

## Capturing eReconciliation Documents in WebNow

### Overview

WebNow is a tool that enables units, at their discretion, to create an electronic version, or “image”, of important documentation that pertains to eReconciliation transactions. To add documents using WebNow, users must have the **FN User eRecon** role.

**Note:** When adding PDF documents to WebNow, the document cannot be password protected or created with the Adobe Portfolio application.


This procedure includes information on:

- [Customizing the Document Key Header Fields in WebNow for eRecon](#)
- [Adding Documents to WebNow](#)
- [Searching for Documents in WebNow](#)
- [Deleting Documents from WebNow](#)
- [Additional Resources](#)

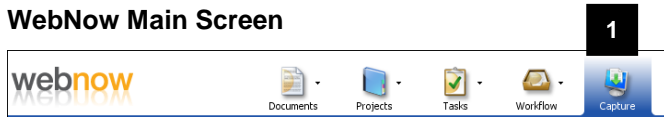
### Navigation

Wolverine Access > WebNow

### Customizing the Document Key Header Fields in WebNow for eRecon

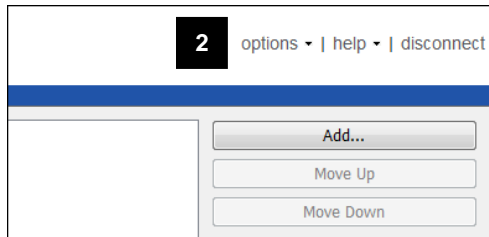
 Customizing the **Document Key Header Fields** is helpful for more accurate data entry of the document keys. Follow the steps below to add the header values to your Capture screen.

#### WebNow Main Screen



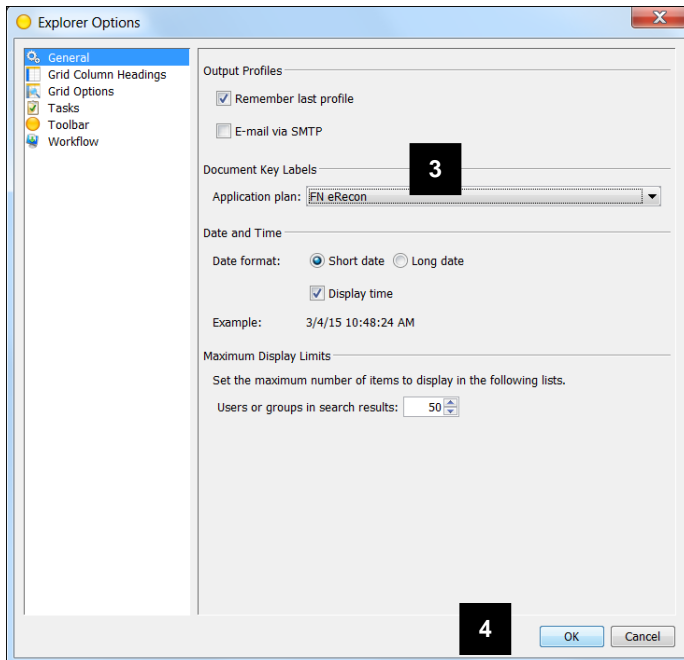
1. Click **Capture** in the top right portion of the screen.

#### WebNow Main Screen (continued)



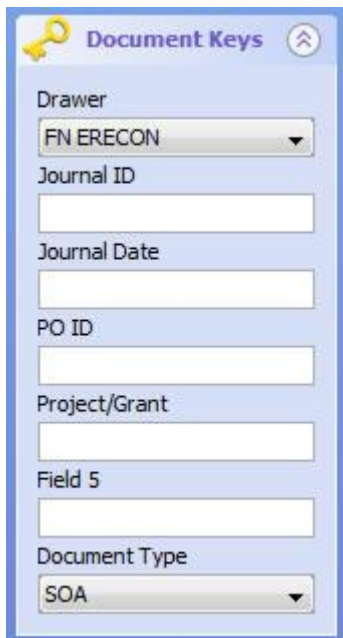
2. Click **options**.  
**Note:** If you click the drop-down arrow, you must select **Explorer Options...** from the drop-down list.

