

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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Accounting Education in Economic Development Management Adolf Jan Henri Enthoven, 1981 Monograph explaining the role of financial management accounting and vocational training of accountants in economic development illustrated by case studies from developing countries includes auditing economic evaluation training needs international cooperation development banking training course curriculum etc References **Pakistan & Gulf Economist** ,2008-04 *Ulrich's International Periodicals Directory* Carolyn Farquhar Ulrich, 1988 Impact of Globalisation on Accountancy Education Gert H. Karreman, 2002 Development of accountancy education Classification of accountancy education Research questions and method Global country studies Characteristics of accountancy education Differences in accountancy education The Qinghai Project ,2000 Audit Working Papers Maurice E. Peloubet, 1949 Yearbook of International Organizations ,1999 Edition for 1983 84 published in 3 vols vol 1 Organization descriptions and index vol 2 International organization participation vol 3 Global action networks edition for 2012 2013 published in 5 vols vol 4 International organization bibliography and resources vol 4 Statistics visualizations patterns Audit Working Papers Jacob Hugh Jackson, 1923 Audit Working Papers Australian Chartered Accountants' Research and Service Foundation, 1900 **Good Working Papers** Canadian Institute of Chartered Accountants, 1980 *Performing the Operations Audit* Thomas A. Eifler, 1974 *Good Audit Working Papers* Canadian Institute of Chartered Accountants. Study Group on Audit Techniques, 1970 *Guide to Audit Working Papers* Steven M. Bragg, 2025-05-23 The creation organization and review of audit working papers is one of the main tasks of the auditor especially since an auditor can be legally liable if working papers are not prepared properly In the Guide to Audit Working Papers we discuss all aspects of what to include in working papers as well as how to organize and review them We also address several legal issues related to confidentiality and working paper ownership both of which may become issues that the auditor will encounter Bulletin Australian Chartered Accountants' Research and Service Foundation, 1961 **Standardized Audit Working Papers** Frederick Stanley Staples, 1949 Audit Standards, Procedures, and Reports Robert L. Kane, 1953 **Audit Work Papers** Sherwood W. Newton, Howard F. Stettler, 1966 **PRINCIPLES OF AUDITING** S.SELVAKUMARI ,S.SOWMIYA, *The Concise Guide to Auditing Standards and Guidelines* Roy Dodge, 1990 *Auditors' Working Papers* Institute of Chartered Accountants in England and Wales, 1969

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