SOA 100 - Reconciliation for Units
This course will provide a foundation for knowing how to communicate with the SSC and what documentation is required for the SSC to reconcile SOA and GPR transactions. The course will also cover new eReconciliation fields and reporting. In addition, the work flow/interaction between the Unit and the SSC will be clearly defined.
Course Introduction

Course Map

Course Introduction

LESSON 1: SOA Reconciliation: The Unit & The SSC

LESSON 2: Required Supporting Documentation

LESSON 3: NEW e-Reconciliation Fields

LESSON 4: Management Reports

Course Summary
Lesson 1: SOA Reconciliation: The Unit & The SSC

After this lesson you will have a foundational understanding of the different roles of the Units and the SSC in the SOA Reconciliation Process and get a glimpse at the updated Fiscal Responsibilities SPG.
Overview - Much of the processes are automated to provide efficiencies and internal controls.

Guiding Principles for Financial and Internal Controls - Certain principles assist in guiding financial controls. Related to this, all managers at all levels should use internal controls to help assure that departments operate according to a plan.

The Financial Approval and Review Process - This is an inherent component of the University’s fiscal procedures. These controls include an appropriate separation of duties.

Separation of Duties - An internal control function that is fulfilled, in part, by reconciliation of statements of activity and gross pay registers on an exception basis by the Shared Services Center. It is also facilitated by review assistance in the form of standard management reports.
Lesson 1: SOA Reconciliation: The Units & The SSC
The role of the 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 their management reports.
Lesson 1: SOA Reconciliation: The Units & The SSC

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
- Are above a threshold
- Approver on transaction does not match approver table
- Required reconciliation
Lesson 1: SOA Reconciliation: The Units & The SSC

Unit Responsibilities

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

Cash Receipts and Student Financial data are marked reconciled for SSC purposes, but the unit is still responsible to reconcile. Refer to Internal Control guidance to review these processes as part of the annual Gap Analysis certification.
Lesson 1: SOA Reconciliation: The Units & The SSC
Reports Units May Utilize

**Cash Receipts**

**M-Reports:**
- Cash Deposit Controls

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

**SOA:**
- Ensure levels on SOA are consistent with cash/checks received and deposit activity
  - M-Report – Fin Yearly Trend

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**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 funding source) are accurately reflected on the SOA
  - M-Report – Fin Yearly Trend
## Lesson 1: SOA Reconciliation: The Units & The SSC

### Exception 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 Units</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allocations</td>
<td>X</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></td>
<td>AP Bank Entry are bank staff transactions after they close AP (noon on the 3rd workday of the month). They use these journals to book PS checks, wires, manuals, EFTs, and any vods. The APE, APO, and APW journals are used by the banking area and hit the General Ledger bank cash and institutional cash.</td>
</tr>
<tr>
<td>AP - AP Student Refunds</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>AP Student Refunds are used to refund students for overpayment to accounts.</td>
</tr>
<tr>
<td>AP - SUB Internal &amp; External</td>
<td>X</td>
<td>Random audit</td>
<td></td>
<td></td>
<td>Student Services</td>
<td>Service Unit Billing (SUB) are transfers of funds among University departments for services provided by internal vendors.</td>
</tr>
<tr>
<td>AP - PO Online Voucher</td>
<td>X</td>
<td>X</td>
<td>Random audit</td>
<td></td>
<td></td>
<td>PO Online Vouchers are created to pay a vendor when a PO was created.</td>
</tr>
<tr>
<td>AP - PO eSettlement Voucher</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PO eSettlement Vouchers are purchases with a PO to authorized vendors.</td>
</tr>
<tr>
<td>AP - eBilling Upload Voucher</td>
<td>X</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>
</tr>
<tr>
<td>AP - PeoplePay Voucher</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PeoplePay Vouchers are refunds/reimbursements typically to individuals but sometimes vendors.</td>
</tr>
<tr>
<td>AP - Non-PO Online Voucher</td>
<td>X</td>
<td>X</td>
<td></td>
<td></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>
</tr>
<tr>
<td>AP - Non-PO Upload Voucher</td>
<td>X</td>
<td></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>
</tr>
<tr>
<td>AP - Non-PO eSettlement Voucher</td>
<td>X</td>
<td></td>
<td>Complete NEW shortcode hosting online form</td>
<td></td>
<td></td>
<td>Non-PO eSettlement Vouchers are payments to strategic vendors using a shortcode using the hosting account. Non-PO eSettlement Vouchers are payments to vendors using a shortcode excluding the hosting account.</td>
</tr>
<tr>
<td>AP - Adjust Voucher</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>Adjust Vouchers account for credits or additional charges not on the original invoice/voucher.</td>
</tr>
<tr>
<td>Appropriations</td>
<td>X</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>X</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>X</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>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Credit Card Manual transactions are used to manually distribute the credit card fees across the credit card merchants.</td>
</tr>
</tbody>
</table>
## Lesson 1: SOA Reconciliation: The Units & The SSC

