Changes to the Real Time Financials (RTF) Toolkit

Overview of Changes

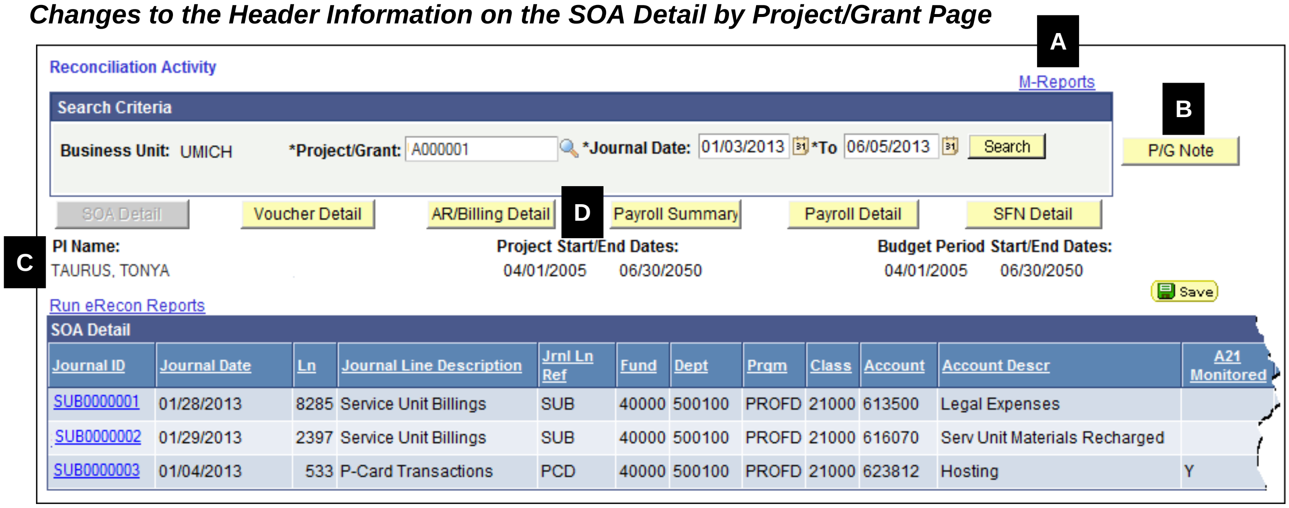
This document provides a detailed description of changes to the following tools that make up the Real Time Financials (RTF) Toolkit:

- Project/Grant Reports in M-Reports
- eReconciliation in M-Pathways.

These changes improve the ease-of-use and integration of the tools in the Real Time Financials Toolkit.

eReconciliation Details

Changes to the Header Information on the SOA Detail by Project/Grant Page



A This report type includes a link to the Project/Grant Budget Status Report (PBSR) in M-Reports so that you can easily check financial information pertaining to a Project/Grant.

B You can add notes at the Project/Grant level. Multiple notes can be added and viewed, creating an audit history over time. This option is also available to print on the Statement of Activity page.

⚠ This functionality is available on July 2nd, 2013.

C The name of the Primary Investigator and the beginning and ending dates for the Project/Grant are in the header area of all the detail pages.

D The Payroll Summary Report, available from all eReconciliation report types (Proj/Grnt, Fund/Dept, Fnd/Dept/Prgm) shows detailed information related to payroll and benefits information organized by employee, journal date, and account group. See *eReconciliation: Payroll Summary Field Descriptions* for more information.

New A-21 Indicators, and Links to WebNow Documents on the Project/Grant View

Save E F Select All UnSelect All

Customize | Find | First 1-3 of 3 Last

ass	Account	Account Descr	A21 Monitored	Expense	REC	Note	Updt ID	Last Updtd	View Doc
1000	613500	Legal Expenses		2,185.00	☐	Add			🗎
1000	616070	Serv Unit Materials Recharged		42.93	☐	Add			🗎
1000	623812	Hosting	Y	162.00	☐	Add			🗎

E The **View Doc column** includes links to documents related to the items that were uploaded through WebNow. Click the icon in the appropriate row to view. For additional information, refer to the *Image Documents Related to Transactions in WebNow Step-by-Step*.

