Online Sub-Certification Departmental Input

Overview
The Internal Controls 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 units with the ability to sub-certify by enabling them to respond to the certification questionnaire online for each department ID within the unit.

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.

Sub-Certification Page
4. Click your Dept ID (Department ID) to begin the questionnaire.

Note: The certification questions are grouped by the Internal Control (I/C) categories (e.g., Stewardship, Financial Results, Risk Management, Internal Controls – Ongoing, Internal Controls – New, and Internal Controls – Mgmt Reporting).
Certification Questionnaire

5. Navigate between the categories and questions one of the following ways:

   **Note:** Each Internal Controls (I/C) category includes at least one question. Some categories include more than one question.
   
   a) Click **Previous** or **Next** at the bottom of the page to move between the questions in a category.
   b) Click any of the I/C category **topic tabs** to move between I/C categories.

6. Read the question, which is shown directly below the topic tabs, and review any resource links provided for additional information regarding University policy or procedures.

7. Select the status from the drop-down list in **Certification Status**.

   **Important Note:** Comments are required for ‘No’ and ‘Partially’ answers.

8. If applicable, click **Add Comment** and type comment text in the **Comment box**.

9. Click **Save**.

**Related Resources**

- Sub-Certification Approval step-by-step procedure
- Gap Analysis Navigation Map

**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