



# Idaho State UNIVERSITY

## NON-ACADEMIC Financial Review Checklist

Organization:		Month:	
Budgets: Review, Resolve or explain deficits	Report/Tools	Comments (optional)	Completed
Budgeted vs. Actual (including Budget Transfers, Journal Vouchers, Interdepartmental Invoices, Encumbrances, etc)	Accounting Activity by Index <b>Interactive (Cube)</b>		
Cash Balances for Local Funds	Cash Balance by Fund ( <b>cube</b> )		
Grants (including effort reports when due)	Grant View Datablock		
Local Endowments supported by Foundation/Reimbursement billing	Report from Foundation Office		
<b>Financial Review/Reconcile/Correct As Needed</b>			
Payroll Detail	Accounting Activity by Index ( <b>Cube</b> )		
Travel: Outstanding Travel Authorizations and Reimbursements	Travel Office or <b>F&amp;A for moves</b>		
Outstanding Purchase Orders	Open PO Report		
P-Card Transactions	Wells Fargo CCER Website		
Other:			
<b>Human Resources</b>			
New Hire Paperwork (I-9, W-4, Offer Letter, Benefits, etc.) including: Temps and Student Paperwork ( <b>required prior to 1st day</b> )	<a href="http://www.isu.edu/humanr/Forms/">http://www.isu.edu/humanr/Forms/</a>		
Personnel Recommendation ( <b>PR</b> ) Form	<a href="http://www.isu.edu/humanr/Forms/">http://www.isu.edu/humanr/Forms/</a>		
Personnel Action Request for Temporary & Student Workers ( <b>PARTS</b> )	<a href="http://www.isu.edu/humanr/Forms/">http://www.isu.edu/humanr/Forms/</a>		
Increased Personnel Action Scrutiny ( <b>IPAS</b> ) Form ( <b>New Position Req</b> )	<a href="http://www.isu.edu/humanr/Forms/">http://www.isu.edu/humanr/Forms/</a>		
Exiting Employee Checklist	<a href="http://www.isu.edu/humanr/Forms/">http://www.isu.edu/humanr/Forms/</a>		
<b>Other (As Needed)</b>			
Facility Services Request and other forms, Bill outs, etc.	Facilities Services		
Review and revise delegated authority & access. Including: Payroll, Telephone & FAC, Computer, Banner Access, Index Security, etc.	HR, NeTel, ITS, Controller		
(Annual) Physical Property Inventory Certification	Purchasing Services		
Other:			
Other:			
Other:			
<b>The above processes have been reviewed, reconciled and discussed with the unit supervisor. All information is accurate.</b>			
<b>Reviewer Signature:</b>		<b>Date:</b>	
<b>Supervisor Signature:</b>		<b>Date:</b>	