**WebNow – Explorer Options Window**



3. Select **FN eRecon** from the **Application plan** drop-down list.
4. Click **OK**.

**WebNow Main Screen**



5. The customized Document Key Header Fields display for eRecon.

**Notes:**

- The Document Key Header Fields will default to the customized eRecon display each time you enter WebNow unless you manually change the Document Key Labels through the **options** menu.
- The **Drawer** and **Document Type** fields **must** be updated for each document that is captured.

### WebNow Main Screen

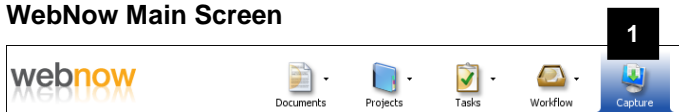
**Note:** If you do not apply the FN eRecon Application plan, the data entry fields will display as follows:

- Drawer
- Folder
- Tab
- Field 3
- Field 4
- Field 5
- Document Type

### Adding Documents to WebNow

When adding documents in WebNow, it is important to enter the correct keys. Otherwise, the documents will not be accessible via the M-Pathways eReconciliation pages.

### WebNow Main Screen



1. Click **Capture** in the top right portion of the screen.

## WebNow Main Screen

Document Keys

Drawer  
2 FN ERECON

Journal ID  
3 0006378068

Journal Date  
4 06/20/2014

PO ID

Project/Grant

Field 5

Document Type  
5 SOA

If the image is related to a **Journal Entry** and should be linked to the transaction in the eReconciliation SOA Detail page in M-Pathways:

**Note:** Field names will differ if you did not complete the first section of this procedure: **Customizing the Document Key Header Fields in WebNow for eRecon.**

2. Select **FN ERECON** from the **Drawer** drop-down list.
3. Type the Journal ID number in the **Journal ID** or **Folder** field.
4. Type the Journal Date in mm/dd/yyyy format in the **Journal Date** or **Tab** field.
5. Select **SOA** from the **Document Type** drop-down list.

## WebNow Main Screen (continued)

Document Keys

Drawer  
6 FN ERECON

Journal ID

Journal Date

PO ID  
7 3001791954

Project/Grant  
8 F123456

Field 5

Document Type  
9 PO

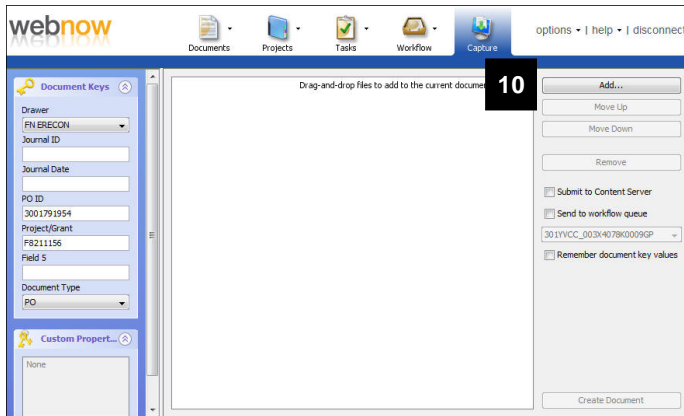
If the image is related to a **Purchase Order** and should be linked to the Voucher Detail eReconciliation page in M-Pathways:

**Note:** Field names will differ if you did not complete the first section of this procedure: **Customizing the Document Key Header Fields in WebNow for eRecon.**

6. Select **FN ERECON** from the **Drawer** drop-down list.
7. Type the Purchase Order ID number in the **PO ID** or **Field 3** field.
8. Type the Project/Grant number in the **Project/Grant** or **Field 4** field.
9. Select **PO** from the **Document Type** drop-down list.

