Research Administrators’ Network Meeting

February 12, 2015
2:00-4:00 pm
Michigan League Ballroom

Agenda

Welcome & Introductions [2:00-2:05]

Special Event / Featured Presentation [2:05-2:35]
  Shared Services Center Update
    - Thom Madden, AST Senior Project Director
    - Lisa Harris, AST Finance Lead

Professional Development Spotlight [2:35-2:45]
  National Council of University Research Administrators (NCURA)
    - NCURA 9th Annual Pre-Award Research Administration (PRA) Conference, March 2-4, 2015, Orlando, FL
    - NCURA 16th Annual Financial Research Administration (FRA) Conference, March 5-7, 2015, Orlando, FL
      Craig Reynolds, NCURA PRA Co-Chair
    - Region IV Joint Conference with the International Region in Chicago April 26-29, 2015
      Sue Kelch, NCURA Region IV Chair

Michigan Chapter - Society of Research Administrators International

    - 2015 Chapter meeting in Grand Rapids May 14-15, 2015
      Cathy Seay-Ostrowski, MI-SRA President Elect

Break [2:45-2:50]

Networking Activity [2:50-3:20]
  "Meet & Greet" with Central Offices--Meet ORSP, Sponsored Programs, and Shared Services staff

Updates [3:20-3:55]
  20 min Office of Research & Sponsored Projects (ORSP)
  10 min Sponsored Programs Office
  10 min Research Administration Mentoring Program (RAMP↑)

Closing remarks [3:55-4:00]
Welcome!
Research Administrators’ Network
February 12, 2015
Agenda

Special Event / Featured Presentation [2:05-2:35]
Shared Services Center Update
Thom Madden, AST Senior Project Director
Lisa Harris, AST Finance Lead

Professional Development Spotlight [2:35-2:45]

Break [2:40-2:50]

Networking Activity [2:50-3:20]
"Meet & Greet" with Central Offices

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Closing remarks [3:55-4:00]
Shared Services Center Update

• Thom Madden, AST Senior Project Director
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Research Administrators’ Network
February 12, 2015
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1. Project Update and Timeline
2. SOA/GPR Reconciliation
   • Role of SSC and Unit
   • Management Reports
   • Required Supporting Documentation
   • New eReconciliation Fields
3. Journal Entry Workflow and Approver Table
4. Unit Defined Commitments
5. AP Voucher Approver Table
6. Questions
AST Project Update

Go-live: April 20, 2015

• Services
  – HR:
    • Time and Leave Administration
    • Employment processing
  – FIN:
    • Travel and Expense
    • SOA/GPR Reconciliation
<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Dates</td>
<td></td>
<td></td>
<td>FTM's Target Move-in</td>
<td>SSC Target Winter Implementation</td>
<td></td>
</tr>
<tr>
<td>Unit Readiness</td>
<td>Interchanges and Training</td>
<td></td>
<td>Retained Org. Implement Phase</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retained Org. Design Phase</td>
<td>Retained Org. Implement Phase</td>
<td></td>
<td>Leadership Sign off</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SSC People Readiness</td>
<td>Hiring</td>
<td>FTM engagement activities</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Technology</td>
<td>Build, test and implement</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Management Reports</td>
<td>Campus Engagement</td>
<td>Build and Test</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>SSC Service Management</td>
<td>Update Partnership Agreement</td>
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</tr>
</tbody>
</table>
SOA/GPR Reconciliation
The Role of SSC in SOA Reconciliation

1. The Shared Services Center (SSC) will **reconcile exception transactions** to ensure the completeness, accuracy and validity of the General Ledger (GL).

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

3. The SSC will **notify units** by the 10th business day of each month that their unit’s reconciliation is complete and they should review the management report “Reconciliation Detail”.
Exception Transactions

The SSC will be reconciling exception based transactions. Each night, a worklist will be populated with transactions that have been flagged as exceptions from which the SSC will work.

Examples are transactions that:

• Have not been approved in another system
• Don’t meet threshold rules
• Approver doesn’t match
• Require reconciliation
**Transactions**

If a transaction is **auto-reconciled**, the unit does not need to reconcile it.

**Exception**: Cash Receipts and Student Financial data are marked reconciled for SSC purposes, but the unit is still responsible to reconcile and per Internal Control guidance and to review, and update accordingly, their processes as part of the annual Gap Analysis certification. Units should also ensure SOA activity is accurate.

