Overview of Changes
This document provides a detailed description of changes to the following tools that make up the Real Time Financials (RTF) Toolkit:

- Project/Grant Reports in M-Reports
- eReconciliation in M-Pathways.

These changes improve the ease-of-use and integration of the tools in the Real Time Financials Toolkit.

eReconciliation Details

Changes to the Header Information on the SOA Detail by Project/Grant Page

A This report type includes a link to the Project/Grant Budget Status Report (PBSR) in M-Reports so that you can easily check financial information pertaining to a Project/Grant.

B You can add notes at the Project/Grant level. Multiple notes can be added and viewed, creating an audit history over time. This option is also available to print on the Statement of Activity page.

⚠️ This functionality is available on July 2nd, 2013.

C The name of the Primary Investigator and the beginning and ending dates for the Project/Grant are in the header area of all the detail pages.

D The Payroll Summary Report, available from all eReconciliation report types (Proj/Gnt, Fund/Dept, Fnd/Dept/Prgm) shows detailed information related to payroll and benefits information organized by employee, journal date, and account group. See eReconciliation: Payroll Summary Field Descriptions for more information.
New A-21 Indicators, and Links to WebNow Documents on the Project/Grant View

**E** The View Doc column includes links to documents related to the items that were uploaded through WebNow. Click the icon in the appropriate row to view. For additional information, refer to the Image Documents Related to Transactions in WebNow Step-by-Step.

**Note:** This column is shown on the SOA Detail page and the Voucher Detail page.

**F** The A-21 Monitored column includes a Y if the journal item is subject to A-21 monitoring.

New ‘Received by’ Information on the Voucher Detail Page

**G** The Received By column, on the Voucher Detail report page, identifies the person who received an item.
New Report Type Available

A new report type, Project/Grant Budget Status, is available.

M-Reports Details

New Ability to Grant Secondary/Proxy Access to a Project/Grant (Primary Investigators only)

Primary investigators can assign secondary or proxy access to a project/grant. Click on the person icon, under Manage Access on the Summary of Sponsored Projects list, to assign secondary access to another researcher or member of your unit. See the Grant Secondary/Proxy Access to a Project/Grant Step-by-Step for detailed instructions.

Alternative Title Now Available for Project/Grants

The Summary of Projects and the Project/Grant Budget Status Report (PBSR) includes an Alternative Title which is any “nick name” commonly used to refer to a project/grant. Anyone who has access to a project/grant can add an Alternative Title on the Project/Grant Information page.
Automatic Expansion of Information on the Summary of Projects Page

Information for each project/grant automatically expands for non-faculty users in order to display a more detailed view of the information. Click the symbol next to Show/Hide Balance Details to expand or contract the information.

New % Expended Information on the Project/Grant Status Report (PBSR)

The PBSR includes a % Expended column, which indicates the percentage of expended funds in comparison to the amount budgeted. Values that are greater than 100% are displayed in red.

Addition of Shortcode to Summary Information for a Project/Grant

The report includes the shortcode related to the Project/Grant in the header information on the Project/Grant Budget Status Report (PBSR) and the P/G Information report.
New % Effort and % Distribution Report for Sponsored Projects

<table>
<thead>
<tr>
<th>Empid</th>
<th>Name</th>
<th>%Effort</th>
<th>%Dist</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000001</td>
<td>Ford, Frank</td>
<td>0.00%</td>
<td>100.00%</td>
</tr>
<tr>
<td>00000002</td>
<td>Taurus, Teri</td>
<td>0.00%</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

**F % Effort and % Distribution** information displays at the bottom of the Project/Grant Budget Status Report (PBSR) and in the Summary of Project/Grants Report. Use this information to see the current percentage of effort for each employee assigned to a project/grant. Click the [ ] symbol next to the Shortcode number to show additional details. Click the linked Shortcode number to see the complete Chartfield string. Effort information for all project/grants, both Sponsored and UM-Funded/Gifts/Other, can be displayed on the Summary of Projects page by clicking Show Effort for all Projects.

New Calculations for Expended Since Last Month Closed and Purchasing Commitments Information on PBSR

<table>
<thead>
<tr>
<th>% Expended</th>
<th>Additional Budget since last month closed</th>
<th>Expended since last month closed excluding Payroll/Fin Aid</th>
<th>Payroll/Fin Aid Commitments</th>
<th>Purchasing Commitments</th>
<th>Other Unit Commitments</th>
<th>Projected Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>84.26 %</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$58,330</td>
</tr>
<tr>
<td>98.34 %</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$1</td>
</tr>
<tr>
<td>No Budget</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$31,858</td>
</tr>
<tr>
<td>68.01 %</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

**G** The calculations for the Expended Since Last Month Close and the Purchasing Commitment values on the Project/Grant Budget Status Report and the Summary of Projects Report include projected indirect costs, thus providing a more “real-time” reflection of the funds available for a project.

**H** The column header for Other Unit Commitments now includes a link to Unit Defined Commitments information in M-Pathways. This link makes it easier to view commitments and, if necessary, add new ones or delete old ones. **NOTE:** In order to access the Unit Defined Commitments information in M-Pathways, you must have the GL Unit Defined Commitment User role, which you can request through OARS.

Additional Assistance

Questions, feedback, and requests for enhancements can be submitted to the ITS Information and Technology Services Help Desk:

M-F, 7 a.m.-6 p.m. (phone and email); Sun, 1-5 p.m. (email)

- Submit a Service Request Online: [http://its.umich.edu/help/request](http://its.umich.edu/help/request)
- 734-764-HELP (764-4357)
- 4HELP@umich.edu
- [http://its.umich.edu/help](http://its.umich.edu/help)