

Default Question Block**QUALITY ASSURANCE REVIEW - FY2016**

Please complete the questionnaire to the best of your ability.

During our scheduled meeting time, we will discuss your responses and review your supporting documentation, i.e. reconciliations, Procard log, etc.

If you have any questions, please contact me via email at sarah.remmert@utsa.edu, or by phone 210.458.4989.

Date of Scheduled QAR

Your Name and Title

Department Manager Name and Title

Department Name

VP Area

Segregation of Duties

Please complete the following table with the names of the employees who are responsible for the job duties listed below.

If there is only one purchaser, that is completely fine. There are spaces available for those departments that may have multiple purchasers.

	Employee Name (first name only)	Employee Name (first name only)
Procard Holder	<input type="text"/>	<input type="text"/>
Procard Reviewer	<input type="text"/>	<input type="text"/>
Procard Approver	<input type="text"/>	<input type="text"/>
	Employee Name (first name only)	Employee Name (first name only)
Purchase Order (PO) Creator	<input type="text"/>	<input type="text"/>
PO Approver	<input type="text"/>	<input type="text"/>


Purchasing Notes/Details (optional)

**If there are more purchasers or you would like to elaborate further on the purchasing process, please do so in the space provided below.*

Did the Procard Holder(s) have an audit completed by the Procard Specialist (Anne Jackson) within the last year?

- Yes
- No

**What was the approximate date of the audit?
What were the findings? (Low Risk, High Risk, etc.)**



Does your department utilize a Purchase Request Authorization (PRA) form for purchase approvals?

*****Please note that PRA forms are NOT required, but have aided with internal approval processes as well as mitigate segregation of duties issues when there is only one employee that is responsible for both purchasing and reconciling. Many departments have created these internal PRA forms themselves. To see a sample PRA form click on [Example PRA form](#)***

- Yes
- No

Monthly Financial Report Reconciliation

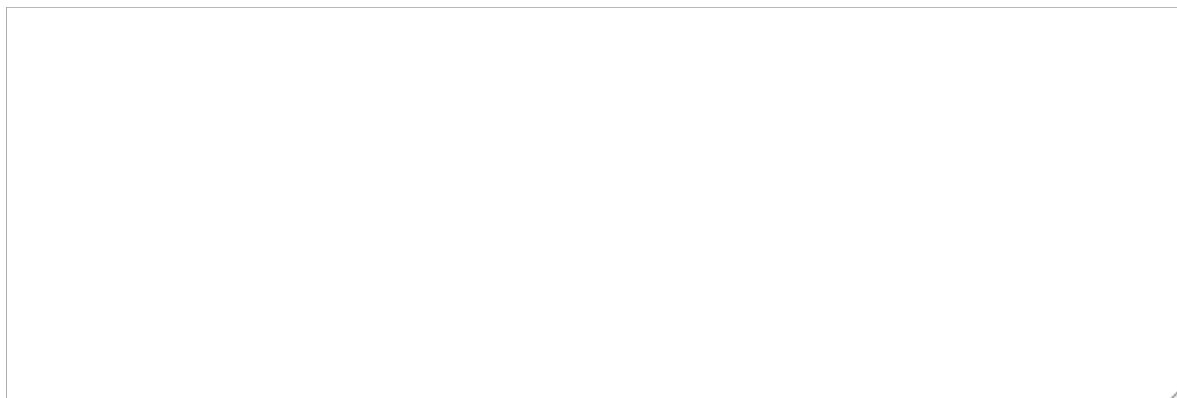
Please list the Cost Centers and/or Project IDs that are listed under the responsibility of the Department Manager.

For example:

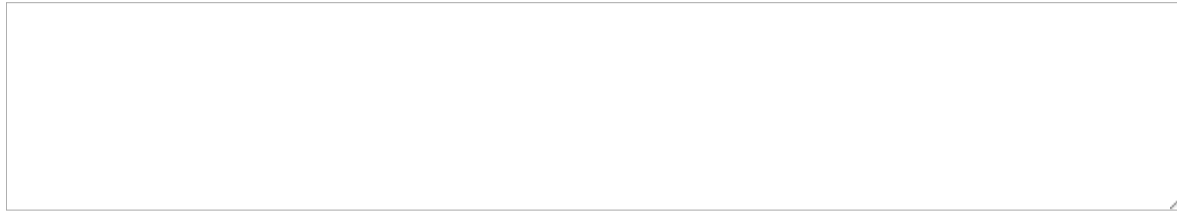
DYM000 - Official Occasions

EGY000 - Salary and Wages

DXM000 - VPxx Operational



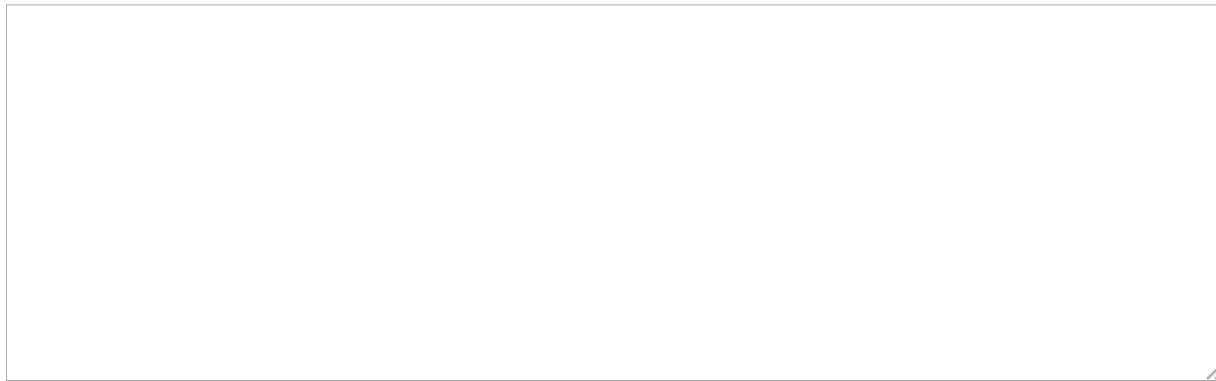
Please list the employee name and title responsible for reconciling the Cost Centers/Project IDs under the responsibility of the Department Manager.



Are the Cost Centers/Project IDs reconciled on a monthly basis?

- Yes
- No

Please explain why they are not reconciled monthly.

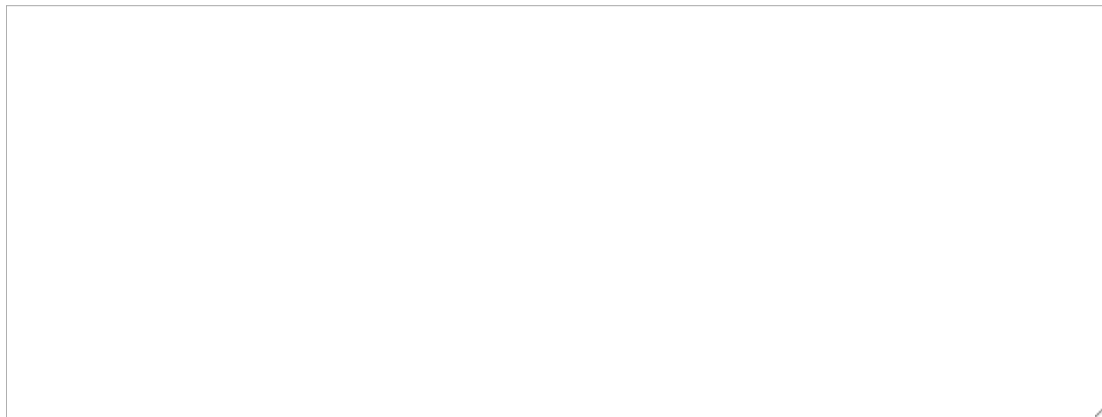


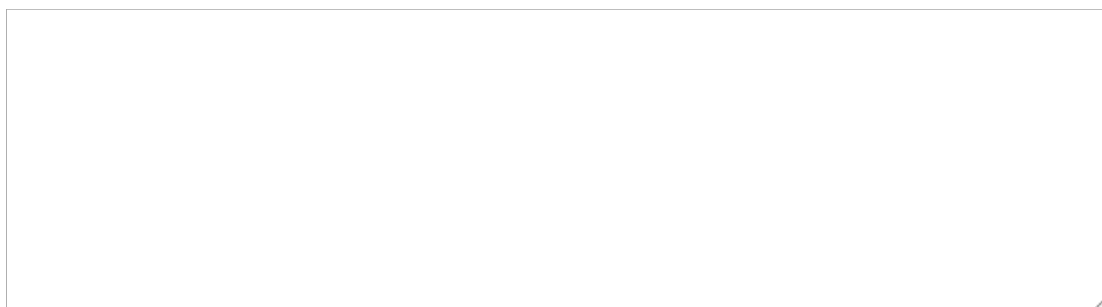
What system do you have in place to monitor monthly transaction activity?

- Quicken/Quickbooks
- Excel
- Other



Please explain your step by step procedure for reconciling your transaction activity to the Monthly Financial Report (MFR) in the space provided below.

**Additional notes regarding the Reconciliation process (optional)**

**Are you logging transactions as they occur?**

- Yes
- No

On the monthly reconciliation documentation, is the Department Manager provided with the uncleared transactions detail?

- Yes
- No

Is the Department Manager provided the total remaining spending balance (actual balance)?