Units may utilize the following reports as part of their reviews:

**Cash Receipts**
- **M-Reports**:
  - Cash Deposit Controls
  - Credit Card Controls
- **Business Objects**:
  - CMB Treasurer’s Office Certification Courses Report
  - FN03 JrnlDetail Deposit Management Report
  - FN03 JrnlDetail Merchant Management Report
- **SOA**:
  - Ensure levels on SOA are consistent with cash/checks received and deposit activity
  - M-Report – Fin Yearly Trend

**Student Financials**
- **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
- **Business Objects**:
  - Statement of Activity Aid Disbursement Detail
- **SOA**:
  - Ensure agreed amount of Financial Aid (intended recipient, amount and founding source) are accurately reflected on the SOA
  - M-Report – Fin Yearly Trend
## Transactions

<table>
<thead>
<tr>
<th>Transactions</th>
<th>Mark as Reconciled</th>
<th>SSC to Reconcile</th>
<th>Random Audit</th>
<th>Support to SSC</th>
<th>Reconciliation in Other Unit</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Financial Operations</td>
<td>Allocations are distributions of funding</td>
</tr>
<tr>
<td>AP Bank Entry</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>AP Bank Entry are banking staff transactions after they close AP (noon on the 3rd workday of the month). They use these journals to book PS checks, wires, manual, EFTs, and any voids. The APE, APO, and APW journals are used by the banking area and hit the General Ledger bank cash and institutional cash.</td>
<td></td>
</tr>
<tr>
<td>AP - AP Student Refunds</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Student Services</td>
<td>AP Student Refunds are used to refund students for overpayment or accounts</td>
</tr>
<tr>
<td>AP - SUB Internal &amp; External</td>
<td>X</td>
<td>Random audit</td>
<td></td>
<td></td>
<td>Service Unit Billing (SUB) are transfers of funds among University departments for services provided by internal vendors</td>
<td></td>
</tr>
<tr>
<td>AP - PO Online Voucher</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>PO Online Vouchers are created to pay a vendor when a PO was created</td>
<td></td>
</tr>
<tr>
<td>AP - PO eSettlement Voucher</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PO eSettlement Vouchers are purchases with a PO to authorized vendors</td>
<td></td>
</tr>
<tr>
<td>AP - eBilling Upload Voucher</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>eBilling Upload Vouchers are payments to vendors using a shortcode. Procurement is in the process of moving vendors from eBilling to eSettlement.</td>
<td></td>
</tr>
<tr>
<td>AP - PeoplePay Voucher</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PeoplePay Vouchers are refunds/reimbursements typically to individuals but sometimes vendors</td>
<td></td>
</tr>
<tr>
<td>AP - Non-PO Online Voucher</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>Non-PO Online Vouchers are invoices for transactions that do not have a PO ID. May be refunds, reimbursements, or payments</td>
<td></td>
</tr>
<tr>
<td>AP - Non-PO Upload Voucher</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Non-PO Upload Vouchers are invoices for transactions that do not have a PO ID. May be refunds, reimbursements, or payments</td>
<td></td>
</tr>
<tr>
<td>AP - Non-PO eSettlement Voucher Hosting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Non-PO eSettlement Vouchers are payments to strategic vendors using a shortcode using the hosting account.</td>
<td></td>
</tr>
<tr>
<td>AP - Non-PO eSettlement Voucher Non-Hosting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Non-PO eSettlement Vouchers are payments to strategic vendors using a shortcode excluding the hosting account.</td>
<td></td>
</tr>
<tr>
<td>AP - Adjustment Voucher</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>Adjustment Vouchers account for credits or additional charges not on the original invoice/voucher.</td>
<td></td>
</tr>
<tr>
<td>Appropriations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Office of Budget and Planning</td>
<td>Appropriations are funding distribution to units by the government.</td>
</tr>
<tr>
<td>Asset Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Financial Operations</td>
<td>Asset Management transactions are used to record financial assets including land, buildings, and equipment valued at $5,000 and over.</td>
</tr>
<tr>
<td>Billing &amp; Accounts Receivable</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Accounts Receivable</td>
<td>Billing and Accounts Receivable are invoicing external customers for services provided.</td>
</tr>
<tr>
<td>Cash Receipt Manual</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Banking Services</td>
<td>Cash Receipt Manual transactions are used to book ACH, wire payments, and lockbox transactions.</td>
</tr>
<tr>
<td>Cash Receipt System</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Banking Services</td>
<td>Cash Receipt System transactions are created when deposits are picked up from cash depository locations and processed by the bank.</td>
</tr>
<tr>
<td>Credit Card Manual</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Banking Services</td>
<td>Credit Card Manual transactions are used to manually distribute the credit card fees across the credit card merchants.</td>
</tr>
</tbody>
</table>

