Month End Reports
Policy and Procedure
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Month End Reports Policy and Procedure

**Policy:** Month End Reports must be created for monthly review of income and expenditures.

**Purpose:** The month end reports policy and procedure is intended:

- For review of income and expenditures
- To ensure that income and expenses are periodically reviewed by an upper level supervisor

**Scope:** Finance
**Month End Reports Procedure**

1. An e-mail is received from Financial Services indicating the financial activity for a month has been closed.
2. You will have attended the Financial Services required PeopleSoft trainings, and various other helpful Financial Services PeopleSoft trainings, before you will be given access and have an understanding of the PeopleSoft reports and queries.
3. You can use the PeopleSoft statement of operations, statement of activity, HR activity report, and OU_CASH, or any other PeopleSoft queries that help you in creating the month end reports.
4. Cash balances are on the PeopleSoft statement of operations and OU_CASH. The PeopleSoft statement of activity can be used to verify expenses and revenue on the PeopleSoft statement of operations.
5. You can use a calculator to total the expenses, such as, supply (sply), equipment (equip), travel (trvl), etc. from the PeopleSoft statement of operations report, and enter the totals in the month end reports.
6. Balance the expenses and revenue on the month end reports to the PeopleSoft statement of operations report and nVision reports. If discrepancy exists, research to determine the discrepancy.
7. Month end reports for funds, AGENC, CLNSP, CLNOP, EDWCH, MISCA and MISCD are saved at: CONFIN\Financials\FYxx\month\Fund reports, and STATE is saved at: CONFIN\Financials\FYxx\month\Dean’s financials.

**Revision History**

<table>
<thead>
<tr>
<th>Revision</th>
<th>Effective Date</th>
<th>Description of Changes</th>
<th>Requested By</th>
<th>Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>9/1/2011</td>
<td>Initial Release</td>
<td>Linda Wood</td>
<td>Assistant Dean for Financial Affairs</td>
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<tr>
<td>2.0</td>
<td>4/8/2014</td>
<td>Changed steps 6 and 7 to reflect current practice.</td>
<td>Sandra Fix</td>
<td>Assistant Dean for Financial Affairs</td>
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