

Internal Controls 'Push' Notifications

Purpose: Provide Internal Control "Push" Notifications to units to identify if/when select internal control issues exist

- Report will be run monthly – units can opt in to receive notifications
- Unit will only receive if/when select internal control issues exists for their unit
- Will include links/directions on where/how to correct issue
- Eliminates need to run multiple reports and search for internal control issues

Design:

- Notifications run the day after month end close (typically the 5th business day)
- Will send email with attached Excel Spreadsheet(s) for each internal control topic
- User only receives email if there is at least one of the specific internal control issues in that month
- Will be run at DeptID or Dept Group level and will be aggregated at recipient level
- Units can request that multiple DeptIDs or Dept Groups go to the same user(s)

Managing Distribution Emails: Units can opt in by contacting Internal Controls. Can use either specific individual(s) or M-Community Group.

- Units will be able to update the M-Community Group if established
- Units will provide information needed for End User(s) to get specific DeptIDs or Dept Group Push Notifications (template attached)

Next Steps:

- ITS is in final stages of developing reports
- Building distribution lists and sharing notifications with units

Unit Next Steps:

- Send information to Internal Controls (Kay Bressler) to get employees added to distribution list.
 - DeptID(s) or Dept Groups(s)
 - Employee Name
 - Uniquename

Internal Controls Push Notifications

Guidance	Training	Exception	Terminated Employee
1 P-Card			
Underutilized P-Cards		✓	
Unused P-Cards		✓	
2 Cash Handling (Cash/Checks)			
Made Deposit but Depositor Training is expired or never taken	✓		
Made Deposit but not listed as authorized depositor		✓	
Deposit Location with no activity in 24 or more months		✓	
Terminated Employee is Authorized Depositor			✓
Terminated Employee is Primary or Secondary Contact for Deposit Location			✓
3 Cash Handling (Credit Cards)			
Authorized Merchant user with expired training or never taken	✓		
Merchant Account with Expired / Non-compliant / Incomplete PCI Status		✓	
Terminated Employee is Authorized User			✓
Merchant Account without any Authorized Users		✓	
5 HSIP			
Custodian handling/distributing HSIP without taking Cash Handling training	✓		
6 Travel & Expense (Concur)			
Final approvers of Concur expense reports but Concur Approver training expired or never taken	✓		

Internal Control Push Notifications

Information Needed for End User(s) to get specific Dept Group Push Notifications:

Dept Group Description	Unique Name	Email	Name	School or Unit
College of Engineering	cbrown	cbrown@umich.edu	Charlie Brown	College of Engineering
Ross School of Business	cbrown	cbrown@umich.edu	Charlie Brown	Ross School of Business

Information Needed for End User(s) to get specific DeptID(s) Push Notifications:

DeptID	Unique Name	Email	Name	School or Unit
123456	cbrown	cbrown@umich.edu	Charlie Brown	Med School
123457	cbrown	cbrown@umich.edu	Charlie Brown	Med School

Concur Approver Training Expired or Never Taken as of March 31, 2019

Purpose: Identify any employee who was a final approver of a Concur expense report, but has either not completed the Concur Approver Training in MyLINC or who's Concur Approver Training has expired.

Prior to approving expense reports, expense approvers must complete the online (MyLINC) approver training course. Approver refresher training is also required every three years.

[Concur Approver Training in MyLINC \(TEE102\) is required at least once for all approvers.](#)

[Concur Expense Approver Refresher Training in MyLINC \(TEE103\) fulfills the three-year requirement.](#)

The following employees are Final Approvers on at least one Concur Expense Report sometime during the month of March and have either never taken or have expired Concur Approver Training:

Approver	Dept ID	Appointing Dept Descr	March Approvals (# / \$)	
Poore, Jeanine Dever	170200	LSA Dean: Advancement	5	\$6,295
Ravenwood, Emily	171200	LSA Dean: Instruc Suppor Svcs	1	\$396
Sullivan, Kelly Anne	171300	LSA Dean: Undergrad. Education	1	\$128
Solarek, Linda Marie	172000	LSA Anthropology	1	\$2,301
Landis, Theresa Jean	958000	Flint Health & Wellness Svcs	8	\$8,969
Panik, Monica Lynn	958200	Flint Development	3	\$374
Doran, Dru Ann	958250	Flint VC for Univ Advancement	1	\$12,733
Sekelsky, Mary Jo S	958250	Flint VC for Univ Advancement	2	\$1,558
Panik, Monica Lynn	958260	Flint Alumni Relations	1	\$374
Barnett, Robert Wayne	964190	Flint Sch of Ed and Human Svcs	1	\$16,027
Barnett, Robert Wayne	964200	Flint ECDC	1	\$16,027
Marinelli, Joslyn	964200	Flint ECDC	2	\$1,643

General Concur information can be found here:

<http://procurement.umich.edu/travel-expense/concur-training-resources>

Any questions please contact Procurement Services at procurement.services@umich.edu

To see all Concur Approvers and corresponding training, please see the "Travel & Expense Approver" Internal Control Management Oversight report in Business Objects.

The Business Objects report can be found at: UM-Maintained > Financials > FN06 Procurement