### Exception Transactions

<table>
<thead>
<tr>
<th>Transactions</th>
<th>Mark as Reconciled</th>
<th>SSC to Reconcile</th>
<th>Random Audit by SSC</th>
<th>Supporting Documentation to SSC</th>
<th>Reconciliation in Other Unit</th>
<th>Definition</th>
</tr>
</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>Development</td>
<td>Concur transactions are refund/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>X</td>
<td>X</td>
<td>Random audit = $10,000</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 $10,000)</td>
<td>X</td>
<td></td>
<td></td>
<td>Provided by the Office of University 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>
<td></td>
</tr>
<tr>
<td>Distributions</td>
<td>X</td>
<td></td>
<td></td>
<td>Financial Operations</td>
<td>Distribution transactions record distributions from pooled endowments.</td>
<td></td>
</tr>
<tr>
<td>Endowment Mark-to-Market</td>
<td>X</td>
<td></td>
<td></td>
<td>Provided by Financial Operations</td>
<td>Financial Operations</td>
<td>Endowment Mark-to-Market transactions are system journal entries that post monthly to adjust for the market changes that take place between the quarters, which can result in a mid-quarter withdrawal.</td>
</tr>
<tr>
<td>FLOC Project Grants</td>
<td>X</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>
<td></td>
</tr>
<tr>
<td>HSIP</td>
<td>X</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>
<td></td>
</tr>
<tr>
<td>ISR Monthly Payroll</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>Random audit = $10,000</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>X</td>
<td>Attached to journal in imaging</td>
<td>Institute of Social Research</td>
<td>Journal Entries record transactions or move existing transactions in the university’s General Ledger.</td>
</tr>
<tr>
<td>North Campus Payments</td>
<td>X</td>
<td></td>
<td></td>
<td>Banking Services</td>
<td>North Campus Payment transactions are used for student travel reimbursements/advances that are approved by Procurement.</td>
<td></td>
</tr>
<tr>
<td>Payroll Bank Entries</td>
<td>X</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>
<td></td>
</tr>
<tr>
<td>Sponsored Journal Entries</td>
<td>X</td>
<td></td>
<td></td>
<td>Sponsored Programs</td>
<td>Sponsored Journal Entries record transactions or move existing transactions in the university’s General Ledger related to sponsored project grants.</td>
<td></td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>Student Financial Aid transactions record payments to students.</td>
<td></td>
</tr>
</tbody>
</table>

* X - Unit will be responsible to reconcile. For Cash Receipt System Monitor refunds and ensure that batch transactions are valid and correct. 
For Student Financial Aid: Ensure level of SOA is consistent with agreed amounts (i.e., recipient, amount, and funding source).
Lesson 1: SOA Reconciliation: The Units & The SSC

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.
Lesson 2: Supporting Documentation Requirements

After this lesson you will know what supporting documentation is required for different SOA transactions.
Lesson 2: Required Supporting documentation

Supporting documentation requirements

Units will be required to send supporting documentation for PO Vouchers between $1,500 and $10,000 and for ShortCode hosting expenses via online form on the SSC website.

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
Lesson 2: Required Supporting documentation

Supporting documentation online form (eForm)

Use this form to provide the Shared Services Center (SSC) with supporting documentation to reconcile SOA transactions. Supporting documentation is currently required for PO vouchers between $1,590 and $10,000 and hosting expenses where you use a ShortCode with an external vendor (e.g., Pizza House).

Click the link below for instructions for completing the eForm based on the transaction type:
- SOA Supporting Documentation eForm for PO Vouchers ($1,590 - $10,000): Instructions
- SOA Supporting Documentation eForm for External Hosting ShortCode Expenses: Instructions

Questions
If you have questions, or need assistance completing the eForm, please contact the Shared Services Center: 734-615-2060 select option 3, then select option 1.

Select type of support:
- PO Voucher - Between $1,590 and $10,000
- External Hosting ShortCode

Certification
- I certify receipt of any goods and/or services and the chartfields and amount are correct.

