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.

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Jessica J Manson

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