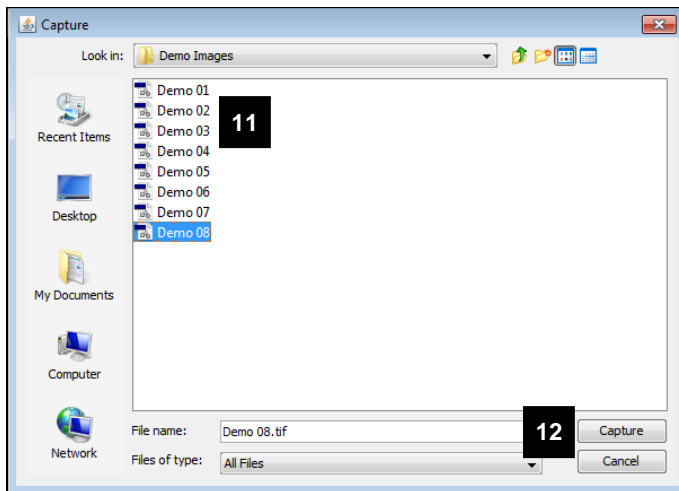
**Note:** If you enter a Purchase Order number, do not enter journal information; if you enter journal information, do not enter information for a Purchase Order.

**WebNow Main Screen (continued)**



When adding documents is complete,  
10. Click **Add...** to upload the document.

**Capture Window**

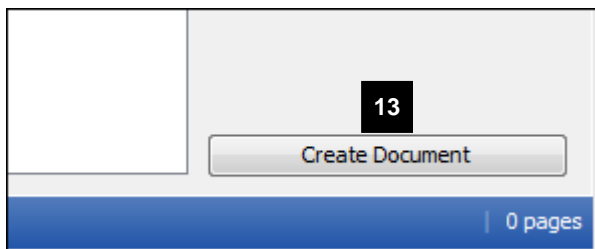


11. Navigate to the location of the electronic support and click the file to highlight it.  
12. Click **Capture**.

**Notes:**

- Only .pdf and .tif files are allowed.
- You can also drag and drop the document from Windows Explorer to the Capture window.

**WebNow Main Screen**



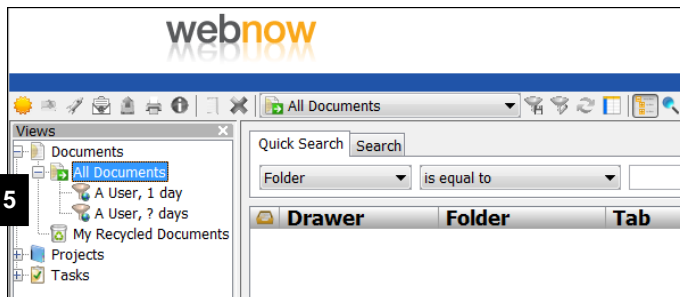
13. Click **Create Document**.

**WebNow Main Screen**



14. To confirm the documents were captured, click **Documents**.

**WebNow Main Screen**



15. Navigate through the file structure to check that the documents you uploaded are in the correct location. To confirm the document was entered correctly the file structure should display as follows:

- **Drawer:** FN ERECON
- **Folder:** Journal ID
- **Tab:** Journal Date
- **Field 3:** PO ID
- **Field 4:** Project/Grant
- **Document Type:** SOA or PO

