

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 Description								Attributes		
Sample #	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.	

Internal Audit Work Papers Examples

Robert R. Moeller



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Brink's Modern Internal Auditing Robert R. Moeller, 2005-01-07 *Brink's Modern Internal Auditing Sixth Edition* is a comprehensive resource and reference book on the changing world of internal auditing including Sarbanes Oxley compliance issues Sixth edition of a very well respected auditing resource Provides an overview of the role and responsibilities of the internal auditor Includes discussion of the Sarbanes Oxley Act and the impact it has on auditing particularly concerning controls Provides expanded coverage of fraud and business ethics Includes guidance on reporting results effectively Provides in depth discussion of internal audit and corporate governance

Internal Audit Practice from A to Z Patrick Onwura Nzechukwu, Patrick Nzechukwu, 2016-11-25 *Internal Audit Practice from A to Z* addresses the practice of internal auditing using GAAS Generally Accepted Auditing Standards GAGAS Generally Accepted Government Auditing Standards and International Standards for the Professional Practice of Internal Auditing Standards IPPF International Standards Organization ISO International Standards of Supreme Audit Institutions ISSAI International Standards on Auditing ISA as enunciated by the Institute of Internal Auditors IIA International Organization of Standardizations ISO International Organization of Supreme Audit Institutions INTOSAI Government Accountability Office GAO International Federation of Accountants IFAC Unique in that it is primarily written to guide internal auditors in the process and procedures necessary to carry out professionally accepted internal audit functions the book includes everything necessary to start complete and evaluate an internal audit practice simplifying the task for even non professionals *Internal Audit Practice from A to Z* features A rich array of forms figures tables and reports making it a practical hands on book Provides comprehensive content that contains all the practical guidance necessary to start complete and evaluate an internal audit practice Details on how to ensure quality on internal audit function through peer review Current international standards for the professional practice of internal auditing and other relevant standards for reference Checklists for all practice procedures as well as a checklist of the internal control of virtually all aspects of business function A blend of professional practice with theory *Internal Audit Practice from A to Z* is comprehensively rich global reference is a must for public private NGOs institutions every organization

Internal Audit Handbook Henning Kagermann, William Kinney, Karlheinz Küting, Claus-Peter Weber, 2007-12-04 This book offers a comprehensive up to date presentation of the tasks and challenges facing internal audit It presents the Audit Roadmap the process model of internal auditing developed at SAP which describes all stages of an audit Coverage provides information on issues such as the identification of audit fields the annual audit planning the organization and execution of audits as well as reporting and follow up The handbook also discusses management related subjects Separate chapters are dedicated to special topics like IT or SOX audits

The Internal Auditing Handbook K. H. Spencer Pickett, 2010-09-07 The first edition of *The Internal Auditing Handbook* received wide acclaim from readers and became established as one of the definitive publications on internal auditing The second edition was released soon after to reflect the

rapid progress of the internal audit profession There have been a number of significant changes in the practice of internal auditing since publication of the second edition and this revised third edition reflects those changes The third edition of The Internal Auditing Handbook retains all the detailed material that formed the basis of the second edition and has been updated to reflect the Institute of Internal Auditor s IIA International Standards for the Professional Practice of Internal Auditing Each chapter has a section on new developments to reflect changes that have occurred over the last few years The key role of auditors in reviewing corporate governance and risk management is discussed in conjunction with the elevation of the status of the chief audit executive and heightened expectations from boards and audit committees Another new feature is a series of multi choice questions that have been developed and included at the end of each chapter This edition of The Internal Auditing Handbook will prove to be an indispensable reference for both new and experienced auditors as well as business managers members of audit committees control and compliance teams and all those who may have an interest in promoting corporate governance

Internal Auditing Fundamentals Paul Russell,2025-01-05 The perfect introduction to auditing principles this book offers tools and techniques to conduct audits for safety and quality purposes This handy pocket guide is an easy to digest roadmap for providing clients with solid reporting and feedback Each step by step concept from assignment to preparation data collection analysis and reporting and follow up walks the internal auditor through the process to build trust with the auditee

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AUDITING emphasizes both the concepts and standards of independent auditing It integrates them with contemporary audit methods and with the complex judgments and decision processes common to audit practice

Proceedings of the ... Conference .. Insurance Accounting and Statistical Association,1981

Montgomery's Auditing Robert Hiester Montgomery,Vincent M. O'Reilly,1998-03-16 This book is the most consulted source among audit professionals It helps auditors develop more efficient audit plans greater control over audit risk effective audit tests and sound audit reports It offers practice tested guidance for every aspect of auditing from standards and responsibilities risk and engagement strategy through internal control auditing specific cycles and accounts and auditing reporting In addition detailed guidelines show the entire audit process and provide comprehensive auditing strategies and methods

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Auditing Theory and Practice Roger H. Hermanson,1976

Modern Internal Auditing Robert M. Atkisson,Victor Z. Brink,Herbert N. Witt,1986-03-04 A professional training version of Brink Witt Modern Internal Auditing Appraising Operations and Controls 4th Edition serving the expanding educational needs of the profession About two thirds of the parent volume is used with modifications including learning objectives italicized key terms review questions case

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Proceedings American Institute for Decision Sciences. Meeting,1981

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