

## Chapter 2

### Auditing IT Governance Controls

#### Review Questions

##### 1. What is IT governance?

Response: IT governance is a relatively new subset of corporate governance that focuses on the management and assessment of strategic IT resources.

##### 2. What are the objectives of IT governance?

Response: The key objectives of IT governance are to reduce risk and ensure that investments in IT resources add value to the corporation.

##### 3. What is distributed data processing?

Response: Distributed data processing involves reorganizing the central IT function into small IT units that are placed under the control of end users. The IT units may be distributed according to business function, geographic location, or both. All or any of the IT functions may be distributed. The degree to which they are distributed will vary depending upon the philosophy and objectives of the organization's management.

##### 4. What are the advantages and disadvantages of distributed data processing?

Response: The advantages of DDP are:

- a. cost reductions
- b. improved cost control responsibility
- c. improved user satisfaction
- d. back up flexibility

The disadvantages (risks) are:

- a. inefficient use of resources
- b. destruction of audit trails
- c. inadequate segregation of duties
- d. difficulty acquiring qualified professionals
- e. lack of standards

##### 5. What types of tasks become redundant in a distributed data processing system?

Response: Autonomous systems development initiatives distributed throughout the firm can result in each user area reinventing the wheel rather than benefiting from the work of others. For example, application programs created by one user, which could be used with little or no change by others, will be redesigned from scratch rather than shared. Likewise, data common to many users may be recreated for each, resulting in a high level of data redundancy. This situation has implications for data accuracy and consistency.

**6. Explain why certain duties that are deemed incompatible in a manual system may be combined in a CBIS computer-based information system environment. Give an example.**

Response: The IT (CBIS) environment tends to consolidate activities. A single application may authorize, process, and record all aspects of a transaction. Thus, the focus of segregation control shifts from the operational level (transaction processing tasks that computers now perform) to higher-level organizational relationships within the computer services function.

**7. What are the three primary CBIS functions that must be separated?**

Response: The three primary CBIS functions that must be separated are as follows:

- a. separate systems development from computer operations,
- b. separate the database administrator from other functions , and
- c. separate new systems development from maintenance.

**8. What exposures do data consolidation in a CBIS environment pose?**

Response: In a CBIS environment, data consolidation exposes the data to losses from natural and man-made disasters. Consolidation creates a single point of failure. The only way to back up a central computer site against disasters is to provide a second computer facility.

**9. What problems may occur as a result of combining applications programming and maintenance tasks into one position?**

Response: One problem that may occur is inadequate documentation. Documenting is not considered as interesting a task as designing, testing, and implementing a new system, thus a systems professional may move on to a new project rather than spend time documenting an almost complete project. Job security may be another reason a programmer may not fully document his or her work. Another problem that may occur is the increased potential for program fraud. If the original programmer generates fraudulent code during development, then this programmer, through maintenance procedures, may disable the code prior to audits. Thus, the programmer can continue to cover his or her tracks.

**10. Why is poor-quality systems documentation a prevalent problem?**

Response:  
Poor-quality systems documentation is a chronic IT problem and a significant challenge for many organizations seeking SOX compliance. At least two explanations are possible for this phenomenon. First, documenting systems is not as interesting as designing, testing, and implementing them. Systems professionals much prefer to move on to an exciting new project rather than document one just completed. The second possible reason for poor documentation is job security. When a system is poorly documented, it is difficult to interpret, test, and debug. Therefore, the programmer who understands the system (the one who coded it) maintains bargaining power and becomes relatively indispensable. When the programmer leaves the firm, however, a new programmer

inherits maintenance responsibility for the undocumented system. Depending on its complexity, the transition period may be long and costly.

**11. What is RAID?**

Response: RAID (redundant arrays of independent disks) use parallel disks that contain redundant elements of data and applications. If one disk fails, the lost data are automatically reconstructed from the redundant components stored on the other disks.