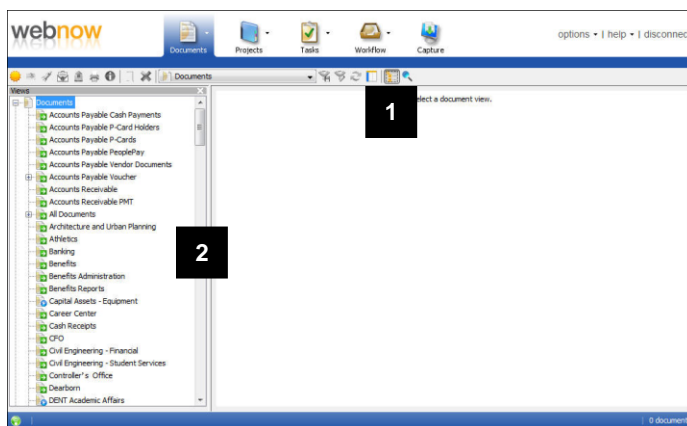
**Searching for Documents in WebNow**

Users with the **FN User eRecon** or **FN View eRecon** role can search for documents previously imaged in WebNow.

When searching for documents, the following views are available:

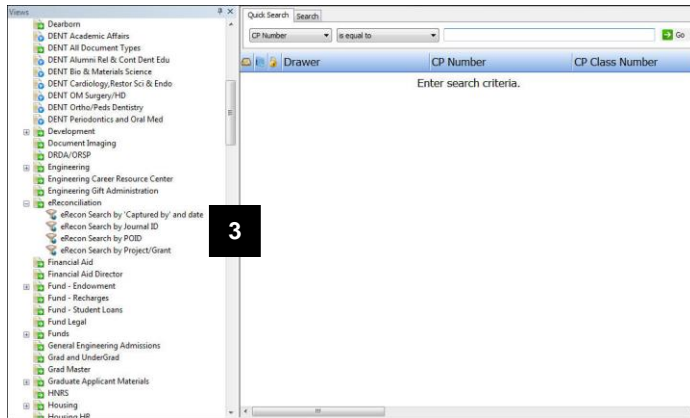
- **eRecon Search by 'Captured by' and date:** Search for documents captured by a specific individual's unqiqqname and the date range for which the document was captured.
- **eRecon Search by Journal ID:** Search for documents by Journal ID, by entering the 10-digit Journal ID. This will search the FN ERECON drawer for any documents where the Journal ID is either the Folder or Tab document keys.
- **eRecon Search by POID:** Search by entering a PO ID number. This will search the FN ERECON drawer for any documents where the PO ID was entered in either the Field 3 or Field 4 document keys.
- **eRecon Search by Project/Grant:** This will allow a user to search by entering a Project/Grant number. This will search the FN ERECON drawer for any documents where the Project/Grant was entered in either as Field 3 or Field 4 document keys.

**WebNow Main Screen**



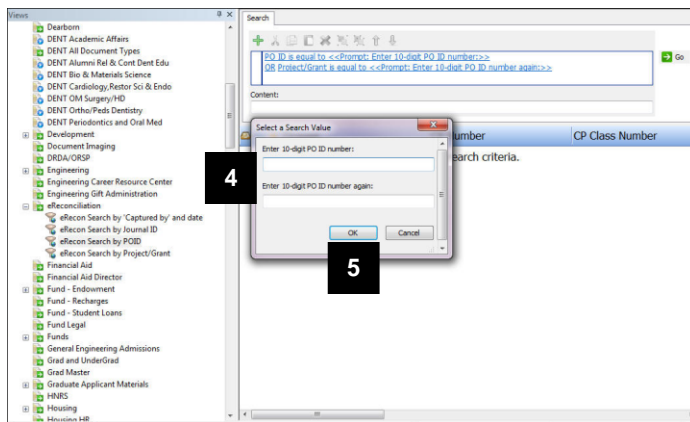
1. If the Views panel does not display on the left, click the **Show views pane** icon.
2. Scroll down to the **eReconciliation** views.

