

## PAAC Meeting Notes- 8/21/2013

### **Introduction:**

- The post award LEAN implementation team is working on training; best practices and instruction manuals are being developed; the department staff should be fully trained and ready for the official roll out in January 2014.
- CDB Pilot update:
  - M-Reports: Faculty can check their P/G's at any time and compare charges/balances. So far, faculty in CDB have loved using the M-Reports
  - New purchasing form is being used and some changes are in process to make it easier to use
  - eReconcile will be used in September for August transactions – more info to come.

### **Real-Time Financial Checklist Notes**

- The checklist was developed to help departments plan their implementation. Many of the items are due soon, and should be addressed by the appropriate departmental staff. Your real-time financials mentor can assist you in the process.
- John Harris discussed the checklist (which is on the PAAC website <https://sitemaker.umich.edu/umms-paac/meetings>)
  - Tier 2- Procurement Specialist Job Description is on the PAAC website under *Tools*
  - Some departments may need to rehire/reassign job duties accordingly
  - Need to identify Tier 1 and 2 before 10/1 for training purposes. Training for Tier 1 and 2 will begin in October or November...
  - Proper Access will need to be processed for Tier 1 and Tier 2 people

### **Demo: eRecon & WebNow (Powerpoint on PAAC website: <https://sitemaker.umich.edu/umms-paac/meetings>)**

- eRecon- allows for standardized account reconciliation, along with standard pull of data (direct download from M-Pathways)
- Benefits-
  - Standardized account reconciliation
  - Nearly paperless accounting system
  - Documents are uploaded in WebNow and go directly to the line in eRecon
  - Compliments the “exception reconciliation” concept
    - Budget checking is done up-front
  - Don't have to re-key data; also can mark as 'reconciled'
  - Can pull multiple months of history
  - Electronic record of user ID and date (for audit purposes)

-Recent Enhancements:

- Link to M-Reports from SOA page
- P/G Notes
- Name of PI, Project Date and Budget Period
- Payroll Summary Tab
- A21 Monitored Column
- Canned report menu including PBR
- New column "View Document" upload functionality
- Received-by column on voucher detail
  - eProcurement Purchasing System.....lab person to receive goods -> must update in purchasing system, so it shows "received" on eRecon
  - When receiving items on eRecon- the requestor and the receiver must be two different people.

-eRecon Demo:

- See PAAC website for Powerpoint Presentation <https://sitemaker.umich.edu/umms-paac/meetings>

-WebNow:

**\*\*\*\*DO NOT UPDATE JAVA IF IT ASKS YOU TO WHEN ENTERING WEBNOW\*\*\*\***

- Step-by-step instructions will be available on the PAAC website in October 2013 for training purposes
- Upload invoices right to WebNow allows for a nearly paperless system
- Service Unit Billings for University Contract vendors (ie, Fisher, Office Max).
- Invoices/confirmations can be uploaded into WebNow (will attach directly to the line)
- To view documents uploaded into WebNow, look in the "drawer" and you can see what's been imaged
- To Run eRecon Reports -> Enter P/G and month dates and hit run
  - Will run with or without P/G Notes