Note: This column is shown on the SOA Detail page and the Voucher Detail page.

F The **A-21 Monitored column** includes a Y if the journal item is subject to A-21 monitoring.

New 'Received by' Information on the Voucher Detail Page

G Customize | Find | First 1-4 of 4 Last

eliver Attn o	PO ID	Requestor ID	Received By	Vndr Ordr Date	Vndr Ordr Number	Type	Vchr Line	Dist Line	View Doc
				01/04/2013		PCard	1	1	🗎
				01/28/2013	LIFE SCIENCES INSTIT	SUB	1	1	🗎
				01/28/2013	LIFE SCIENCES INSTIT	SUB	2	1	🗎
				12/31/2012		SUB	1	1	🗎

G The **Received By column**, on the Voucher Detail report page, identifies the person who received an item.

New Report Type Available

Process Scheduler Request

User ID: MAISGLAS **Run Control ID:** ERECON_REPORTS

Server Name: **Run Date:** 06/12/2013
Recurrence: **Run Time:** 4:40:45PM Reset to Current Date/Time
Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	AR/BI Detail by Project/Grant	MAR03621	SQR Report	Window	PDF	Distribution
☐	eRecon Rpts by Project/Grant	MERCNPG	PSJob	(None)	(None)	Distribution
☐	Payroll Detail-Proj/Grant	MFN04914	SQR Report	Window	PDF	Distribution
☐	SF Detail-Proj/Grant	MFN04917	SQR Report	Window	PDF	Distribution
☐	Statement of Activity-Proj/Grt	MGL00158	SQR Report	Window	PDF	Distribution
H ☐	Project/Grant Budget Status	MGL03501	SQR Report	Window	PDF	Distribution
☐	SOA Vchr Detail-Proj/Grant	MPR04809	SQR Report	Window	PDF	Distribution

OK Cancel

H A new report type, Project/Grant Budget Status, is available.

M-Reports Details

New Ability to Grant Secondary/Proxy Access to a Project/Grant (Primary Investigators only)

Manage Access	Principal Investigator	Is Parent?	Project	Note	Title
A	FORD, FRANK	Yes	F010101		Enzymes

A Primary investigators can assign secondary or proxy access to a project/grant. Click on the person icon, under **Manage Access** on the Summary of Sponsored Projects list, to assign secondary access to another researcher or member of your unit. See the *Grant Secondary/Proxy Access to a Project/Grant Step-by-Step* for detailed instructions.

Alternative Title Now Available for Project/Grants

Show/Hide Notes

Summary of Sponsored Projects for SMITH,JANET L, Principal Investigator

Principal Investigator	Is Parent?	Project	Effort on Project	Note	Title	Alternative Title (B)	Primary Sponsor
Prius, Patel		F01010			F010101 Enzymes		Health and Human Services, Department of-National Institutes of Health

B The Summary of Projects and the Project/Grant Budget Status Report (PBSR) includes an **Alternative Title** which is any "nick name" commonly used to refer to a project/grant. Anyone who has access to a project/grant can add an Alternative Title on the Project/Grant Information page.

Automatic Expansion of Information on the Summary of Projects Page

⊟ Show/Hide Balance Details

C

Cost Type	Budget	Expended	Official Balance as of last month closed Jun 2012	% Expended
⊞ Direct + Indirect	$0	$48,752,941	($48,752,941)	
⊞ Direct + Indirect	$0	$5,460,778	($5,460,778)	

C Information for each project/grant automatically expands for non-faculty users in order to display a more detailed view of the information. Click the ⊞ symbol next to **Show/Hide Balance Details** to expand or contract the information.