Multiple shipments/invoices:
- The PO has multiple shipments/invoices

Vendor

Comments

Submit
If you receive an email from the SSC requesting supporting documentation for a transaction:
1. Click on the link in the email. (This will take you to CaseConnect)
2. Upload the supporting documentation
3. Provide written notes in the case to clarify or confirm a transaction's accuracy

*NOTE: Please respond to requests from the SSC within 3 business days*
Lesson 3: NEW! eRecon Fields

After this lesson you will be aware of the new eRecon Fields that are associated with SOA reconciliation.
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
Lesson 3: NEW! E-recon Fields

SOA Exception Types

**SOA Exception Type**

*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 for the department ID
- RR – Reconciliation Required – Reconciliation required for this transaction type
Lesson 3: NEW! E-recon Fields

GPR Exception Types

GPR Exception Type

System assigned value based on auto-reconciliation rules. Used by SSC to identify why a transaction was not 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 M-Pathways’ payline page which feeds into an employee’s paycheck
Lesson 3: NEW! E-recon Fields

GPR Exception Types (cont.)

GPR Exception Type

- **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
Lesson 3: NEW! E-recon Fields

Assigned Reconciler

Uniqname of the person assigned in SSC to reconcile the transaction
Lesson 3: NEW! E-recon Fields

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
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
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
Lesson 4: Management Reports

After this lesson you will know which management reports have been identified to be reviewed on a regular basis, what to look for in them, and what each specific report shows.
There are many available M-Reports. The reports that each unit should run are dependent on the unit’s business.

The reports covered in this course have been identified to be reviewed on a regular basis.
Lesson 4: Management Reports

GPR Management Reports

There are many available M-Reports. The reports that each unit should run are dependent on the Unit’s business.

The reports covered in this course have been identified to be reviewed on a regular basis.
Lesson 4: Management Reports

Accessing Reports in M-Pathways

Navigation: Wolverine Access > M-Reports > MGMT REPORTS
Lesson 4: Management Reports

Suggested Required Electronic Signature

The suggested reports listed to the right will require an electronic signature. These are subject to change after all new reports are vetted on campus.
SOA REPORTS
Lesson 4: Management Reports

YEARLY TREND REPORT
SUGGESTED REQUIRED MONTHLY REVIEW

WHAT IT SHOWS:

- High-level trends for each account group for the current and past 12 months
- Has drill down capability to view data for each month by account group; links to the Combined Activity Report to show the lowest level of detail
- Includes a separate section for payroll data
Lesson 4: Management Reports

YEARLY TREND REPORT (cont.)

SUGGESTED REQUIRED MONTHLY REVIEW

WHAT IT SHOWS:

- The bar that you clicked on from the previous graph is highlighted
- Can expand the account groups to show by each account
- Shows variance from current month and year

<table>
<thead>
<tr>
<th>Revenue/Expense by Account Group</th>
<th>Total</th>
<th>Feb 2014</th>
<th>Mar 2014</th>
<th>Apr 2014</th>
<th>Current Month S. Variance</th>
<th>Current Month % Variance</th>
<th>Average 12 Month S. Variance</th>
<th>Average 12 Month % Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Change (Revenue - Expense)</td>
<td>$130,820</td>
<td>$(108,275)</td>
<td>$(177,919)</td>
<td>$(80,390)</td>
<td>$(195,475)</td>
<td>97.41%</td>
<td>$(14,602)</td>
<td>-123.73%</td>
</tr>
<tr>
<td>Expense</td>
<td>$964,685</td>
<td>$178,275</td>
<td>$112,919</td>
<td>$80,390</td>
<td>$(105,475)</td>
<td>97.41%</td>
<td>$(77,367)</td>
<td>-97.41%</td>
</tr>
<tr>
<td>Staff Salaries</td>
<td>$116,793</td>
<td>$73,517</td>
<td>$88,905</td>
<td>$62,593</td>
<td>$(71,596)</td>
<td>97.39%</td>
<td>$(66,976)</td>
<td>-97.37%</td>
</tr>
<tr>
<td>Employee Benefits</td>
<td>$105,207</td>
<td>$29,225</td>
<td>$34,385</td>
<td>$16,932</td>
<td>$(19,474)</td>
<td>96.27%</td>
<td>$(16,533)</td>
<td>-95.37%</td>
</tr>
<tr>
<td>Communications</td>
<td>$4,002</td>
<td>$334</td>
<td>$334</td>
<td>$328</td>
<td>$(334)</td>
<td>-100.00%</td>
<td>$(334)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Computing Servs and Supplies</td>
<td>$96</td>
<td>$66</td>
<td>$66</td>
<td>$66</td>
<td>$(66)</td>
<td>-100.00%</td>
<td>$(66)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>General Expenses</td>
<td>$23,689</td>
<td>$7,875</td>
<td>$223</td>
<td>$275</td>
<td>$(8,628)</td>
<td>-98.59%</td>
<td>$(1,840)</td>
<td>-93.71%</td>
</tr>
<tr>
<td>Pmts to Auxiliary Activities</td>
<td>$1,059</td>
<td>$167</td>
<td>$167</td>
<td>$167</td>
<td>$(167)</td>
<td>-100.00%</td>
<td>$(167)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Travel, Heating, and Transport</td>
<td>$11,552</td>
<td>$5,225</td>
<td>$2,16</td>
<td>$0</td>
<td>$(6,236)</td>
<td>-100.00%</td>
<td>$(1,213)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Plant Operation and Maintenanc</td>
<td>$248</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0.00%</td>
<td>$0</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Fees and Services</td>
<td>$(52,403)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0.00%</td>
<td>$(52,403)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Transfers and Distributions</td>
<td>$(90,125)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0.00%</td>
<td>$(90,125)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Instructional Faculty Salaries</td>
<td>$50</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0.00%</td>
<td>$(15)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Laboratory Research Supplies</td>
<td>$26</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0.00%</td>
<td>$(26)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Revenue</td>
<td>$1,103,594</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0.00%</td>
<td>$(999,999)</td>
<td>0.00%</td>
</tr>
<tr>
<td>General Fund Transfers</td>
<td>$14,886</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0.00%</td>
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</tbody>
</table>
### Lesson 4: Management Reports

