

APPENDIX – RELATED TOOLS AND LINKS

I. Internal Controls – Guidelines, Tools, and Other Resources

All departments/units are responsible for monitoring their internal controls to ensure they are established and functioning effectively. The websites below provide tools, guidelines, and resources to help design and monitor internal controls appropriate for your operations.

<http://www.finance.umich.edu/controls>

<http://www.umich.edu/~uaudits/>

II. University of Michigan – Statement on Stewardship

All faculty and staff of the University have a stewardship responsibility to support and enhance the mission of the University, to ensure that the University fulfills its legal and financial obligations to internal and external stakeholders, to safeguard the University's financial, human, information, and physical assets, and to create an atmosphere that encourages all members of the University community to contribute to the overall excellence of the University.

This statement outlines fundamental responsibilities inherent in functioning as a steward of University resources and references University documents and offices that provide assistance regarding specific policies and procedures or forms.

<http://hr.umich.edu/stewardship.html>

III. Administrative Data Policies for Responsible Use of Data

Users of the University's Administrative Data are required to comply with federal laws and University policies that apply to the proper use of data. These policies detail the responsibilities associated with data access and the sanctions that result from misuse.

This website link also features the University of Michigan's most relevant information technology policies and guidelines, including responsible use of technology and resources, and handling of data designated as public, private/confidential or sensitive.

<http://www.mais.umich.edu/access/policies.html>.

Unit Liaisons facilitate administrative systems access/security for their department, including administrative systems, eResearch, M-Pathways and MReports. Please refer to http://www.mais.umich.edu/groups/ul_role.html for more information on appointing liaisons and additional details on their roles.

IV. Financial Review

As described in Section III of the SPG, the financial review process begins with reconciling the financial Statements of activity (SOA), verifying that required approvals were obtained and confirming that adequate documentation exists to support the validity and accuracy of each financial transaction.

- For Cash Deposit activity, units need to ensure that amounts on the (SOA) are consistent with

cash/checks received and deposit activity.

- For Student Financial Aid, units need to ensure amounts on the SOA are consistent with agreed amounts.
- Department approval of journal entries with individual line items greater than \$10,000 is evidenced via system workflow utilizing an approver table. For all other journal entries, units need to ensure that approval is documented in accordance with procedures established by their unit.
- All other transactions are reconciled either via system criteria or by the Shared Services Center for in-scope units and departmental employees for out-of-scope units.

Exception based reconciliation includes:

- Transactions that do not have upfront automated approvals or where the reconciliation does not happen in another system (e.g., hosting purchases made using a shortcode).
- Transactions above a predetermined threshold where the approver on the transaction is not an authorized approver on the transaction.
- Payroll transactions that do not meet system criteria (e.g., staff members being paid on a shortcode that does not match their appointing department ID).
- Journal entries with line items over \$10,000 that involve multiple department ID's and a sample of journal entries with line items under \$10,000.

Exception transactions are either confirmed as accurate based on supporting documentation, verified via communication with departments and/or corrected by processing correcting entries.

Many financial processes are automated to provide for improved efficiencies and internal controls. Reviewers should expect that automation and electronic feeds are validated centrally, and therefore does not need to be duplicated at the transaction level. Additionally, reviewers can expect that centrally created standard reports are accurate and complete representations of the official record in MPathways (e.g., SOA and management reports found in MReports).

As described in Section III of the SPG, units are responsible to ensure approvals have been obtained from the appropriate individuals when processing financial transactions. The Department Manager plays a key role in this process, particularly for voucher and journal entry transactions where they are the default approver in the Approver Table. Department Managers, however, may designate another person for that role through use of the Approver Table

http://finance.umich.edu/system/files/500x01_Web_Content_Approver_Table.docx. Units are responsible to ensure that Department Managers and Delegates, if utilized, have the appropriate knowledge and training to carry out the responsibilities associated with those roles.

V. **Management Reports – A listing of reports is available from the M-Reports report library**

Review of management reports to identify outliers and trends is an important component of the internal control process. Many management reports are available through the data warehouse and M-Reports for management's use in monitoring financial trends. Predefined reports available

on the data warehouse and M-Reports websites can be viewed by business process (e.g., financial controls, project grant financial management, department financial management, p-card activity, endowments management, and worklist monitoring). For assistance locating these reports, contact the ITS Helpdesk at 734-764-4357 (4-HELP) <http://its.umich.edu/help/> or visit the M-Reports report library at:

<https://mreports.umich.edu/mReports/ReportsLibrary/ReportList.aspx>

For more information on data reporting, see the following website:

<http://www.mais.umich.edu/reporting/index.html>

VI. **Financial Reporting and Chartfield Values**

Chartfields are the seven fields in the M-Pathways system that record the financial data for the University. Individually, each field is called a chartfield (e.g., Account Chartfield). When used collectively in a financial transaction or viewed on a report, these fields are referred to as a chartfield combination. The chartfields work together to describe a specific financial activity for each department, including purchasing an item, recording the usage of a department's space, or reporting financial data.

<http://www.mais.umich.edu/fin/chartfield.html>

<http://www.finance.umich.edu/finops/accounting/chartfields/class>

<http://www.finance.umich.edu/system/files/ValidAccount.xls>

<http://www.finance.umich.edu/finops/programs/training/costacctgstandards>

VII. **Indirect Cost Recovery Excluded (ICRX) Expenditures Policy and Guidance**

Certain types of expenditures (e.g., alcoholic beverages, lobbying, and particular types of advertising, entertainment, hosting, memberships, and recruiting) are considered indirect cost recovery excluded (ICRX) expenditures. All ICRX expenditures must be separately flagged or segregated with unique chartfield values to ensure compliance with federal regulations governing the use of these expenditures. It is important that all faculty members and unit administrators are familiar with these requirements. The websites below provide background and guidance for faculty members and unit administrators, including detailed examples of how to determine whether expenditures should be considered ICRX.

<http://www.finance.umich.edu/finops/reporting/contact/OCR>

http://www.finance.umich.edu/system/files/ICRX_Policy_updated_February_2012.pdf