

## MONTHLY FINANCIAL REVIEW TOOLSET

This tool set should be used in conjunction with Financial Controls and Monthly Review Procedures. Please consult this procedure for further details.

TASK	SYSTEM(S) SOURCES	SUGGESTED PRE-REBOOT REPORTS	SUGGESTED POST-REBOOT REPORTS
<b>Monthly Business Procedures</b>			
Review payroll reports to verify that hires, terminations, leaves, salary changes, etc. have been properly recorded.	PeopleSoft HCM	Department EOPE Report Payroll to GL Recon Report Leave Activity Report by Report-To HCM Payroll Reports by Funding Department HCM Payroll Reports by Department Positions	<a href="#">HCi002 Headcount &amp; FTE</a> <a href="#">HCi004 Leave</a> <a href="#">HCi005 Workforce Action</a> <a href="#">HCi011 Compensation</a> <a href="#">PFi001 Payroll Employee Expenses</a>
Payroll - time entry verification for Kronos participants	Kronos		
Respond to communications from Accounts Payable regarding PO/ voucher approvals, amounts, etc. to ensure timely posting in the financials	PeopleSoft Accounts Payable and/or Purchasing module	PeopleSoft Accounts Payable Inquiry Purchasing Inquiry Requisition Inquiry Unmatched Vouchers Query PeopleSoft GL Summary	<a href="#">PeopleSoft Accounts Payable Inquiry</a> <a href="#">Purchasing Inquiry</a> <a href="#">Requisition Inquiry</a> <a href="#">Unmatched Vouchers Query</a> <a href="#">FDi001 General Ledger Transaction Detail</a>
Verify that approved vouchers have been processed and paid.	PeopleSoft Accounts Payable and/or Purchasing module	PeopleSoft Accounts Payable Inquiry	<a href="#">PeopleSoft Accounts Payable Inquiry</a>
Verify BuyCard, T&E Card, & Voyager Fuel Card transactions are accurate and approved in PeopleSoft Procurement Cards.	PeopleSoft Procurement Module(Buy Card, T&E Card, and Fuel Card)	Marian Colorado (Purc)/Jeanine Michaelson (Acctg)	<a href="#">FDi001 General Ledger Transaction Detail</a>
Check recurring charges (i.e. telecommunications, copier(s) for existence and reasonableness.	PeopleSoft Financial	PeopleSoft GL Summary	<a href="#">FDi001 General Ledger Transaction Detail</a> <a href="#">KKi001 Commitment Control (KK) Transaction</a>
Process accruals for any unrecorded revenue or expenses (for admin departments).	PeopleSoft Financials	PeopleSoft GL Summary Hospital Income Statement UTSW MDF Report	<a href="#">FDi001 General Ledger Transaction Detail</a> <a href="#">Hospital Income Statement</a> <a href="#">UTSW MDF Report</a> <a href="#">HYi001 Sources and Uses By Fund Statement (Hyperion)...Coming Soon</a>

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TASK	SYSTEM(S) SOURCES	SUGGESTED PRE-REBOOT REPORTS	SUGGESTED POST-REBOOT REPORTS
<b>Review Transactions</b>			
Salary and benefits expense. Verify the employees and amounts are correct.	PeopleSoft HCM	Payroll to GL Recon Report HCM Payroll Reports by Funding Department HCM Payroll Reports by Department Positions/ Kronos for hourly employees	<a href="#">HCi011 Compensation</a> <a href="#">PFi001 Payroll Employee Expenses</a>
Travel and entertainment expense. Verify the expense is legitimate.	PeopleSoft Financials	PeopleSoft GL Summary ReimbursementReport By Report-To Department Monthly Expense Report with Voucher Details	<a href="#">FDi001 General Ledger Transaction Detail</a> <a href="#">KKi001 Commitment Control (KK) Transaction</a> <a href="#">TVi001 Travel Expense</a>
Telecommunications & desktop support expense. Verify the accuracy of the amount charged.	PeopleSoft Financials,	PeopleSoft GL Summary Department Monthly Expense Report with Voucher Details	<a href="#">FDi001 General Ledger Transaction Detail</a> <a href="#">FDi002 Non-Labor Transaction Detail</a>
Transactions from unfamiliar or questionable authorities reviewed.	PeopleSoft Financials	PeopleSoft GL Summary (Exceptions) Department Monthly Expense Report with Voucher Details	<a href="#">FDi001 General Ledger Transaction Detail</a> <a href="#">KKi001 Commitment Control (KK) Transaction</a>
Large amounts reviewed.	PeopleSoft Financials	PeopleSoft GL Summary Department Monthly Expense Report with Voucher Details	<a href="#">FDi001 General Ledger Transaction Detail</a> <a href="#">FDi002 Non-Labor Transaction Detail</a>
Miscellaneous expense reviewed.	PeopleSoft Financials	PeopleSoft GL Summary Department Monthly Expense Report with Voucher Details	<a href="#">FDi001 General Ledger Transaction Detail</a> <a href="#">KKi001 Commitment Control (KK) Transaction</a>
<b>Review Financial Activity</b>			
Review current activity compared to past trends.	PeopleSoft Financials	Department Financials Summary Reports and Subledger Reports All Funds Reports PeopleSoft GL Summary	<a href="#">HYi001 Sources and Uses By Fund Statement (Hyperion)...Coming Soon</a> <a href="#">FDi001 General Ledger Transaction Detail</a> <a href="#">KKi001 Commitment Control (KK) Transaction</a>
Review asset and liability balances, if applicable (Accounting Office only)	PeopleSoft Financials	Balance Sheet Reports	<a href="#">Balance Sheet Reports</a>
Review fund balances. Find and clear non-E&G fund deficits or note plan to clear them. Alert area financial leadership about significant deficits. (Accounting Office only)	PeopleSoft Financials	Department Financials Summary Reports and Subledger Reports All Funds Reports PeopleSoft GL Summary	<a href="#">KKi001 Commitment Control (KK) Transaction</a> <a href="#">FDi001 General Ledger Transaction Detail</a> <a href="#">HYi001 Sources and Uses By Fund Statement (Hyperion)...Coming Soon</a>