Online Sub-Certification Approvals

Overview
The Internal Control certification process requires the Dean/VP to certify to various controls within their school/college/department group. However, many units require the individual departments to ‘sub-certify’ prior to the Dean’s or VP’s certification for the overall school/college/department group. The M-Reports Online Sub-Certification functionality provides department chairs the ability to approve their unit’s sub-certification in M-Reports once the questionnaire has been completed. This final certification step indicates that the questionnaire has been reviewed and there is agreement with the related answers and comments by the department chair.

Navigation
Log into Wolverine Access (http://wolverineaccess.umich.edu) > University Business > Reporting > M-Reports.

M-Reports Landing Page
1. Hover over the FIN MGMT tab.
2. Hover over Internal Controls.
3. Click Sub-Certification.
After reviewing the questionnaire,

4. Click **Approve** for each department to signify agreement with the related answers and comments.

OR

5. Click **Approve** in the header area to signify agreement with the related answers and comments for all departments in the unit.

**Note:**
- Red shading in Question Last Updated identifies the question that was last updated since approval.
- Yellow shading in Question Answer indicates which question changed.

6. Click **Save**.

**Related Resources**
- Gap Analysis Navigation Map
- Sub-Certification Departmental Input step-by-step procedure

**Additional Assistance**
Questions, feedback, and requests for enhancements can be submitted to the ITS Information and Technology Services Help Desk:
- Phone: 734-764-HELP (4357)
- Web: http://www.its.umich.edu/help
- The "Contact Us" link at the top of the M-Reports page