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

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<tr>
<th>PHONE</th>
<th>EMAIL</th>
<th>eFORMS</th>
<th>WEBSITE INFO</th>
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<td>734-615-2000</td>
<td>GENERAL FINANCIAL INQUIRIES:</td>
<td>UDC Request</td>
<td>SOA information on the SSC website</td>
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<td>PRESS #3</td>
<td><a href="mailto:SOAReconciliation@umich.edu">SOAReconciliation@umich.edu</a></td>
<td>Supporting</td>
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<td><a href="mailto:GPRReconciliation@umich.edu">GPRReconciliation@umich.edu</a></td>
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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