**Internal Controls ‘Push’ Notifications**

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

* Reports are run monthly – units can opt in to receive notifications
* Includes links/directions on where/how to correct issue
* Eliminates need to run multiple reports and search for internal control issues
* Indicators for items that have remained on Push Notifications for 6 or more consecutive months

**Design:**

* Notifications run the day after month end close (typically the 5th business day)
* Will receive an email with attached Excel Spreadsheet for each internal control topic
* Can be run at DeptlD or Dept Group level and will be aggregated at recipient level
* Units can request that multiple DeptlDs 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 able to update the M-Community Group if established
* Units provide information needed for End User(s) to get specific DeptIDs or Dept Group Push Notifications
* Send information to Internal Controls (OfficeofInternalControls@umich.edu) to get employees added todistribution list.
	+ DeptID(s) or Dept Groups(s)
	+ Employee Name
	+ Uniqname