**12. What is the role of a data librarian?**

Response: A data librarian, who is responsible for the receipt, storage, retrieval, and custody of data files, controls access to the data library. The librarian issues data files to computer operators in accordance with program requests and takes custody of files when processing or backup procedures are completed. The trend in recent years toward real-time processing and the increased use of direct-access files has reduced or even eliminated the role of the data librarian in many organizations.

**13. What is the role of a corporate computer services department? How does this differ from other configurations?**

Response: The role of a corporate computer services department (IT function) differs in that it is not a completely centralized model; rather, the group plays the role of provider of technical advice and expertise to distributed computer services. Thus, it provides much more support than would be received in a completely distributed model. A corporate computer services department provides a means for central testing of commercial hardware and software in an efficient manner. Further, the corporate group can provide users with services such as installation of new software and troubleshooting hardware and software problems. The corporate group can establish systems development, programming, and documentation standards. The corporate group can aid the user groups in evaluating the technical credentials of prospective systems professionals.

**14. What are the five risks associated with distributed data processing?**

Response: The five risks associated with distributed data processing are as follows:

- a. inefficient use of resources,
- b. destruction of audit trails,
- c. inadequate segregation of duties,
- d. potential inability to hire qualified professionals, and
- e. lack of standards.

**15. List the control features that directly contribute to the security of the computer center environment.**

Response:

- a. physical location controls
- b. construction controls
- c. access controls
- d. air conditioning

- e. fire suppression
- f. fault tolerance

**16. What is data conversion?**

Response: The data conversion function transcribes transaction data from paper source documents into computer input. For example, data conversion could be keying sales orders into a sales order application in modern systems or transcribing data into magnetic media (tape or disk) suitable for computer processing in legacy-type systems.

**17. What may be contained in the data library?**

Response: The data library is a room adjacent to the computer center that provides safe storage for the off-line data files. Those files could be backups or current data files. For instance, the data library could store backups on DVDs, CD-ROMs, tapes, or other storage devices. It could also store live, current data files on magnetic tapes and removable disk packs. In addition, the data library could store the original copies of commercial software and their licenses for safekeeping.

**18. What is an ROC?**

Response: A recovery operations center (ROC) or hot site is a fully equipped backup data center that many companies share. In addition to hardware and backup facilities, ROC service providers offer a range of technical services to their clients, who pay an annual fee for access rights. In the event of a major disaster, a subscriber can occupy the premises and, within a few hours, resume processing critical applications.

**19. What is a cold site?**

Response:  
The empty shell or cold site plan is an arrangement wherein the company buys or leases a building that will serve as a data center. In the event of a disaster, the shell is available and ready to receive whatever hardware the temporary user requires to run its essential data processing systems.

**20. What is fault tolerance?**

Response: Fault tolerance is the ability of the system to continue operation when part of the system fails due to hardware failure, application program error, or operator error. Implementing fault tolerance control ensures that no single point of potential system failure exists. Total failure can occur only in the event of the failure of multiple components, or system-wide failure.

**21. What are the often-cited benefits of IT outsourcing?**

Response: Often-cited benefits of IT outsourcing include improved core business performance, improved IT performance (because of the vendor's expertise), and reduced IT costs.

**22. Define commodity IT asset.**

Response: Commodity IT assets are those assets that are not unique to a particular organization and are thus easily acquired in the marketplace. These include

such things are network management, systems operations, server maintenance, and help-desk functions.

**23. Define specific asset.**

Response: Specific assets, in contrast to commodity assets, are unique to the organization and support its strategic objectives. Because of their idiosyncratic nature, specific assets have little value outside of their current use.

**24. List five risks associated with IT outsourcing.**

Response:

- a. failure to perform
- b. vendor exploitation
- c. outsourcing costs exceed benefits
- d. reduced security
- e. loss of strategic advantage

**Discussion Questions**

**1. How is pre-SOX IT governance different from post-SOX IT governance?**

Response: Prior to SOX, the common practice regarding IT investments was to defer all decisions to corporate IT professionals. Modern IT governance, however, follows the philosophy that all corporate stakeholders, including boards of directors, top management, and department users (i.e. accounting and finance) be active participants in key IT decisions. Such broad-based involvement reduces risk and increases the likelihood that IT decisions will be in compliance with user needs, corporate policies, strategic initiatives, and internal control requirements under SOX.

