

Example Working Papers in Audit

ABC Company
Procure to Pay Cycle
12/31/2016

Control Summary	
Control Number	PTP-1
Control Description	The AP Specialist performs a three-way match between the purchase order, invoice and bill of lading and signs off on the purchase order evidencing her review.
Control Owner	AP Specialist, Jane Smith
Frequency	Multiple times per day
Timing	1/1/15 - 12/31/15
Sample Size	25
Sample Selection	We obtained a system generated list of all check disbursements from 1/1/2015 - 12/31/15 and
Review Control Notes	Mike Miller met with Jane Smith on 2/5/16 to discuss her review steps when performing the three-way match. Her review of the three-way match is evidenced via checkmarks on the three documents verifying that the PO #, invoice #, quantity, unit cost and total cost when she matches the items between documents. She then signs off on the PO when the review is complete.
Tester, name and date	Mike Miller 2/6/16
Testing Reviewer, name and date	Claire Watson 2/9/16

Testing Attributes	
A	Check that the quantity ordered, cost, PO number, and invoice number are consistent between the PO, invoice and bill of lading
B	Check that the AP Specialist signed off on the PO, evidencing her review of the three-way match
C	Obtain the system entry of the inventory receipt and check that cost and number of units is correct

Testing Matrix

Sample #	Sample Description							Attributes		
	Work Paper Reference	Check Number	Check Date	Supplier Name	PO #	Invoice #	Amount	A	B	C
1	PTP1.1	246875	7/6/2015	XYZ Company	56789	12345	\$10,000	✓	✓	✓
2	PTP1.2	246952	9/22/2015	The G Corp.	56866	9854	\$15,650	✓	1	✓
3	PTP1.3	247274	11/5/2015	Computers Inc	57188	584131	\$ 7,215	2	✓	✓
4 - 25	Not documented for this example									

Tickmarks	
✓	No exceptions noted
1	This sample was signed off by the AP Supervisor, Sally Miller, not the AP Specialist, Jane Smith. Per discussion with Jane, she was on vacation that week, so her supervisor Sally Miller performed this control. No exception noted.
2	The unit cost and total cost on the purchase order did not agree to the invoice. I noted that the vendor, Computers Inc. was located in Canada. When I converted the invoice price to US dollars, it matched the purchase order. See my calculation on the invoice sample and the attached print out of the CAD rate for the day of the invoice. No exceptions noted.

Conclusion	
This control is operating effectively.	

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Table of Contents Internal Audit Work Papers Examples

1. Understanding the eBook Internal Audit Work Papers Examples
 - The Rise of Digital Reading Internal Audit Work Papers Examples
 - Advantages of eBooks Over Traditional Books
2. Identifying Internal Audit Work Papers Examples
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Internal Audit Work Papers Examples
 - User-Friendly Interface
4. Exploring eBook Recommendations from Internal Audit Work Papers Examples
 - Personalized Recommendations
 - Internal Audit Work Papers Examples User Reviews and Ratings
 - Internal Audit Work Papers Examples and Bestseller Lists
5. Accessing Internal Audit Work Papers Examples Free and Paid eBooks
 - Internal Audit Work Papers Examples Public Domain eBooks
 - Internal Audit Work Papers Examples eBook Subscription Services
 - Internal Audit Work Papers Examples Budget-Friendly Options
6. Navigating Internal Audit Work Papers Examples eBook Formats

- ePub, PDF, MOBI, and More
 - Internal Audit Work Papers Examples Compatibility with Devices
 - Internal Audit Work Papers Examples Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Internal Audit Work Papers Examples
 - Highlighting and Note-Taking Internal Audit Work Papers Examples
 - Interactive Elements Internal Audit Work Papers Examples
 8. Staying Engaged with Internal Audit Work Papers Examples
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Internal Audit Work Papers Examples
 9. Balancing eBooks and Physical Books Internal Audit Work Papers Examples
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Internal Audit Work Papers Examples
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Internal Audit Work Papers Examples
 - Setting Reading Goals Internal Audit Work Papers Examples
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Internal Audit Work Papers Examples
 - Fact-Checking eBook Content of Internal Audit Work Papers Examples
 - Distinguishing Credible Sources
 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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