Overview of Accounting Services
Training Classes

Presentation to:
Financial Unit Liaisons
February 16, 2011
Agenda

- Background
- Overview of Available Training Courses
- Upcoming Schedule
- Looking Forward
- Resources
Overview

- Currently Available Training Courses
  - Service Unit Billing
  - JE Processing
  - Understanding Revenue Type Activity and Transfers within the General Ledger
  - ABC’s of Accounting
  - Building Effective Queries with Business Objects
  - Endowment, Gifts and UIP
Service Unit Billings (SUB)

- SUB Overview
  - Use of SUB (recharge vs. rebill)
  - Recharge rates (where to go, not focus of class)
  - Establishing vendor ID
  - Getting SUB system access

- Processing Details (hands-on training)
  - Processing the upload
  - Identifying errors
  - Correcting errors
  - Researching (query)
Journal Entry (JE) Processing

- Life cycle of the journal entry
  - Necessity
  - Appropriateness
  - Support

- Roles of the Operator and Authorizer

- Different processes for Sponsored and Non-Sponsored JEs

- Step-by-step instructions on uploading journals and online journals

- Please note this is a lecture-based class
Understanding Revenue Type Activity and Transfers within the G/L

- Sources of revenue
- Difference between reimbursements, rebills and recharges
- Retroactive salary distribution changes and manual payroll journal entries
- Transferring expenses and revenue between specific fund sources
ABC’s of Accounting

- High level overview of the various funds, other than sponsored programs which has its own courses
  - Visit www.drda.umich.edu/training/ for a complete list of sp courses
- Revenues and restrictions by fund
- Departmental use of various funds
- Journal entry basics
- Class code basics
- Recharge basics
- ACH receipts and stop payments
Building Effective Queries with Business Objects

- **Introduction and hands-on training for querying the data warehouse**
  - Predefined reports
  - Ad-hoc queries
  - Tailor results to their particular situations
  - Complement existing review processes

- It is recommended that participants have Web Intelligence and Infoview access before signing up for this class
  - If not, we will do our best to pair users up to ensure everyone is exposed to all of the material.
Endowment, Gifts and UIP

- **Endowment Funds**
  - Overview of use and restrictions for each type of endowment
  - Endowment spending rate distributions

- **Gifts Other Than Endowments**

- **University Investment Pool (UIP)**
  - Which departmental funds receive UIP distributions
  - How UIP distributions are calculated
Upcoming Courses

- **Service Unit Billings (SUB)**
  - 2/16/11, 9-11:00 a.m. in Wolverine Tower Training Room 3
  - Maximum attendance: 12 people
  - E-mail AccountingServicesCustomerService@umich.edu to register

- **Journal Entry (JE) Processing**
  - 3/8/11, 10:00 a.m. - Noon in Wolverine Tower Suite G18
  - Maximum attendance: 40 people
  - E-mail AccountingServicesCustomerService@umich.edu to register

- **Understanding Revenue Type Activity and Transfers within the General Ledger (G/L)**
  - 3/10/11 9-11:00 a.m. in Wolverine Tower Suite G18
  - Maximum attendance: 40 people
  - E-mail AccountingServicesCustomerService@umich.edu to register
Looking Forward

- Expand course offerings to best meet your needs
  - Your suggestions are welcomed
  - Courses can be done at our Wolverine Tower training rooms or your offices
  - Courses can be customized to fit your needs
  - Drop in labs can be scheduled if you’d find them helpful
Resources

Contacts:
• Jean Rauchholz – jrauchh@umich.edu
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Financial Operations Website -
• Accounting Services instructor-led training: http://www.finops.umich.edu/accounting/trainingclasses
• Links to all FinOps training resources: http://www.finops.umich.edu/training
Questions