**2. Although IT governance is a broad area, only three aspects of IT governance are discussed in the chapter. Name them and explain why these topics were chosen.**

Response: Although all IT governance issues are important to the organization, not all of them are matters of internal control under SOX that may potentially impact the financial reporting process. This chapter examined three IT governance issues that are addressed by SOX and the COSO internal control framework. These are:

- a. Organizational structure of the IT function,
- b. Computer center operations, and
- c. Disaster recovery planning.

**3. What types of incompatible activities are prone to becoming consolidated in a distributed data processing system? How can this be prevented?**

Response: Achieving an adequate segregation of duties may not be possible in some distributed environments. The distribution of the IT services to users may result in the creation of small independent units that do not permit the desired separation of incompatible functions. For example, within a single unit the same person may write application programs, perform program maintenance, enter transaction data into the

computer, and operate the computer equipment. Such a situation would be a fundamental violation of internal control.

**4. Why would an operational manager be willing to take on more work in the form of supervising an information system?**

Response: Managers are responsible for the success of their divisions. If the benefits to be reaped from a DDP are expected to be great enough, the manager may find it is worth her or his while to expend the extra effort. Some of the benefits the manager may hope will materialize within the divisions are more efficiently run operations, better decision making, and reduced processing costs. Increased customer satisfaction may also result if the DDP system is more accommodating.

**5. How can data be centralized in a distributed data processing system?**

Response: The data is stored centrally, but updated or processed at the local (remote) site. Thus, data is retrieved from the centralized data store, processed locally, and then sent back to the centralized data store.

**6. Should standards be centralized in a distributed data processing environment? Explain.**

Response: The relatively poor control environment imposed by the DDP model can be improved by establishing some central guidance. The corporate group can contribute to this goal by establishing and distributing to user areas appropriate standards for systems development, programming, and documentation.

**7. How can human behavior be considered one of the biggest potential threats to operating system integrity?**

Response: The purpose of segregation of duties is to deal with the potential negative aspects of human behavior including errors and fraud. The relationship between systems development (both new systems development and maintenance) and computer operations activities poses a potential risk that can circumvent operating system integrity. These functions are inherently incompatible. With detailed knowledge of application logic and control parameters and access to the computer's operating system and utilities, an individual could make unauthorized changes to the application during its execution.

**8. A bank in California has thirteen branches spread throughout northern California, each with its own minicomputer where its data are stored. Another bank has 10 branches spread throughout California, with its data stored on a mainframe in San Francisco. Which system do you think is more vulnerable to unauthorized access? Excessive losses from disaster?**

Response: The bank that has the data for all of its branches stored on one mainframe computer is at greater risk of access control. All of the firm's records are centrally housed. Once a perpetrator gains unauthorized access to the system, the data for all 10 branches are at risk. For the other bank the perpetrator would have to breach security for each of the thirteen branch computers. Thus, the bank with all of its data centrally stored on a mainframe is more vulnerable to access control. The primary disasters of concern in California are earthquakes and fires. The bank with a central

mainframe in San Francisco is probably at the greatest risk of damage from both earthquakes and fires. If that system is destroyed, all of the branches lose their processing capability and, possibly, stored data.

**9. End-user computing has become extremely popular in distributed data processing organizations. The end users like it because they feel they can more readily design and implement their own applications. Does this type of environment always foster more efficient development of applications? Explain your answer.**

Response: Distributed data processing, if not properly managed, may result in duplication of efforts. Two or more individual end users may develop similar applications while completely unaware of each other's efforts. Such duplication is an inefficient use of human resources.

