

**U/M Medical School Real-Time Financials
Unit Preparation Checklist**

Revised as of 08/14/2013

Task	Assigned to:	Due Date	Started	Finished	Notes
Notify Faculty and Staff of New Post Award Management Process					
Distribute "Forum Presentation 02 07 2013 Final.PDF" (Slide show from forum held on 02/07/13)		08/31/13			
Distribute Forum Video Link: http://www.pathology.med.umich.edu/static/video/Post%20Award%20Management%20Process/		08/31/13			
Send official notice to Faculty and Staff by email and set up meetings as necessary; sample email provided		08/31/13			
SAPOC demonstrates M-Reports to individual faculty members		12/31/13			
Evaluate Centralized Procurement Services Demand					
Run "Procurement Volume Info Query" (Data Warehouse: Public Folders/User-Shared/Med School PAAC/)		09/30/13			
Run "FN06 Procurement Travel and Expense Spend Report by EmplID, DeptID, or DeptG" (Data Warehouse: Public Folders/User-Shared/Med School PAAC/)		09/30/13			
Review and evaluate Procurement Staff Job Description		09/30/13			
Identify Tier I and Tier II Procurement					
Work with Pis/Administration to identify a Procurement Tier I staff for each lab/unit		10/01/13			
Work with departmental administration to identify Procurement Tier II staff		10/01/13			
Create department/unit specific approval group names.		10/01/13			
Verify/Obtain staff access:					
FINPROD - FN Reconciliation User		10/11/13			
FINPROD - GL Unit Defined Commit User		10/11/13			
MReports - ProjectGrantReports		10/11/13			
MReports - ProjectGrantReportsRes Tab		10/11/13			
Source Use Role - if need to access useful financial reports		10/11/13			
Procurement Tier I User Role (PR FORM PURCH USER)		10/11/13			
Procurement Tier II User Role (PR FORM MS DEPTNAME)		10/11/13			
Webnow – Tier 2 : FN User eRecon		10/11/13			
Webnow – SAPOC: FN User eRecon		10/11/13			
Review and clean up SAPOC and project director information.					
Run "List of SAPOCs by DeptID" (Data Warehouse: Public Folders/User-Shared/Med School PAAC/). - Submit 1 spreadsheet with changes for your department to your main customer service rep (include Sponsored Programs coordinator name, P/G Number, and name of new SAPOC)		12/31/13			
Review projects to determine if subaccount(s) should be requested (i.e. tasks, thrusts, milestones).					
Review budget period dates		12/31/13			
Review "Unallocated Budget" and "Budget To Be Allocated" line items		12/31/13			

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Review current unit business processes, update as needed for internal controls and document (reference best practice recommendations and internal control documents):		12/31/13			
Cash Handling					
Concur					
Pcard					
Travel					
Reimbursements (i.e. books, supplies)					
Gift Cards					
HR Appointments, approvals and GPR review					
Human subject incentives					
Journal entries					
Supply-Equipment purchasing					
Unit administered scholarships and fellowships					
Unit Defined Commitments (UDCs)					
Establish unit policy on when to use UDCs: Internal Control Adequacy Template - Use Unit Defined Commitments Matrix (See example)		12/31/13			
Establish process for reviewing UDCs regularly: Internal Control Adequacy Template - Use Unit Defined Commitments Matrix (See example)		12/31/13			
Determine how unit will transition projects to Post Award management systems.		Ongoing			