

COLLEGE OF SOUTHERN NEVADA
STUDENT ACCOUNTS - PEOPLESOFT
Internal Audit Report
Fall 2012 and Spring 2013

GENERAL OVERVIEW

In recent years, institutions within the Nevada System of Higher Education (NSHE) have implemented a new student information system, PeopleSoft, as part of the first phase of the iNtegrate project. At the College of Southern Nevada (CSN) the system was implemented beginning with the Fall 2011 semester. PeopleSoft includes a student accounts module, which allows students to access their account information through a self-service portal, myCSN. This portal provides students, faculty and staff with 24-hour online information and self-service capabilities. PeopleSoft allows students to check for important dates, access and update personal data, apply for financial aid, search for classes, register and pay for classes and much more.

CSN is authorized in Title 4, Chapter 17 of the Board of Regents Handbook to charge Fees and Expenses to students. These applicable fees and tuition are identified in the NSHE Procedures and Guidelines Manual, Chapter 7.

At CSN, the Cashier's Office is primarily responsible for charging and collecting tuition and fees. Tuition and fees charged to student accounts for the Fall 2012 and Spring 2013 terms totaled \$63,816,838, which were collected from an average of 40,189 students per term.

SCOPE OF AUDIT

The Internal Audit Department has completed a review of the College of Southern Nevada Student Accounts – PeopleSoft for the Fall 2012 and Spring 2013 terms.

Our review was conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing* issued by the Institute of Internal Auditors, and


included tests of the accounting records and other auditing procedures, as we considered necessary. The tests included, but were not necessarily limited to these areas.

1. Testing student accounts to determine whether tuition and fees, and refunds, were accurately assessed and recorded.
2. Reviewing the procedures for updating the tuition and fee tables within the PeopleSoft application.
3. Reconciling student registration fees collected and distributed by the college, and verifying the distribution complied with the Procedures and Guidelines Manual, Chapter 7, Section 15.

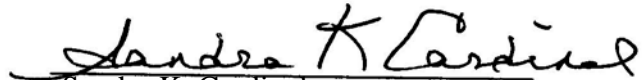
In our opinion, we can be reasonably assured that the administration of fees and tuition processed within the PeopleSoft application is being performed in a satisfactory manner.

The Internal Audit Department appreciates the assistance and cooperation received from the CSN staff during this review.

Las Vegas, Nevada
July 30, 2013


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