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**Administrative Services Transformation University of Michigan**
<table>
<thead>
<tr>
<th>Transactions</th>
<th>Mark as Reconciled</th>
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</thead>
<tbody>
<tr>
<td>Credit Card System</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Banking Services</td>
<td>Credit Card System transactions are used to record credit card transactions processed through the terminal and uploaded into our system from the bank. Units will be responsible to monitor refunds.</td>
</tr>
<tr>
<td>Concur</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Concur transactions are refunds/reimbursements to employees using the Concur tool and P-Card transactions. The upfront automated approval process mitigates the need for back-end reconciliation.</td>
</tr>
<tr>
<td>DART System</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Development</td>
<td>DART System transactions are journal entries recording gifts deposited to the University gift tracking database.</td>
</tr>
<tr>
<td>Development Manual (over $10K)</td>
<td>X</td>
<td>X</td>
<td>Random audit</td>
<td></td>
<td>Provided by Office of Development</td>
<td>Development Manual transactions are when DART is not capable of posting to the General Ledger. For example, security gifts are manually written.</td>
</tr>
<tr>
<td>Distributions</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Financial Operations</td>
<td>Distribution transactions record distributions from pooled endowments.</td>
</tr>
<tr>
<td>Endowment Mark-to-Market</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Financial Operations</td>
<td>Endowment Mark-to-Market transactions are system general journal entries that post monthly to adjust for the market changes that take place between the quarters, which can result from a mid-quarter withdrawal.</td>
</tr>
<tr>
<td>FLOC Project Grants</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Sponsored Programs</td>
<td>FLOC Project Grants are federal letter of credit transactions where the university draws on the federal government accounts.</td>
</tr>
<tr>
<td>HSIP</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Treasurer's Office - HSIP</td>
<td>HSIP is the Human Subject Incentive Program. These transactions are to pay human subjects for research related projects. The upfront automated approval process mitigates the need for back-end reconciliation.</td>
</tr>
<tr>
<td>ISR Monthly Payroll</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Institute of Social Research</td>
<td>ISR Monthly Payroll are transactions for ISR to accrue monthly Sick Holiday Vacation.</td>
</tr>
<tr>
<td>Journal Entries</td>
<td>X</td>
<td>X</td>
<td>Random audit</td>
<td></td>
<td>Attached to journal in imaging</td>
<td>Journal Entries record transactions or move existing transaction in the university’s General Ledger.</td>
</tr>
<tr>
<td>North Campus Payments</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Banking Services</td>
<td>North Campus Payments transactions are used for student travel reimbursements/advances that are approved by Procurement.</td>
</tr>
<tr>
<td>Payroll Bank Entries</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Payroll Office</td>
<td>Payroll Bank Entries are manual journals created by the Payroll Office to move revenue to the units and cash to outside agencies for amounts deducted/withheld from employees' paychecks each payroll.</td>
</tr>
<tr>
<td>Sponsored Journal Entries</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Sponsored Programs</td>
<td>Sponsored Journal Entries record transactions or move existing transaction in the university’s General Ledger related to sponsored project grants.</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>X-U</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Student Financial Aid transactions record payments to students.</td>
</tr>
</tbody>
</table>

*X-U: The unit will be responsible to reconcile.

For Cash Receipt System, ensure levels on SOA are consistent with cash/checks received and deposit activity
For Student Financial Aid, ensure levels on SOA are consistent with agreed amounts (i.e., recipient, amount and funding source).
The Role of the Units in SOA Reconciliation

1. Units will be responsible for reviewing management reports to look for abnormal patterns and trends to identify unexpected payments.

2. Units will be responsible for supplying SSC with supporting documentation as requested.

3. Units will be responsible for responding when SSC communicates regarding reconciling transactions.
# SOA Management Reports

<table>
<thead>
<tr>
<th>Management Reports</th>
<th>Informative Reports</th>
<th>Error Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Five Year Trend</td>
<td>• Approver Table Roles</td>
<td>• JE’s Initiated by Outside Department/ Department Group</td>
</tr>
<tr>
<td>• Yearly Trend</td>
<td>• Total Picture Effort Report by Project Director</td>
<td>• Payroll Funding Dept/ Appointing Dept Mismatch</td>
</tr>
<tr>
<td>• Payroll Five Year Trend</td>
<td>• Journal Entries Pending Approval</td>
<td>• Payroll Pay Estimates Compared to Actual Pay</td>
</tr>
<tr>
<td>• Payroll Yearly Trend</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Procurement Yearly Trend</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Procurement Spend Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Procurement Five Year Trend</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Student Financial Activity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Service Unit Billing Yearly Trend</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Service Unit Billing Five Year Trend</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Reconciliation Detail</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Combined Activity Report (Available now for P/G’s)</td>
<td></td>
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</tr>
</tbody>
</table>