**10. Compare and contrast the following disaster recovery options: mutual aid pact, empty shell, recovery operations center, and internally provided backup. Rank them from most risky to least risky, as well as from most costly to least costly.**

Response: A mutual aid pact requires two or more organizations to agree to and trust each other to aid the other with data processing needs in the event of a disaster. This method is the lowest cost, but also somewhat risky. First, the host company must be trusted to scale back its own processing in order to process the transactions of the disaster-stricken company. Second, the firms must not be affected by the same disaster, or the plan fails. The next lowest cost method is internally provided backup. With this method, organizations with multiple data processing centers may invest in internal excess capacity and support themselves in the case of disaster in one data processing center. This method is not as risky as the mutual aid pact because reliance on another organization is not a factor. In terms of cost, the next highest method is the empty shell where two or more organizations buy or lease space for a data processing center. The space is made ready for computer installation; however, no computer equipment is installed. This method requires lease or mortgage payments as well as payment for air conditioning and raised floors. The risk in this method is that the hardware, software, and technicians may be difficult, if not impossible, to have available in the case of a natural disaster. Further, if multiple members' systems crash simultaneously, an allocation problem exists. The method with lowest risk and also the highest cost is the recovery operations center. This method takes the empty shell concept one step further—the computer equipment is actually purchased and software may even be installed. Assuming that this site is far enough away from the disaster-stricken area not to be affected by the disaster, this method can be a very good safeguard.

**11. Who should determine and prioritize the critical applications? How is this done? How frequently is it done?**

Response: The critical applications should be identified and prioritized by the user departments, accountants, and auditors. The applications should be prioritized based upon the impact on the short-run survival of the firm. The frequency with which the priorities need to be assessed depends upon the amount and kinds of changes that are made to systems over time. Firms that make changes frequently should reassess priorities frequently.

**12. Why is it easier for programmers to perpetrate a fraud than operators?**

Response: It is much easier for programmers to perpetrate a fraud because they know the code. They know how to get around some, or most, of the embedded controls. Better yet, some programmers deliberately program code that gets them around controls and allows them to commit fraud.

**13. Why should an organization centralize the acquisition, testing, and implementation of software and hardware within the corporate IT function?**

Response: The corporate IT group is better able to evaluate the merits of competing vendor software and hardware. A central, technically astute group such as this can evaluate systems features, controls, and compatibility with industry and organizational standards most efficiently. Test results can then be distributed to user areas as standards for guiding acquisition decisions.

**14. Organizations sometimes locate their computer centers in the basement of their buildings to avoid normal traffic flows. Comment on this practice.**

Response: Locating the computer center in the basement of a building can create an exposure to disaster risk such as floods. The Chicago Board of Trade computer center's systems were located in the basement of a multi-storied office building in Chicago. When the century-old water pipelines burst, part of the first floor and the entire basement flooded. Trade was suspended for several days until system functionality could be restored, causing the loss of millions of dollars. This disaster would have been prevented if the computer center had simply been located on the top floor—still away from normal traffic flows, but also away from the risk of flood.

**15. The 2003 blackout that affected the U.S. northeast caused numerous computer failures. What can an organization do to protect itself from such uncontrollable power failures?**

Response: The decision regarding power controls can be an expensive one and usually requires the advice and analysis of experts. The following, however, are options that can be employed. Voltage regulators and surge protectors provide regulated electricity, related to the level of electricity (frequency), and "clean" electricity, related to spikes and other potential hazards. Power outages and brownouts can generally be controlled with a battery backup (known as an uninterruptible power supply).

**16. Discuss a potential problem with ROCs.**

Response: Because of the heavy investment involved, ROCs are typically shared among many companies. The firms either buy shares in or become subscribers to the ROC, paying monthly fees for rights to its use. That situation does provide some risk because a widespread natural disaster may affect numerous entities in the same general geographic area. If multiple entities share the same ROC, some firm or firms will end up queued in a waiting line.

**17. Discuss two potential problems associated with a cold site.**

Response:



a. Recovery depends on the timely availability of the necessary computer hardware to restore the data processing function. Management must obtain assurances from hardware vendors that the vendor will give priority to meeting the organization's needs in the event of a disaster. An unanticipated hardware supply problem at this critical juncture could be a fatal blow.

b. With this approach there is the potential for competition among users for the shell resources, the same as for a hot site. For example, a widespread natural disaster, such as a flood or earthquake, may destroy the data processing capabilities of several shell members located in the same geographic area. Those affected by the disaster would be faced with a second major problem: how to allocate the limited facilities of the shell among them. The situation is analogous to a sinking ship that has an inadequate number of lifeboats.

