

SECTION D-7

INTERNAL AUDIT TOOLKIT INDEX

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[Excel](#)

- Resize columns & rows
- Format Borders
- Merge/unmerge cells
- Create a new row of text within a cell
- Sort
- Keystroke shortcuts
- Copy, cut, paste, paste special
- Macros
- Cell alignment
- Subtotal
- Filters
- Shading
- Create template
- Page Numbers
- Header/Footer
- Hyperlink
- Create PDF file

[Word](#)

- Tables

- Create template
- Alignment
- Copy formatting
- Text, background, highlight color
- Columns
- Page numbers
- Header/Footer
- Page Orientation
- Track Changes
- Watermark
- Hyperlink
- Create PDF file

Outlook

- Create/edit distribution list
- Schedule meeting
- Create signature
- Create form
- Create PDF file

PeopleSoft Login & Web Address

- Web addresses
- Login procedures
- Change your password

PeopleSoft Financial 8.4

- Tree lookup/printout
- My Report pagelet
- Add new report ID
- Delete report ID
- Delete old reports
- Which servers to use
- Downloading reports/formats
- Running reports
- Deleting temp files and cookies
- Query basics – wild cards, which links you have to use, what to run to

PeopleSoft HRMS 8.0

- Add new report ID

- Delete report ID
- Delete old reports
- Which server to use
- Downloading reports/formats
- Running reports
- Deleting old reports
- Deleting temp files and cookies

Standard/Common Reports/Queries/Look-ups

- Travel Query
- Entertainment Query
- Cost Center Lookup Queries
- Fund Equity Report
- BBA Report
- Payroll Verification Report
- Labor Distribution Report
- Payroll Reallocation Look-up
- Leave Accrual Report & Individual Leave Report
- Cost Transfer Query (?)
- Appendix B Query
- Revenue Transactions
- Scholarship Query
- 1074
- Account Listing Look-up
- Search For Payments
- Search for Vendors
- Look up vendors
- Review Purchase Orders (?)
- Cash Fund Query (PC_CF_ACCOUNTS)
- Property Listing

External Audit Reports/Queries/Look-ups

- Cost Center Actuals Summary
- Voucher Payment Details (check number, late payment interest, print coversheet)
- Check Detail (all vouchers paid on a check)
- Journal Entry Detail
- HR Journal Detail
- Employee List
- Employee Appointments

Misc

- Property Codes
- Common PS Tables
- CHECK_POS_ACCOUNT (all checks to an individual)
- Searching
- Quick Launch Toolbar
- Spybot Run
- Snagit basics
- PASS login

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