**Notes:**
- **Approver Table Roles**
- **Total Picture Effort Report by Project Director**
- **Journal Entries Pending Approval**
- **JE’s Initiated by Outside Department/ Department Group**
- **Payroll Funding Dept/ Appointing Dept Mismatch**
- **Payroll Pay Estimates Compared to Actual Pay**
Supporting Documentation Requirements

Most transactions have supporting documentation attached. For transactions without supporting documentation:

- Units will be required to send supporting documentation via online form for:
  - **PO Vouchers between $1,500 and $10,000** – confirm receipt of goods and services
  - **Shortcode hosting expenses** – complete online Hosting form
- Units may upload support to eReconciliation.
- When reconciling, SSC may request supporting documentation via email.

*Note*: **Shortcode hosting expenses** occur when using a shortcode to pay for hosting expenses.
## Supporting Documentation Online Form

### UNIVERSITY OF MICHIGAN

**SOA Supporting Documentation**

Click [here](#) to add an attachment.

- **Type of support**
  - [ ] PO Voucher
  - [ ] Hosting

- **PO number**

- **Certification**
  - [ ] The item has been received and the chartfields and amount are correct.

- **Multiple shipments**
  - [ ] The PO has multiple shipments.

- **Vendor**

- **Comments**

[Submit Button]
Responding to notifications from the SSC

Supporting documentation may be requested by SSC. SSC will send the Unit an email with a link to Case Self Service. Units can attach the support here.
If you receive an email from the SSC requesting supporting documentation for a transaction:

- Click on the link in the email
- Upload the supporting documentation
- Provide written notes in case to clarify or confirm a transactions accuracy

*NOTE: Please respond to requests from the SSC within 3 business days*
New eReconciliation Fields
eReconciliation Changes

Reconciliation Activity

Selection Criteria

- Business Unit
- UMICH Fund
- Dept
- Empl ID
- Program
- Project/Grant
- Journal ID
- Journal date range

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.
### eReconciliation Changes

#### Selection Criteria
- Business Unit/MCHC: [Select]
- Fund: [Select]
- Department: [Select]
- Program: [Select]
- Project/Grant: [Select]
- Journal Date: [Select]

#### eReconciliation Details

<table>
<thead>
<tr>
<th>Journal ID</th>
<th>Journal Date</th>
<th>Journal Line Description</th>
<th>Inv LnrRef</th>
<th>Fund</th>
<th>Dept</th>
<th>Class</th>
<th>Fst/Sec</th>
<th>Account</th>
<th>Amount</th>
<th>Account Descr</th>
<th>ANC</th>
<th>Classification</th>
<th>Revenue</th>
<th>Expense</th>
<th>ENC</th>
<th>Note</th>
<th>Status</th>
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<tr>
<td>0000000000</td>
<td>07/01/2014</td>
<td>123456789</td>
<td>00000000</td>
<td>1000000000</td>
<td>A123456789</td>
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<td>123456789</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6 Complete - Autoreconciled</td>
</tr>
<tr>
<td>0000000000</td>
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<td></td>
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<td></td>
<td></td>
<td>6 Complete - Autoreconciled</td>
</tr>
</tbody>
</table>

#### Footer
- Administrative Services Transformation
- University of Michigan
**Status** – Field used to identify the state of a transaction’s reconciliation

- 1 WIP – SSC is working to reconcile the transaction
- 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
- 6 Complete-A – The transaction was reconciled automatically
- 7 Pend Pay – The transaction is pending a Payroll response
**eReconciliation Changes**

**SOA Exception Type** – System assigned value based on auto-reconciliation rules. Used by SSC to identify why a transaction could not be 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 for the department ID
- **RR** – Reconciliation Required – Reconciliation is required for this transaction type
GPR Exception Type – System assigned value based on auto-reconciliation rules. Used by SSC to identify why a transaction could not be auto-reconciled.

