

Independent Reviewer

As an Independent Reviewer you need to have access to the following:

1. **Reporting Delegate** – be a reporting delegate for the highest level person in your area. This is granted either by that person or send an email to concurquestions@uc.edu and copy in the highest level person asking for that role. There is a maximum of 2 reporting delegates allowed per person.
 2. **Expense Processor Audit Role** – this will allow you to access specific expense/request reports. This role is assigned by the Travel Resource Office only. Email concurquestions@uc.edu requesting the role.
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1. Reporting Delegate

There are two reports to run for your random sampling of expenses. Below are instructions how to run each report. Once you run the report you can then pull the exact expense report with your expense Processor Audit Role.

Credit Card Transactions – Assigned and Unassigned

Reporting>Intelligence>University of Cincinnati (p0019254txrf)>Independent Reviewer>Credit Card Transactions – Assigned and Unassigned

Choose your transactions **Posted Dates or Transaction Dates**

Choose ***UC-BOA-CBCP** as your payment type

Choose **Assigned to Report** (*hold your Cntrl key down*) and **Unassigned to Report**

Click **Finish**

When the report appears do the following to get the report in excel

Click drop down arrow for HTML

Choose **View in Excel**

Choose **View in Excel 2007 Data**

Credit Card Transactions – Assigned with Approval Status

Reporting>Intelligence>University of Cincinnati (p0019254txrf)>Independent Reviewer>Credit Card Transactions – Assigned with Approval Status

Choose your transactions **Postdates or Transaction dates**.

Choose ***UC-BOA-CBCP** as your payment type.

Choose **Assigned to Report**

Click **Finish**

When the report appears do the following to get the report in excel

Click drop down arrow for HTML

Choose **View in Excel Options**

Choose **View in Excel 2007 Data**

2. Expense Processor Audit Role

You will have access to view only expense reports and travel requests.

Expense (in black bar at top of screen)>**Process Reports**>then there are various ways you can search for report. One easy way is by the Report Key. Record your actions in the comments of each report. In the report click on **Details>Comments>Add your comments>Save**. This will allow Internal Audit and other IR's to know what actions you have completed.

Requests (in black bar at top of screen)>**Process Requests**>then there are various ways you can search for report. One easy way is by the Request ID.