For example, if the MFR balance is \$5,000 for a particular Cost Center/Project ID, but there is a total of \$500 in expenses that have not cleared the MFR, the remaining spending authority (or actual balance) is \$4,500.

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- Yes
- No

Is the Department Manager signing the MFR?

- Yes
- No

Does the department receive cash, checks or credit cards?

- Yes
- No

What are the funds collected for?

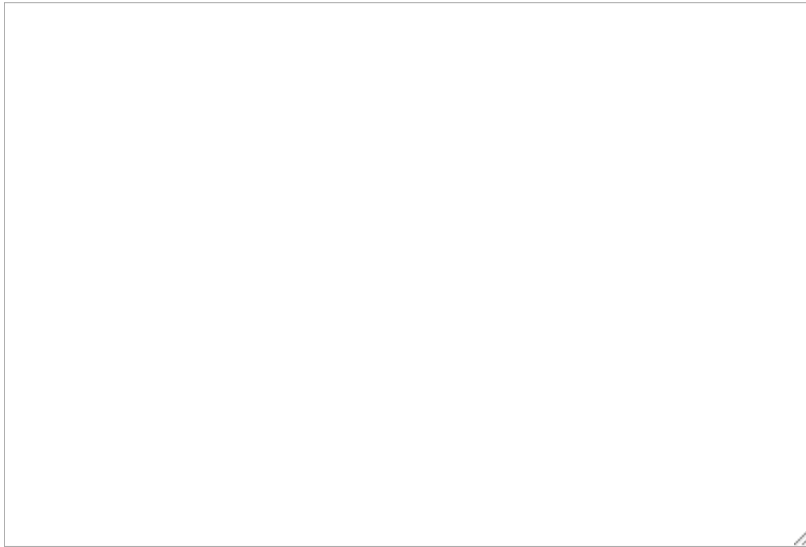
Please list the Employee Name and Title who complete the following tasks in the space below.

- 1.Collects/Receives Money (By Mail or in Person)**
- 2.Logs**
- 3.Creates the Deposit Transmittal Form**
- 4.Approves Deposit Transmittal Form**
- 5.Walks to Fiscal Services**
- 6.Reconciles to the MFR**
- 7.Approves the MFR**

Type the corresponding number above with the name of the responsible employee.

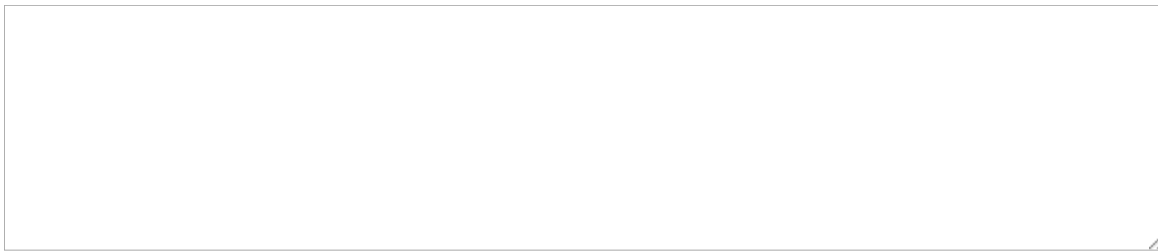
For example:

- 1. John Doe***
 - 2. John Doe***
 - 3. Jane Smith***
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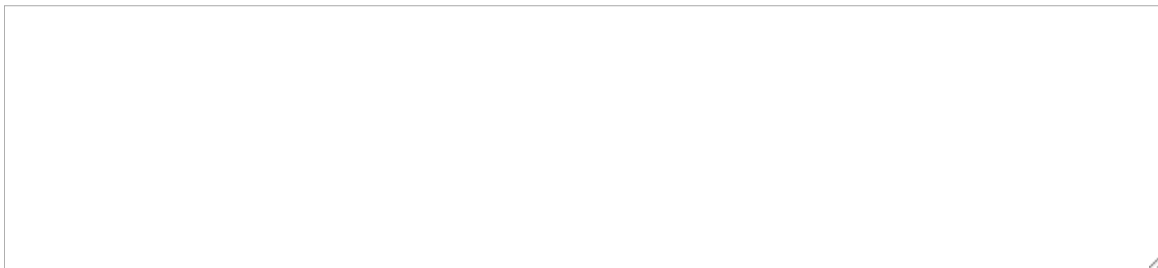


PEOPLESOFT

How comfortable do you feel navigating PeopleSoft now versus when it was first implemented in May 2014?



What are your biggest challenges with PeopleSoft?



Do you have any Best Practices (or Tips/Tricks) using PeopleSoft that you are willing to share? For instance, specific reports, queries or screens?

General Comments/Questions/Concerns with regard to PeopleSoft or the QAR process