- **CR** – Comp Rate – Comp rate on pay check doesn't match comp rate on job data
- **AP** – Additional Pay – Additional pay doesn't match additional pay workflow or additional pay entered in HR system
- **PL** – Payline – Direct entry by Payroll Office into the M-Pathways Payline page, which feeds into an employee's paycheck.
- **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 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 reporting codes/hours on the timesheet page don't match the earnings codes/hours on the employee's paycheck.
**Resolution Type** – Field used to identify how a transaction needing to be reconciled 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
**eReconciliation Changes**

<table>
<thead>
<tr>
<th>REC</th>
<th>Note</th>
<th>Exception Type</th>
<th>Assigned Reconsider</th>
<th>Resolution Type</th>
<th>Reason Code</th>
<th>Status</th>
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<tr>
<td></td>
<td>Add</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add</td>
<td></td>
<td></td>
<td></td>
<td>6 Complete - Autoreconciled</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add</td>
<td></td>
<td></td>
<td></td>
<td>6 Complete - Autoreconciled</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add</td>
<td></td>
<td></td>
<td></td>
<td>6 Complete - Autoreconciled</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Add</td>
<td></td>
<td></td>
<td></td>
<td>6 Complete - Autoreconciled</td>
<td></td>
</tr>
</tbody>
</table>

**Reason Code** – Field used to determine why transaction was not “Confirmed as accurate.” Required when Resolution Types 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
- **IPM** – Incorrect purchasing method – The wrong purchasing method was used
- **OTH** – Other

*Note: Reason codes do not apply to GPR transactions*
eReconciliation Changes

**Assigned Reconciler** – Uniqname of the person assigned in SSC to reconcile the transaction
Journal Entry Workflow
How are Journal Entries Processed?

JE’s are entered in M-Pathways by creating a JE online, or by uploading a JE data file.

Units will have the option to:
- continue processing JE’s in their Unit
- request SSC to process a JE at any time using an online form
How to Request a JE from SSC

CREATE JE

Complete online form and submit to the SSC to create a JE with supporting documentation attached

UNIT

SSC

Creates the JE
The Unit will receive notification from M-Pathways when the JE has been posted
NEW Journal Entry Roles

The following roles identify the individual performing the task to request, post, and approve the journal entry:

- **Requestor** - Identifies the need for a journal entry (usually someone in the unit, or is the person the SSC works with during the reconciliation process who confirms a JE should be written
- **Creator** - Uploads or enters the JE online
- **Approver** - Determines the accuracy and appropriateness of the transaction before the JE is posted to the GL (the unit's assigned approver)
- **Ad Hoc Approver** – An additional approver step in M-Pathways before the JE can be posted to the GL. This is optional.

**Note:** To ensure separation of duties exist, the **Requester** cannot equal the **Approver**
Supporting the Journal Entry

Providing appropriate support for a financial transaction is an essential element of internal control.

There are two methods for supporting a journal entry:

• Journal entry descriptions
• Attaching supporting documentation

Note: Units will no longer need to submit cover sheets / hard copy supporting documentation for Sponsored JE’s.
Approving the Journal Entry

Today:
• All JE's are manually routed for approval

Tomorrow:
• JE's are electronically routed for approval if there is a line over $10,000
• JE’s under $10,000 units should review management reports
• SSC will reconcile JE’s where the DeptID on the line is different than the Requester’s Appointing DeptID
• SSC will perform a random audit of JE’s under <$10k
Approving a Journal Entry

Approvers should review the JE to confirm it is:

• Appropriate
• Accurate
• Legitimate within university guidelines
• Has proper chartfield combination
• Contains proper supporting documentation
Journal Entry Notifications

• **Approver** will receive **Approval Required** notification
  • Reminder email is sent 3 business days prior to month-end if JE is not approved

• **Creator** will receive **JE Approved** notification which identified that the JE has been approved and is ready to be posted

• **Requester** will receive **JE Posted** notification which identifies that the JE has been posted to the GL
Unit Defined Commitments (UDCs)
AKA
Encumbrances
Unit Defined Commitments (UDCs)

Today:
• UDCs are created and released in the unit

Tomorrow:
• UDCs can be created and released in the unit or by the SSC
• Units can request the SSC create the UDC via an online form
• The SSC will notify units of the UDC ID# when created
• Units will provide that ID# when requesting the UDC be released (unless release date was initially provided)
**How to Request a UDC from SSC**

**CREATE UDC**
- Complete online form and submit to the SSC to create a UDC with supporting documentation attached

**UNIT**

**SSC**
- Creates the UDC and notifies the Unit *with the UDC ID#*

**RELEASE UDC**
- Complete online form requesting release of the UDC *with UDC ID# noted* and submit to the SSC

**UNIT**

**SSC**
- Releases the UDC and notifies the Unit
UDC Online Request Form

Request to generate a Unit Defined Commitment (UDC) service request for the Shared Services Center

Click here to add an attachment.