New % Expended Information on the Project/Grant Status Report (PBSR)

D

Budget Category	Budget	Expended	Official Balance as of last month closed Jun 2012	% Expended
Research Salaries	$373,725	$314,895	$58,830	84.26 %
Adm. Salaries (A-21 Monitored)	$51	$50	$1	98.94 %
Clerical Sal. (A-21 Monitored)	$0	$0	$0	No Budget
Fringe Benefits	$93,725	$61,867	$31,858	66.01 %

D The **PBSR** includes a **% Expended** column, which indicates the percentage of expended funds in comparison to the amount budgeted. Values that are greater than 100% are displayed in red.

Addition of Shortcode to Summary Information for a Project/Grant

Project Grant Budget Status Report for F022937

E

Project:	F010101	Principal Investigator:	PATEL, PATTI
Shortcode(s):	010101		
Title:	Enzymes	Administrative Contact (SAPOC):	SUBARU, SUZIE
Alternative Title:			
Primary Sponsor:	Health and Human Services, Department of-National Institutes of Health	Financial Operations Coordinator:	FORD, FRANK
Sponsor Award:	XXXXXXXXXX-XX	DRDA Representative:	TAURUS, TOM
IDC Rate:	54.50%	Project Begin/End Dates:	7/1/2009 - 6/30/2012
IDC Basis:	50	Budget Period Begin/End Dates:	7/1/2009 - 6/30/2012
Note:			Add Note

E The **report** includes the shortcode related to the Project/Grant in the header information on the Project/Grant Budget Status Report (PBSR) and the P/G Information report.

New % Effort and % Distribution Report for Sponsored Projects

		F ⊞ 037199	
		F000013	
Emplid	Name	%Effort	%Dist
00000001	Ford, Frank	0.00 %	50.00 %
00000002	Taurus, Teri	0.00 %	100.00 %

F **% Effort and % Distribution** information displays at the bottom of the Project/Grant Budget Status Report (PBSR) and in the Summary of Project/Grants Report. Use this information to see the current percentage of effort for each employee assigned to a project/grant. Click the ⊞ symbol next to the Shortcode number to show additional details. Click the linked Shortcode number to see the complete Chartfield string. Effort information for all project/grants, both Sponsored and UM-Funded/Gifts/Other, can be displayed on the Summary of Projects page by clicking **Show Effort for all Projects**.

New Calculations for Expended Since Last Month Closed and Purchasing Commitments Information on PBSR

% Expended	Additional Budget since last month closed	Expended since last month closed excluding Payroll/Fin Aid	Payroll/Fin Aid Commitments	Purchasing Commitments	Other Unit Commitments	Projected Balance
84.26 %	$0	$0	$0	$0	$0	$58,830
98.94 %	$0	$0	$0	$0	$0	$1
No Budget	$0	$0	$0	$0	$0	$0
66.01 %	$0	$0	$0	$0	$0	$31,858

G The calculations for the **Expended Since Last Month Close** and the **Purchasing Commitment** values on the **Project/Grant Budget Status Report** and the Summary of Projects Report include projected indirect costs, thus providing a more “real-time” reflection of the funds available for a project.

H The column header for Other Unit Commitments now includes a link to **Unit Defined Commitments** information in M-Pathways. This link makes it easier to view commitments and, if necessary, add new ones or delete old ones. **NOTE:** In order to access the Unit Defined Commitments information in M-Pathways, you must have the GL Unit Defined Commitment User role, which you can request through OARS.

Additional Assistance

Questions, feedback, and requests for enhancements can be submitted to the ITS Information and Technology Services Help Desk:

M-F, 7 a.m.-6 p.m. (phone and email); Sun, 1-5 p.m. (email)

- Submit a Service Request Online: http://its.umich.edu/help/request
- 734-764-HELP (764-4357)
- 4HELP@umich.edu
- http://its.umich.edu/help