AST April 2015– Getting Ready

STUDENT LIFE FINANCIAL PROCESSES
Learning Objectives

1. Learn about the latest developments around the following AST-related processes

2. Develop a better understanding of unit roles and responsibilities

3. Learn about SLBF roles and responsibilities

4. Gain clarity about what we still don’t know
Agenda

- Implementation Timeline
- Travel and Expense
- SOA Reconciliation
  - Process
  - Roles & Responsibilities
  - eReconciliation
- Management Reports
- Accounting Services
  - Approver Table Maintenance
  - Chartfield Maintenance
  - Journal Entries
- Fiscal Oversight & Internal Controls
- Resources & Contact Information
Implementation Timeline

- Staff Transition – April 6th
- SOA Reconciliation – April 20th
- Journal Entries – April 20th
- Travel & Expense – Optional / Rolling Implementation
Travel & Expense
Travel Expense Reporting: The Options

1. Continue to use self-service
2. Continue to use a delegate from their unit
3. Utilize SSC staff to create and update expense reports for employees
Student Life SSC Supported Expense Report Processing

Note: This is an optional process for Student Life units. Units can also elect to use self-service or a unit delegate for expense creation directly in Concur.

Procurement Services

1. Incur expenses on behalf of the university
2. Request help and scan receipts to the SSC
3. Provide additional information
4. Request additional information
5. Provide additional information

Final Approver

6. Create expense report, and notify to submit
7. Notify of differences, as needed
8. Review and submit expense report
9. Approve expense report?
10. Approve expense report?
11. Approve expense report?

End

Change shortcode as needed

Employee

UM Shared Services
Things to Remember...

- If you or someone in your unit would like to request service through the SSC, please work with SLBF to onboard with the SSC.

- SSC will not be able to create expense reports for non-University employees.
How to Request Services

Faculty and staff requesting expense report creation will email ExpenseReports@umich.edu and provide the following:

- ShortCode(s)
- Business purposes (s)
- Receipts/supporting documentation
Expense Report Tools

- **Form via SLBF website**

- **Google Canned Response**
  Contact Sam Linden (samrey)
The SSC will create expense reports to reimburse business expenses paid-out-of-pocket.

If there are related P-Card expenses (e.g., out-of-pocket and P-Card expenses relate to the same trip or event), those expenses can be included in the same report as the out-of-pocket expenses.
**Standard:** One P-Card only report per employee per month.

**Special Request:** SSC will create more than one P-Card report upon customer request.
Report Naming Conventions

- **Type:**
  - Travel = TVL
  - Hosting = HST
  - Reimbursement = REI
  - P-Card = PC

- **Date:**
  - Reports with only P-Card expenses, use month/year (e.g., 4/2015)

- **Purpose:**
  - Multiple purposes, will use last name of the employee rather than the purpose

**EXAMPLE:** PC4/2015SMITH

*Note: These are the conventions that will be used by the SSC and are provided only for your information.*
Business Purpose Standards

Each piece of information below needs to be provided for each expense in a report. If this information is provided in a field other than the Business Purpose, then the SSC will omit it from the Business Purpose.

- **Why:** what makes the expense necessary, reasonable, appropriate
- **Where:** city
- **When:** date of event or last date of travel
- **Who:** first initial and last name
- **What:** what was purchased or occurred

**EXAMPLE:** PDevATL4/2015JSmithConfReg

*Note: Provided for your information only*
SOA Reconciliation
Steps in the SOA Reconciliation Process

1. Run the Statement of Activity report in Business Objects or log on to Wolverine Access to access eReconciliation

2. Retrieve source document (ex. packing slip) for transaction

3. Verify amount, appropriateness, chartcom, account code, authorized signer, etc.

4. Investigate questionable transactions or errors

5. Correct errors via journal entry
### How the work will be divided...

<table>
<thead>
<tr>
<th>SSC</th>
<th>SLBF</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Review exception and required transactions against source documents</td>
<td>Review cash deposits for cash operations</td>
<td>Review cash deposits and financial aid transactions</td>
</tr>
<tr>
<td>2. Retrieve source documents</td>
<td>Ensure purchasing documentation is complete</td>
<td>Provide documents for select transactions</td>
</tr>
<tr>
<td>3. Verify accuracy and appropriateness</td>
<td></td>
<td>Answer questions</td>
</tr>
<tr>
<td>4. Investigate questionable transactions</td>
<td></td>
<td>Answer questions</td>
</tr>
<tr>
<td>5. Make corrections via journal entry</td>
<td>Approve corrections in system for JE lines over $10,000</td>
<td>Approve correction verbally or via e-mail</td>
</tr>
<tr>
<td></td>
<td>Provide management reports</td>
<td>Review management reports</td>
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</table>
SSC’s Roles & Responsibilities