Request Type
- Create
- Release

UDC #

Date to release

Comments

Submit
AP Voucher Approver Table
**AP Voucher Approvals**

**Today:**
- These transactions are sent **ONLY** to department Manager for approval
  - PO's - approval $10,000 or greater
  - All payment requests (non-PO's)
  - Discrepancy vouchers
  - Positive Adjustment Vouchers ($500)

**Tomorrow:**
- Transactions will be electronically routed for approval based on the setup of the unit’s Approver Table (if used by department manager)
  - PO’s - approval $10,000 or greater
  - All payment requests (non-PO’s)
  - Discrepancy vouchers
  - Positive Adjustment Vouchers ($500)
- Vouchers between $1,500 and $10,000 will be reconciled by the SSC.
- Vouchers where the approver does not match the approver table will be reconciled by the SSC.
# AP Voucher Approver Table

## Approver Groups

<table>
<thead>
<tr>
<th>Group ID</th>
<th>Group Name</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Group 1</td>
<td>Active</td>
</tr>
<tr>
<td>0002</td>
<td>Group 2</td>
<td>Active</td>
</tr>
<tr>
<td>0003</td>
<td>Group 3</td>
<td>Active</td>
</tr>
<tr>
<td>0004</td>
<td>Group 4</td>
<td>Active</td>
</tr>
<tr>
<td>0005</td>
<td>Group 5</td>
<td>Active</td>
</tr>
</tbody>
</table>

## Define Approver Groups

- **Group ID:** 0001
- **Name:** Group 1
- **Status:** Active

**Approvers**

- **Effective Date:** 01/03/2015
- **Last Updated By:** MIHAIF
- **Last Updated On:** 01/03/15 2:31 PM

### Departmental Approvers

<table>
<thead>
<tr>
<th>Approver</th>
<th>Approver Name</th>
<th>Approval Type</th>
<th>Authorized By</th>
<th>Authorizer Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>KHiggs</td>
<td>PAYNE, KAREN A</td>
<td>JOURNAL</td>
<td>mchalf</td>
<td>LAUZON, MALORIE AN</td>
</tr>
<tr>
<td>LIFRYE</td>
<td>FRYE, LISA</td>
<td>JOURNAL</td>
<td>mchalf</td>
<td>LAUZON, MALORIE AN</td>
</tr>
<tr>
<td>MAZZARO</td>
<td>MAZZARO, ROCKO</td>
<td>JOURNAL</td>
<td>mchalf</td>
<td>LAUZON, MALORIE AN</td>
</tr>
</tbody>
</table>

## Assign Group to Departments

**Effective Date:** 01/23/2015

<table>
<thead>
<tr>
<th>Department</th>
<th>Department Description</th>
<th>Group Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>174255</td>
<td>LSA, Dean: ShSvc-South State St</td>
<td>Department Manager Routing</td>
</tr>
<tr>
<td>179580</td>
<td>LSA, History of Art</td>
<td>Department Manager Routing</td>
</tr>
<tr>
<td>179980</td>
<td>LSA, Dean: Interdept Activity</td>
<td>Department Manager Routing</td>
</tr>
<tr>
<td>600135</td>
<td>SL, Budget and Finance</td>
<td>Group 1</td>
</tr>
<tr>
<td>689080</td>
<td>Office of Assoc VP for Finance</td>
<td>Department Manager Routing</td>
</tr>
</tbody>
</table>
Questions?
Professional Development Spotlight

2:35-2:45

• National Council of University Research Administrators (NCURA)
  • 9th Annual Pre-Award Research Administration (PRA) Conference, March 2-4, 2015, Orlando, FL
  • 16th Annual Financial Research Administration (FRA) Conference, March 5-7, 2015, Orlando, FL
    • Craig Reynolds, NCURA PRA Co-Chair
  • Region IV Joint Conference with the International Region in Chicago, April 26-29, 2015
    • Sue Kelch, NCURA Region IV Chair

• Michigan Chapter – Society of Research Administrators International
  • 2015 Chapter meeting in Grand Rapids, May 14-15, 2015
    • Cathy Seay-Ostrowski, MI-SRA President Elect
Break
2:40-2:50
Networking Activity

2:50-3:20
ORSP Update

Craig Reynolds
Associate Director
Research Administrators Network

February 12, 2015
News you can use…

• NIH Updates
  – Genomic Data Sharing Policy (9/19/14 RAP)
  – New Biosketch Format (12/3/14 RAP)
  – Salary Cap Now $183,300 (2/5/15 RAP)

• NSF Updates
  • Revised PAPPG (12/3/14 RAP)
  • Automated Compliance Checks (2/5/15 RAP)
Ask and ye shall receive...

