

Top Five Self-Audit Reports for Campus Unit Finance Leads



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

Purpose

The reports listed in this Quick Reference Guide have been identified as the “Top Five” self-audit reports Campus Unit Finance Leads should use regularly to support internal control practices.

This guide provides a brief description and access information for each report.

P-Card Billing Statement Report

This report can be used to search for unusual transactions, large transactions from a single vendor, and transactions that should have been purchased through ePro.

Accessing this report:

Connect Carolina Finance tab > Works P-Card > Reports > Create > Category: Spend > Template: Billing Statement

Results are available in Excel or PDF.

Reimbursements to Individuals

InfoPorte financial transactions can be selected by time period and exported to Excel to review reimbursements to individuals such as duplicate payments, payments of same amount, multiple payments to same individual, etc.

Accessing this report:

Infoporte Finance tab > Transactions tab
The Transactions tab, Advanced section provides additional options for refining results. Results can be exported to Excel.

ePro Charges

Connect Carolina provides a limited-access query that can be used to look for unusual items or large amounts ordered from a single vendor. The NC_CPS_EPRO_TRANS query provides access to ePro statements by time period and department.

Accessing this report:

Connect Carolina Finance tab > Ad-Hoc Query Viewer (RPT) > Query Viewer > type in query name: NC_CPS_EPRO_TRANS*

Dept	Attn	PO Date	PO No.	Invoice Date	Name	Name 2	Customer	Line	Req ID	More Info	Descr	Vnd Itm ID	UOM	Fund	Source	Account	Project ID	Merchandise Amt	PO Qty	S
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Results are automatically provided in Excel.

**This report is only available to users who have access to enhanced reporting.*

Sponsored Research Reports

Important controls with Sponsored Research activity include awareness of expiring grants, large purchases made in the last 60-90 days of a grant, and irregular purchases. This information can be accessed using the Grants Profile tab in Infoporte.

Accessing this report:

Infoporte > Dept Accounting tab > Grants tab > Grants Profile tab

TIM Reports

Time Information Management (TIM) reports* provide access to information such as manual adjustments/corrections, excess or unusual overtime, and IP addresses used for accessing TIM.

**Only TIM administrators and managers will have access to this report function.*

Accessing this report:

Access the reporting function using your regular TIM/Kronos login. Information on TIM reports can be found in the TIM Manual at the following URL:
<http://finance.unc.edu/files/2015/12/TIM-Manager-and-TIM-Administrator-Manual.pdf>.