/15:**

- Units will no longer need to submit cover sheets/hard copy supporting documentation for Sponsored JE's.
- JE must be complete and include support *prior* to being submitted in M-Pathways.
- JE's will be electronically routed for approval if there is a line over \$10,000.
- Sponsored programs will no longer be able to edit once the JE is in the workflow. The request will be denied, and sent back for revision.

Handout: <http://www.finance.umich.edu/finops/accounting/journals/support/descriptions>

Medical School and AST:

Shared Services Center Implementation: The Shared Services Center (SSC) is implementing the rest of their processes on April 20, 2015. **In preparation for the implementation eReconciliation should not be used from 4/10 – 4/17/15.** Please do not use eRecon during this time. If you do, any work performed will not be saved.

Approver Table: the Approver Table went live on 3/24/15. Department Managers will need to populate their approver table (if electing to use) with their delegates. The spreadsheets sent to the SSC in preparation for go live did not create the approver tables for the Dept. Managers, it just granted the delegates the roles needed to be added to the approver table. It is up to the Departments and Dept. Managers if they want to use the Approver Table at all.

New Fields in eRecon: There will be additional fields in eRecon on go live of the SSC on 4/20/15. Most of these new fields do not add value to the Medical School, so the recommendation is to customize your eRecon view to hide the fields. There will also be new navigation in FINPROD for eRecon and additional search criteria. Please refer to the document "eRecon new look" for the new fields.

Auto-Reconciled Transactions: Please refer to the document titled "SSC Trans Summary List" for all the transactions that will be auto-reconciled, beginning April 20th. Once a transaction is auto-reconciled it cannot be un-reconciled. You may still add notes to the line item and add documentation.

View Doc Link in eRecon: On go live of the SSC; end users will have the ability to attach backup documentation at the line level in eRecon. This does not change the Med School's business process for Tier 2 users to submit order backup documentation at the point of purchase.