- Request ORSP Action  *(12/19/2014 RAP)*
  - Option to email recipients
  - Available to approvers in admin home

- ORSP Response to Requested Action *(eff. Feb 23)*
  - Value neutral
  - Flag added for sponsor approval pending
Coming to a PAF near you...

• Research Performance Progress Report
  (12/19/14 RAPid)
  – ORSP Begin RPPR Process
  – Project Team Request RPPR Review
  – RPPR Submitted
Coming to a PAF near you...

• Export Controls
  – Revised Question on PAF *(Dec. 19 RAPid)*
  – New follow up questions from EC Officer

• “Managed Foundation” in PAF workspace
Life just keeps getting better and better…

• Hardship Policy Update (eff. Feb 23)

• PEERRS Training Requirements
or so you thought...

• Uniform Guidance (12/18/14 RAPid)
or so you thought…

• Uniform Guidance (12/18/14 RAPid)
Sponsored Programs Update

Debbie Talley
Director of Sponsored Programs
Research Administrators’ Network
February 12, 2015
Sponsored Program Updates

• AST April 2015 implementation impact on sponsored project grants
• Name change in eRPM
• Budget reallocation process
• Audits
• Staff updates
AST April 2015 implementation impact on sponsored p/gs

• Journal entries
  – Sponsored coversheet is no longer required
  – Journal entry must be complete and include support prior to being submitted in Mpathways

• Chartfield maintenance moving to SSC
  – New state in eRPM called SSC processing
Name change in eRPM

• References to “FinOps” will be changed to “Sponsored Programs” throughout eRPM (eff. Feb 23)
  – Will impact both state and activity names
Budget Reallocation

• Pilot phase is complete, in full production mode
• Customer service staff will reach out to units still using old process
• Questions on process – reach out to customer service accountant
Audits

• A-133 audit close to completion
  – 1 finding specific to research and development; travel charged to wrong project grant

• NSF data analytics audit coming soon
  – Covers all NSF projects for period 10/1/2011 – 9/30/2014
  – Watch for communications
Staff updates

• 9 new staff in Reporting area
• Chad Heiser moved to Jake Schlag’s position
• Mary Swatek moved to Chad Heiser’s position
Research Administration Mentoring Program (RAMP↑) Pilot Update

Lisa Rabaut
Program Coordinator
Research Administrators’ Network
February 12, 2015
Office of Research and Sponsored Projects

and

Sponsored Programs

RAAC Training Subcommittee

Research Administration Advisory Council (RAAC)

RAAC Process Subcommittee

RAAC Communications Subcommittee

RAAC Metrics Subcommittee

RAMP
Research Administration Advisory Council (RAAC)
Training Subcommittee

Task Group that Developed RAMP↑
- Lea Tune, Chair - Sponsored Programs
- Mindy LaRocca - College of Engineering
- Sharyn Sivyer - ORSP
- Yvonne Sturt - ORSP and Sponsored Programs

Mentoring Program Advisory Committee
- Lea Tune, Chair - Sponsored Programs
- Heather Hazzard - SNRE
- Mindy LaRocca - College of Engineering
- Sharyn Sivyer - ORSP
- Lisa Rabaut, RAMP↑ Project Coordinator - ORSP

• Applications were released in August 2014 and were due in September 2014
• Selections were made in October 2014
• Orientations were held in October and November 2014
How our mentoring program works

Program Overview

- Will run 9 months
  - Future Cohorts (September - May)
- 40 pilot participants = 20 matched pairs
- Mentors have > 5 years of research administrative experience at UM
- Mentees have > 6 months of research administrative experience at UM
- In-person meetings - 1 hour per month minimum
- Optional:
  - Phone calls
  - Emails
  - Additional meetings
# The Pilot Cohort

