FINANCE
INTERNAL CONTROLS
UNIVERSITY OF MICHIGAN

Online Gap Analysis Tool Step-by-Step

Overview

The Internal Controls certification process requires that units complete a gap analysis for applicable finance-related processes for their departments on an annual basis to ensure proper controls are in place or identify corrective action plans to address control gaps. The M-Reports Online Gap Analysis tool provides units with the ability to complete their responses for each department within the unit and for management to review the results.
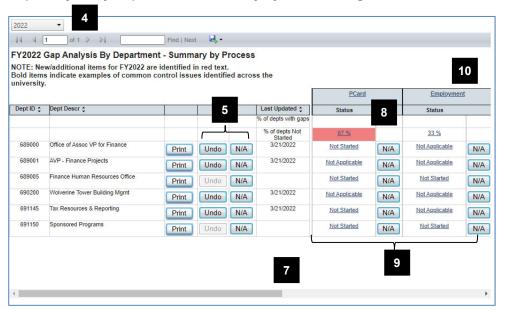
Navigation

Log into *Wolverine Access (*http://wolverineaccess.umich.edu*) > Faculty & Staff > Reporting > **M-Reports***.

M-Reports Landing Page

1 COMPLIANCE
Internal Controls Employment Reports ▶
2 Internal Controls Other Reports/Tools ▶ | Cash Deposit Controls
Access Validation ▶ | Credit Card Controls
Information Security ▶ | P-Card/T&E Controls
Other Useful Reports ▶ | Gap Analysis **3**
Sub-Certification

1. Hover over the **COMPLIANCE** tab.
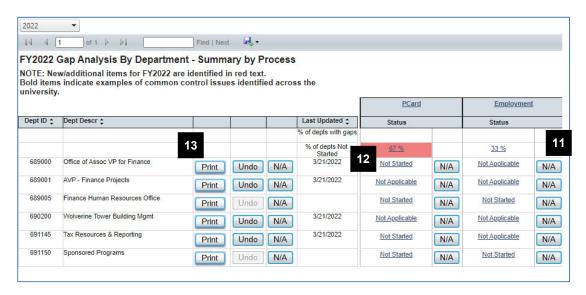2. Hover over **Internal Controls Other Reports/Tools**.
3. Click **Gap Analysis**.

> The Gap Analysis Summary by Process page shows a list of departments and completion status indicators for each of the major processes.

Gap Analysis by Department - Summary by Process Page

4. To change the fiscal year, use the pulldown menu.
5. To mark all the questions of all processes Not Applicable for a department, click the **N/A** button to the right of the department ID. To undo that action, click **Undo**.
6. Enter the rationale for the N/A response in the **Reason** box and click OK (not shown).
7. To view additional processes, use the **horizontal scroll bar**.
8. To view a list of the departments with a status of Not Started or with identified gaps for a process, click the appropriate **percentage link**.
9. To access the gap analysis tool for a specific process and department, click **Not Started, Started,** or **Completed** in the appropriate row and column. If a process is not applicable to the department, click **N/A**.
10. Click any linked process to view the same information by sub-process.

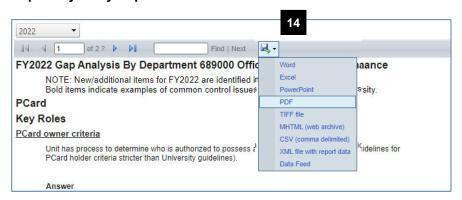## Gap Analysis by Department – Summary by Process Page continued

11. To indicate all the questions in a process are not applicable to a department, click the appropriate **Click to answer all as NA** link in the Process not applicable column.

Note: This is the same action as using N/A for a department on the Gap Analysis Summary by Process page. See Step 9.

12. To go to the first question in a process for a department, click the appropriate **Completed, Started,** or **Not Started** link in the appropriate process column.

13. Click **Print** to view/print all responses for a department.

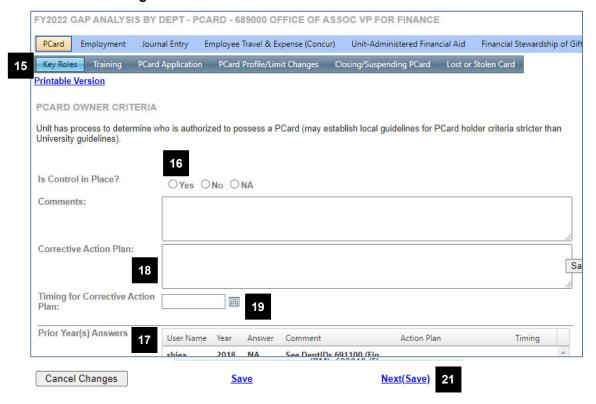## Gap Analysis by Department – Printable Questionnaire

14. Click to export to word, excel, PDF, etc.

Questionnaire Page

15. To move to a specific **sub-process**, click on it. To move to a specific question, hover over the **sub-process.** Click on the appropriate question in the resulting list.

16. Click the appropriate **response** to the question.

Note: Italicized text within a question indicates a change for the current fiscal year. If the question/control is new for the current fiscal year, the question will include the text NEW CONTROL.

17. If appropriate, review the **prior year's answers**.

18. If applicable, type information in **Comments** box and/or the **Corrective Action** area.

Note: Comments are required for a No response.

19. If appropriate, use the **Timing for Corrective Action calendar** to specify a completion date for the corrective action plan.

20. Use the **vertical scroll bar** to move down through the questions in the sub-process.

21. When you have responded to the last question, click **Next (Save)** to move to the questions for the next sub-process. If you need to go back to the previous sub-process, click **Prev (Save).**

Note: Answers are ONLY saved when Save has been clicked. If you are logged out due to a timeout or if you click on another button or tab, you will leave without saving your responses.

Related Resources

- Office of Internal Controls Web site: http://www.finance.umich.edu/controls

Additional Assistance

Questions, feedback, and requests for enhancements can be submitted to Internal Controls:

- OfficeofInternalControls@umich.edu

- Cory Belote, ctremp@umich.edu