1. The SSC will reconcile exception transactions to ensure the completeness, accuracy and validity of the General Ledger.

2. The SSC will notify units via email to request missing source documents or ask for clarification on existing documentation.

3. Emails will go the SAPOC (Single Administrative Point of Contact) for the chartcom in question.

4. SSC will notify unit department managers and SAPOCs on the 10th business day of each month that the reconciliation is complete and units can review eReconciliation of the Reconciliation Report.
System-to-System Reconciliation

- SSC Transaction Reconciliation Summary

- Does NOT include Cash or Financial Aid even though marked auto-reconciled.
Exception-based Transactions

The SSC will reconcile exception based transactions. Each night, a worklist will populate with transactions that have been flagged as exceptions that SSC will work.

Examples are transactions that:
- Are not approved in another system
- Are above a threshold
- Approver of transaction does not match Approver Table
- Required reconciliation
What documents are required?

1. PO Vouchers between $1,500 and $10,000: Confirm receipt of goods and services
2. ShortCode Hosting Expenses: Hosting Form
If you receive an email from the SSC requesting supporting documentation for a transaction:

1. Click on link in the email – will take you to CaseConnect (ServiceLink)
2. Upload the supporting documentation
3. Provide written notes in the case to clarify or confirm a transactions accuracy

**Note:** Please respond to requests from the SSC within 3 business days
Cash Receipt Reconciliation

M-Reports:
- Cash Deposit Controls
- Fin Yearly Trend

Business Objects:
- CMB Treasurer’s Office Certification Courses Report
- FN03 Jrnldetail Deposit Management Report

SOA: Ensure levels on SOA are consistent with cash/checks received and deposit activity
Financial Aid Reconciliation

M-Pathways:
• Statement of Activity Aid Disbursement Detail
• FAIT Set-up Report
• Award Activity Report
• Weekly Disbursement Data from Batch Run Report
• Authorization Failure Report
• Fin Yearly Trend

Business Objects:
• Statement of Activity Aid Disbursement Detail

SOA: Ensure agreed amount of Financial Aid (intended recipient, amount and funding source) are accurately reflected on the SOA.
In-scope units will have **view only** access in eRecon. This will allow you to view the status of a transaction and to add notes or supporting documentation. eRecon has been restructured to be viewed using any combination of:

- Fund
- Department
- Project Grant
- Program

- EmplID
- Journal ID
- Journal date range
eReconciliation Updates: System Assigned Values

System assigned value based on auto-reconciliation rules. Used by SSC to identify why a transaction was not auto-reconciled:

- **AN = Approver Null**: There is no approver on the transaction
- **OT = Over Threshold**: The transaction is above the specified threshold
- **AF = Approver Failed**: The approver on the transaction does not match the approver on the approver table at the department ID
- **RR = Reconciliation Required**: Reconciliation required for this transaction type
Exception codes used by SSC to identify transactions that the SSC will reconcile:

- **TS = Timesheet ShortCode:** DeptID of override ShortCode on Timesheet page doesn’t match the DeptID of the Empl Record Number for the job from which the employee is being paid.

- **TA = Time Approver:** Approver’s appointing DeptID doesn’t match the DeptID of the Empl Record Number for the job from which the employee is being paid.

- **TE = Time Reporting Code/Earn Code not equal:** The time report codes/hours on the timesheet don’t match the earnings codes/hours on the employee’s paycheck.
eReconciliation Updates: Reason Codes

**Reason Code**

Field used to describe why a transaction was not “Confirmed as accurate.” Required when Resolution Type of “Other” or “JE” are selected.