WebNow Main Screen



3. Click on the desired **Search by** view.

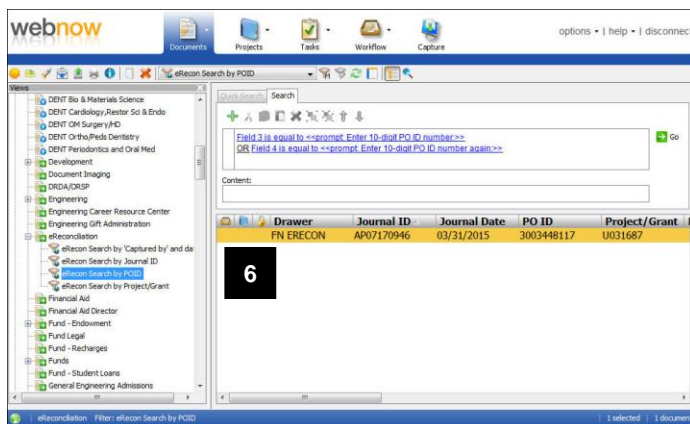
WebNow Main Screen (continued)



4. Enter the search parameters.

5. Click **OK**.

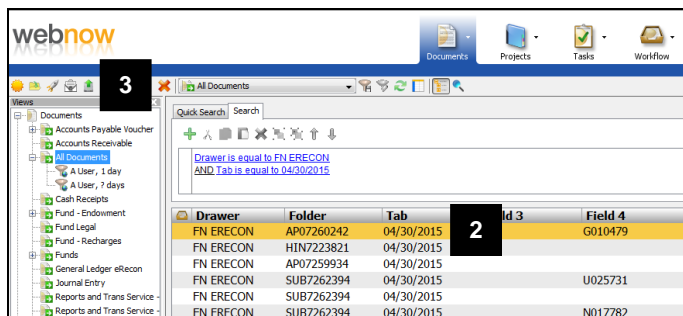
WebNow Main Screen (continued)



6. Review the Search results.

## Deleting Documents from WebNow

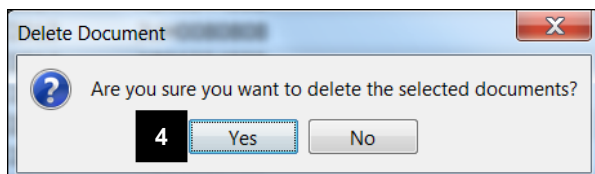
### WebNow Main Screen



- Repeat steps 1-6 in the **Searching for Documents in WebNow** section.
- Click the document you wish to delete.
- Click **Delete** or right-click on the desired document and select **Delete**.

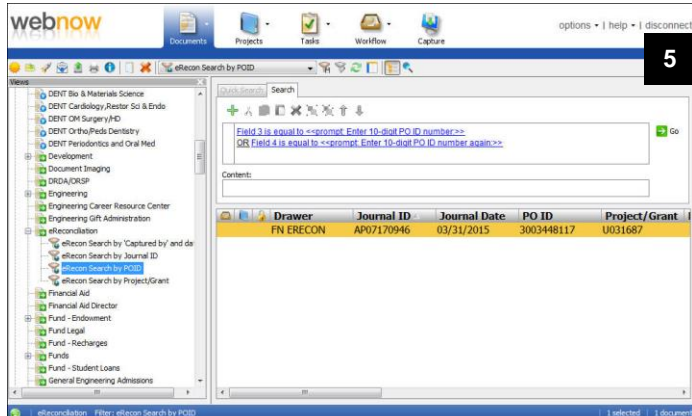
**Note:** If you captured a document to a Drawer other than FN ERECON, you will not have access to delete it. To delete the document, contact the ITS Service Center by emailing <mailto:4HELP@umich.edu>.

### Delete Document Confirmation



- Click **Yes** to delete the document.

### WebNow Main Screen



- Click **disconnect** to logout of WebNow.

## Additional Resources

### [eReconciliation in M-Pathways – Step-by-Step Procedure](#)

To locate additional eReconciliation information: search using the keyword *eReconciliation* on the My LINC home page, or navigate using the following catalog path: *ITS > Financials > General Ledger > Financial Reporting*.