

REASON FOR AUDIT

The City Auditor's Office is in process of reviewing all financial modules to ensure financial controls remain strong after adoption of a new accounting system (MUNIS). We selected the Accounts Receivable module to review early in this process based on the importance, volume and dollar amount of the transactions in this module.

HOW WE CONDUCTED THIS AUDIT

This project included examination of internal controls and processes in the Accounts Receivable module, including both automated controls and manual processing. Transactions occurring between July 1, 2020 and June 30, 2021 were included in the examination scope.

The audit included a review of

- Segregation of duties to ensure MUNIS role permissions and activities are appropriate;
- Controls over how accounts receivable transactions are processed;
- Customer information to determine if employees were customers and all changes to customer files were properly approved and supported;
- Credits, deletions, adjustments and refunds to customer accounts to confirm they were properly approved, reviewed and supported; and
- Potential duplicate invoices to ensure customers are not overcharged.

AUDIT RESULTS

We found no internal control or process weaknesses, and no transactional errors in the Accounts Receivable module.