- IAP – Incorrect approver – The approver was not the right person to approve the transaction
- ICF – Incorrect ChartField – The wrong chartfields were used
- OTH – Other

*NOTE: Reason Codes do not apply to GPR transactions*
eReconciliation Updates: Resolution Type

**Resolution Type**

*Field used to identify how an exception transaction was resolved.*

- CA – Confirmed as accurate
- JE – Journal entry required
- ST – Salary transfer
- TA – Timesheet adjustment
- OCP – Off-cycle payment
- APC – Additional pay correction
- OTH - Other
Who is My Reconciler?

**Assigned Reconciler**

*Uniqname of the person assigned in SSC to reconcile the transaction*
eReconciliation Updates: Status

**Status**

*Field used to identify the state of a transaction’s reconciliation*

- 2 New – SSC has not started to reconcile
- 3 Pend Unit – The transaction is pending a unit response
- 4 Pend SSC – The transaction is pending SSC (Ex: JE is being written)
- 5 Complete-0 – SSC has reconciled the transaction online
- 6 Complete-A – The transaction was auto-reconciled
- 7 Pend Pay – The transaction is pending Payroll
eReconciliation

UM Homepage > Faculty Staff > Wolverine Access > Faculty Staff > University Business:M-Pathways Financial and Physical Resources System > General Ledger > eReconciliation

DEMO
Management Reports

SLB&F will provide monthly and quarterly management reports for units to use for fiscal oversight purposes.

Unit Key Administrators will also have access to M-Reports and Business Objects. Stay tuned for training opportunities in May.

UM Homepage > Faculty Staff > Wolverine Access > Faculty Staff > Reporting: M-Reports

M-Reports Demo
M-Reports

Navigation: Wolverine Access > M-Reports > MGMT REPORTS
Accounting Services
Accounting Customer Service is moving to the SSC and you will no longer have a Financial Operations coordinator.

SLBF will assume this role beginning April 20th.
SLBF Accounting Services

- **Approver Table**
  - Used to delegate signature authority for journal entries and certain Accounts Payable functions primarily within SLB&F
  - Maintained by SLB&F

- **New Chartfield Requests**
  - Route to SLB&F via your unit’s financial manager or SLBF Help Line ([Help-SLBF@umich.edu](mailto:Help-SLBF@umich.edu))

- **Journal Entry Requests**
  - SOA corrections will be handled by the SSC
  - Anything else should be routed to SLBF via methods listed above
Student Life Process for Processing a Journal Entry

1. Receive notification or supporting documentation to identify need to create a journal entry
2. Enter JE into M-Pathways online or via spreadsheet upload and attach support if necessary
3. JE is routed to authorized approver in M-Pathways
4. Business Manager approves JE in M-Pathways

Resolve Errors
5. Perform validation edits, make updates as necessary, and post JE

Approve Sponsored Journal Entry
6. Approve sponsored JE
7. Correct JE, if support as necessary
8. Image approved coversheet (routing slip) via JE header page and post JE in M-Pathways

End
9. Receive notification that JE has been posted

Note: SOA/Reconciliation correction journal entries will be executed by the SSC with input, where necessary, from the unit and/or SLBF.
Fiscal Responsibilities

resources

Management

human people

organizational

leaders view

accomplishing open

opportunity design

organization

leaders

management

manages

leaders

organisation

managing

leaders

leader

leaders

leaders

leaders
New Fiscal Responsibilities SPG

Key changes revolve around the removal of GPR/SOA reconciliation requirements.

More detail available via the SLBF website in the Resources folder:

FY15 Gap Analysis Templates Changes
Fiscal Oversight Controls

- Quarterly HR & Finance Meetings
  - Director’s attendance is tracked
  - Financial reports, including any compliance concerns are reviewed with the Director by the AVP of Finance and HR and SLBF Financial Manager for that unit
  - Understanding of unit/departmental financial standing is verified
  - Mutually agreed upon corrective action for any compliance or internal control concerns is documented and progress is reviewed at the next quarterly meeting
Resources and Contact Information

- Monthly learning labs for AST transition issues/questions beginning in May
- Future training opportunities also coming in May
  - eReconciliation
  - M-Reports
- Access requests, approved by your unit director, should be sent to Sam Linden (samrey)
- Requests for an SLBF rep to attend a departmental meeting for a Q&A should be sent to Nancy Penberthy (ncassidy)