**Combined Activity Report**

#### Suggested Monthly Review

- **WHAT IT SHOWS:**
  - All transactions at the lowest level of detail
  - Currently available in M-Reports:
    - FIN. MGMT > Projects > Combined Activity
WHAT IT SHOWS:

- High-level trends for each category for the current and past 12 months
- Has drill down capability by category to view vendor details

PO:
- Strategic/Non-Strategic
- Marketsite/Non-Marketsite

Travel & Expense (Concur)
- P-Card/Reimbursement

Payment Request
- Travel/Non-Travel

PeoplePay
- Travel/Non-Travel

SUB

SUGGESTED REQUIRED MONTHLY REVIEW
Lesson 4: Management Reports

PRO C U R E M E N T  Y E A R L Y  T R E N D  R E P O R T  (cont.)

SUG G E S T E D  R E Q U I R E D  M O N T H L Y  R E V I E W

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<th>Vendor Name</th>
<th>Voucher Line Count</th>
<th>Monetary Amount</th>
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<th>Prd</th>
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$54,506
Lesson 4: Management Reports

STUDENT FINANCIAL ACTIVITY

SUGGESTED REQUIRED QUARTERLY REVIEW

WHAT IT SHOWS:

- All payments to students, regardless of who paid them
- Includes payroll, benefits, expense reimbursements, and financial aid activity
- Can be run by academic program and EmplID for a term range with department ID/department group and Project/Grant groupings
- Includes a column at the student level to show funding external from the department listed in the criteria
Lesson 4: Management Reports

SERVICE UNIT BILLING YEARLY TREND

SUGGESTED REQUIRED QUARTERLY REVIEW

WHAT IT SHOWS:

- All service unit billing vouchers by account group for the current and past 12 months and for the current fiscal year-to-date
- Can drill down to view the activity by service provider
Lesson 4: Management Reports

FIVE YEAR TREND REPORT

SUGGESTED ANNUAL REVIEW

WHAT IT SHOWS:

- High-level trends for each account group for the current fiscal year and the previous four fiscal years
- Can drill down to view trend data for each year by account group; links to the Combined Activity Report to show the lowest level of detail
- Can be run by fiscal-year-to-date or full fiscal year
- Includes a separate section for payroll data
Lesson 4: Management Reports

Procurement Five Year Trend

Suggested Annual Review

What it shows:

- High-level trends for each category for the current fiscal year and the previous four fiscal years
- Can be run by fiscal-year-to-date or full fiscal year
- Has drill down capability to view by category to view vendor details
Lesson 4: Management Reports

**PROCUREMENT SPEND**

**SUGGESTED ANNUAL REVIEW**

### WHAT IT SHOWS:
- P-Card Holders by Spend
- Accounts by Spend
- Vendors by Spend
Lesson 4: Management Reports

SERVICE UNIT BILLING FIVE YEAR TREND

SUGGESTED ANNUAL REVIEW

WHAT IT SHOWS:

- All service unit billing vouchers by account group for the current and past four fiscal years and for the current fiscal year-to-date
- Can be run by fiscal-year-to-date or full fiscal year
- Can drill down to view the activity by vendor
Lesson 4: Management Reports

Reconciliation Detail

Suggested Monthly Review

WHAT IT SHOWS:

- How reconciled items were resolved and lists outstanding reconciling items
- An email will be sent to the Department Manager on the 10th business day of the month indicating this report should be reviewed
Lesson 4: Management Reports

APPROVER TABLE ROLES

SUGGESTED QUARTERLY REVIEW

WHAT IT SHOWS:

• All individuals on the approver table and which transactions they are authorized to approve
• Should be used to ensure appropriate individuals are approving transactions
Lesson 4: Management Reports

**Journal Entries Pending Approval**

**Suggested Monthly Review**

**What it shows:**
- JE's pending approval in the Unit or Sponsored Programs
- All approvers that the JE was routed to will be listed
- Approvers that may be out of the office or that may have delegated approval to someone else
- Should be used to ensure JE's are approved in a timely manner
Lesson 4: Management Reports

JE’S INITIATED OUTSIDE DEPT/DEPTG RP

SUGGESTED MONTHLY REVIEW

WHAT IT SHOWS:
- JE’s are requested from another Dept. but hit your Dept.
- Can be used to discover errors in journal entries written by other Depts.
Lesson 4: Management Reports

PAYROLL FIVE YEAR TREND

SUGGESTED ANNUAL REVIEW

WHAT IT SHOWS:

• High-level trends for each compensation type for the current fiscal year and the previous four fiscal years

• Has drill down capability to view trend data for each year by compensation type and links to the Employee Compensation by Admin Dept to show the lowest level of detail

• Can be run by fiscal-year-to-date or full fiscal year
Lesson 4: Management Reports

PAYROLL YEARLY TREND REPORT

SUGGESTED REQUIRED MONTHLY REVIEW

WHAT IT SHOWS:

- High-level trends for each compensation type for current month and past 12 months
- Has drill down capability to view trend data for each year by compensation payline type; links to the Employee Compensation by Admin Department to show the lowest level of detail
- Includes a separate tab for benefit data
Lesson 4: Management Report

TOTAL PICTURE EFFORT REPORT BY PROJECT DIRECTOR

SUGGESTED MONTHLY REVIEW

WHAT IT SHOWS:

- Run report by Project Director
- Department budget earnings (DBE) summary by Project/Grant
- DBE summary by person
- Can be run by Fund, Department, Program and date range
- Shows historical data and lists the percentage of effort worked along with the current compensation rate
Lesson 4: Management Reports

PAYROLL FUNDING DEPT/APPOINTING DEPT MISMATCH

SUGGESTED MONTHLY REVIEW

WHAT IT SHOWS:

- All employees where their funding department ID and appointing department ID do not match
- Allows units to easily identify where a person is appointed to one department and funded by another
Lesson 4: Management Reports

PAYROLL PAY ESTIMATES COMPARED TO ACTUAL PAY

SUGGESTED QUARTERLY REVIEW

WHAT IT SHOWS:

- Variances between what was expected to pay which is based on the pay estimate table vs. what was actually paid on the pay earnings distribution table
- Will only contain earnings
Lesson 4: Management Reports

Report Management Resources

The following job aids will be available to assist units in using the SOA and GPR management reports:

- Unit Mgmt Report - Yearly Trend
- Unit Mgmt Report - Five Year Trend
- Unit Mgmt Report - Service Unit Billing Yearly Trend
- Unit Mgmt Report - Service Unit Billing Five Year Trend
- Unit Mgmt Report - Approver Table Roles
- Unit Mgmt Report - Journal Entries Pending Approval
- Unit Mgmt Report - JEs Initiated by Outside Dept Group
- Unit Mgmt Report - Reconciliation Detail
- Unit Mgmt Report - Procurement Spend
- Unit Mgmt Report - Procurement Yearly Spend
- Unit Mgmt Report - Procurement Five Year Trend
- Unit Mgmt Report - GPR Payroll Yearly Trend
- Unit Mgmt Report - GPR Payroll Five Year Trend
- Unit Mgmt Report - GPR Payroll Effort Distribution
- Unit Mgmt Report - GPR Payroll Funding Mismatch
- Unit Mgmt Report - GPR Payroll Actuals vs Estimates
- Unit Mgmt Report - Student Financial Activity
Lesson 4: Management Reports

Report Management Resources

This is a sample of the management report job aids that will be provided to units. It will include a description, criteria used to run the report, what to look for, and what the report shows.
Course Summary

Questions & Wrap up