<table>
<thead>
<tr>
<th>Mentor</th>
<th>Mentee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kristi Rork</td>
<td>Allison Krusky</td>
</tr>
<tr>
<td>Anita English</td>
<td>Tedi Engler</td>
</tr>
<tr>
<td>Jacqui Grisdale</td>
<td>Karen Alameddine</td>
</tr>
<tr>
<td>Rick Baker</td>
<td>Elaine Meinzer</td>
</tr>
<tr>
<td>Jana Deatrick</td>
<td>Lori Harris</td>
</tr>
<tr>
<td>Janice Robb</td>
<td>Sarina Davis</td>
</tr>
<tr>
<td>Craig Reynolds</td>
<td>Kellie Buss</td>
</tr>
<tr>
<td>Kathy Devereux</td>
<td>Hongyun Theros</td>
</tr>
<tr>
<td>Annmarie Thomas</td>
<td>Alan Phlipot</td>
</tr>
<tr>
<td>Melissa Schon</td>
<td>Lekisha Maxwell</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mentor</th>
<th>Mentee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brenda Phillips</td>
<td>Kathleen Kuhn</td>
</tr>
<tr>
<td>Beth Talbot</td>
<td>Cindy Shaw</td>
</tr>
<tr>
<td>Nicholas Prieur</td>
<td>Dhammika Dewasurendra</td>
</tr>
<tr>
<td>Christopher DeVries</td>
<td>Jeffrey Kolodica</td>
</tr>
<tr>
<td>Lori Bowden</td>
<td>Linda DeLuca</td>
</tr>
<tr>
<td>Terri Maxwell</td>
<td>Karrie Black</td>
</tr>
<tr>
<td>Michelle Beaudry</td>
<td>Janet Riggs</td>
</tr>
<tr>
<td>Rick Krause</td>
<td>Mary Stewart</td>
</tr>
<tr>
<td>Roxanne Eby</td>
<td>Kristen Hallmann</td>
</tr>
<tr>
<td>Diana Armistead</td>
<td>Rebecca Rennells</td>
</tr>
</tbody>
</table>
### Why participate?

<table>
<thead>
<tr>
<th>Mentors said:</th>
<th>Mentees said:</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;This is a way to <strong>keep current</strong>…&quot;</td>
<td>&quot;I have a <strong>passion</strong> for research…&quot;</td>
</tr>
<tr>
<td>&quot;I want to <strong>connect and share</strong> with others…&quot;</td>
<td>&quot;I want to <strong>provide the highest quality</strong> administration…&quot;</td>
</tr>
<tr>
<td>&quot;I know it can be <strong>overwhelming</strong>…&quot;</td>
<td>&quot;I want to <strong>develop my skills</strong>…<strong>take advantage</strong> of expertise and learn the ropes…&quot;</td>
</tr>
<tr>
<td>&quot;I have been mentored…I look forward to <strong>passing on that knowledge</strong> to others…&quot;</td>
<td>&quot;I want to <strong>positively impact</strong> my department…&quot;</td>
</tr>
<tr>
<td>&quot;<strong>I wished there were mentors</strong> available when I was learning…&quot;</td>
<td>&quot;…<strong>someday I want to be a mentor</strong>…&quot;</td>
</tr>
<tr>
<td>&quot;…to <strong>share my excitement</strong>…for research administration.&quot;</td>
<td>&quot;<strong>I want to exceed the expectations</strong> for my position…&quot;</td>
</tr>
</tbody>
</table>
Mentors benefit by…

- Demonstrating commitment to the organization, profession and the mentee
- Achieving fulfillment and satisfaction from helping others
- Improving communication skills and leadership competencies
- Providing an opportunity to share organizational knowledge
- Broadening professional networks
- Gaining exposure to new perspectives
Mentees benefit by…

• Developing professionally and broadening exposure to potential career paths

• Increasing understanding of organizational politics and culture

• Developing creative and independent thinking

• Engaging socially and professionally

• Boosting self-confidence

• Expanding professional network

RAMP ↑
What has been the most valuable aspect of RAMP?

MENTEES:

• “It really helps to have an experienced person to answer questions, give guidance, teach me about university protocol and give career advice. She has been able to assist me not only with day to day job tasks but also with advocating for myself and creating a positive work environment.”

• “To connect with someone that was able to help me when I was confused about something, or to just brainstorm with. My mentor would offer suggestions or helpful criticisms on how to make processes more efficient.”

MENTORS:

• “It's been very rewarding to pass along my knowledge to someone new to the field. It solidifies in my mind my abilities and my value to the organization.”

• “Being in central office, I find it valuable gaining insight into how relatively new research administrators understand (or don't understand) the wider U-M research admin enterprise.”
Interested in participating?

• Applications are anticipated to be made available in late spring 2015

• The application deadline will likely take place in July 2015

• The program will likely start in September 2015 and conclude in May 2016

• Stay tuned for more details in the Research Administration Post (RAP)!

RAMP
Questions? Contact:

Lisa M. Rabaut
Program Coordinator for RAMP
raac.mentorprogram@umich.edu
734-764-7243
Closing Remarks

3:55-4:00