SOA Quick Reference Guide

WHAT IS SOA RECONCILIATION?

SOA (Statement of Activity) is a *summary of activity* that shows all the revenues, transfers and expenses for a particular department or ChartField. SOA Reconciliation ensures transactions are reflected properly in the General Ledger, utilizing thresholds and prior approvals.

COMMUNICATION WITH THE SSC

- The SOA team reconciles on a daily basis and will create a case triggering a notification to the unit if they: need clarification, supporting documentation, or if an error is identified for a specific transaction. Use CaseConnect to respond to these notifications.
- To send support, use the online eForms.
- For general inquiries regarding SOA/GPR reconciliation contact us via email or call us. (See below)
- Department Managers will receive a notification indicating the completion of reconciliation on the 10th business day of each month . This email will contain a link to the updated *Reconciliation Detail Management Report* in M-Reports where they can enter the criteria in the management report to show how the reconciled items were resolved, as well as listing any outstanding reconciling items.

CONTACT INFO

PHONE	EMAIL	eFORMS	WEBSITE INFO
734-615-2000 PRESS #3	GENERAL FINANCIAL INQUIRIES: SOAReconciliation@umich.edu GENERAL PAYROLL INQUIRIES: GPRReconciliation@umich.edu	UDC Request Supporting Documentation Form	SOA information on the SSC website

TO CONTACT US REGARDING NOTIFICATIONS YOU RECEIVED OR ANY ACTIVE CASE: Log into CaseConnect

SOA PROCESS OVERVIEW

SOA Reconciliation: Exception transactions are reconciled on a daily basis in eReconciliation for in-scope units.

Gross Pay Register (GPR) Reconciliation: Exception transactions are reconciled for every payroll run for in-scope units. (Off-cycle, bi-weekly, and monthly payrolls run)
The following units are not using SSC reconciliation services at this time: U-M Hospitals and Health Centers, Medical School, Flint & Dearborn Campuses, Athletics, Alumni Association, and University Musical Society.

ADDITIONAL RESOURCES & HELP

QUICKLINKS:
SOA/GPR Transactions
M-Reports
CaseConnect