Service Unit Billing updates

• Newly required fields: Invoice ID or Dept Ref Num, Item Description, Quantity Voucher, Unit Price
• Strongly encouraged field: Requestor Uniqname
• Updated template/.dat file
• Additional fields added to M-Reports, eReconciliation Voucher Detail and Business Objects reports
• Item ID field removed from standard template
• Use of minimum and maximum quantity – contact Accounting Services – Customer Service for assistance (Jennifer Valencich-Mannor jvalen@umich.edu)
• New fields will be required beginning October 2014 – contact Accounting Services – Customer Service for assistance, they will also be reaching out to units
Financial Operations Announcements

• Shortcode update - certain shortcodes (Plant Related with the exception of fund 81000) will not be allowed to have HR/payroll transactions in MPathways Human Resources system effective 6/1/2014.

• Reminder to units with recharge activity to please ensure your recharge rates are renewed with the Office of Financial Analysis timely and billed on a regular basis.
Financial Operations Announcements

• Changes were recently made to the short and long descriptions of the following account codes:

• 413450–Facility and Room Rentals
  • To record the external revenue received from facility and room rentals. It should include items such as, but not limited to, Ballrooms, Conference and Meeting rooms and Athletic Facilities as long as they are not subject to the Regentally required surcharge for one-time or occasional rental of land/rooms/space in Auxiliary units. For these use account code 413590.

• 414930-Residence Hall Room Revenue
  • To record the external revenue received for the rental of residence hall rooms (dorm rooms) and campus apartments in the University by students living on campus.
  • Units should no longer use 414930 for renting out rooms in their units as this pertains specifically to Student Housing.