**18. Discuss three techniques used to achieve fault tolerance.**

Response:

a. Redundant arrays of inexpensive (or independent) disks (RAID). There are several types of RAID configurations. Essentially, each method involves the use of parallel disks that contain redundant elements of data and applications. If one disk fails, the lost data are automatically reconstructed from the redundant components stored on the other disks.

b. Uninterruptible power supplies. In the event of a power outage, short-term backup power (i.e., battery power) is provided to allow the system to shut down in a controlled manner. This process will prevent the data loss and corruption that would otherwise result from an uncontrolled system crash.

**19. Explain the outsourcing risk of failure to perform.**

Response: Once a client firm has outsourced specific IT assets, its performance becomes linked to the vendor's performance. The negative implications of such dependency are illustrated in the financial problems that have plagued the huge outsourcing vendor Electronic Data Systems Cop. (EDS). In a cost-cutting effort, EDS terminated seven thousand employees, which impacted its ability to serve other clients. Following an eleven-year low in share prices, EDS stockholders filed a class-action lawsuit against the company. Clearly, vendors experiencing such serious financial and legal problems threaten the viability of their clients also.

**20. Explain vendor exploitation.**

Response: Once the client firm has divested itself of specific assets it becomes dependent on the vendor. The vendor may exploit this dependency by raising service rates to an exorbitant level. As the client's IT needs develop over time beyond the original contract terms, it runs the risk that new or incremental services will be negotiated at a premium. This dependency may threaten the client's long-term flexibility, agility, and competitiveness and result in even greater vendor dependency.

**21. Explain why reduced security is an outsourcing risk.**

Response: Information outsourced to off-shore IT vendors raises unique and serious questions regarding internal control and the protection of sensitive personal data.

When corporate financial systems are developed and hosted overseas, and program code is developed through interfaces with the host company's network, US corporations are at risk of losing control of their information. To a large degree, US firms are reliant on the outsourcing vendor's security measures, data-access policies, and the privacy laws of the host country.

**22. Explain how IT outsourcing can lead to loss of strategic advantage.**

Response: Alignment between IT strategy and business strategy requires a close working relationship between corporate management and IT management in the concurrent development of business and IT strategies. This, however, is difficult to accomplish when IT planning is geographically redeployed off-shore or even domestically. Further, since the financial justification for IT outsourcing depends upon the vendor achieving economies of scale, the vendor is naturally driven toward seeking common solutions that may be used by many clients rather than creating unique solutions for each of them. This fundamental underpinning of IT outsourcing is inconsistent with the client's pursuit of strategic advantage in the marketplace.

**23. Explain the role of a SAS 70 report in reviewing internal controls.**

Response: A SAS 70 report is the method by which an outsourcing vendor can obtain a single audit report that may be used by its clients' auditors. This subsequently precludes the need for each client firm auditor to conduct its own audit of the vendor organization's internal controls.

**Multiple Choice Questions**

1. A
2. E
3. B
4. B
5. B
6. C
7. C
8. A
9. C
10. B

**Problems**

**1. Internal Control**

In reviewing the processes, procedures, and internal controls of one of your audit clients, Steeplechase Enterprises, you notice the following practices in place. Steeplechase has recently installed a new EDP system that affects the accounts receivable, billing, and shipping records. A specifically identified computer operator has been permanently assigned to each of the functions of accounts receivable, billing, and shipping. Each of

these computer operators is assigned the responsibility of running the program for transaction processing, making program changes, and reconciling the computer log. In order to prevent any one operator from having exclusive access to the tapes and documentation, these three computer operators randomly rotate the custody and control tasks every two weeks over the magnetic tapes and the system documentation. Access controls to the computer room consist of magnetic cards and a digital code for each operator. Access to the computer room is not allowed to either the systems analyst or the computer operations supervisor.

The documentation for the EDP system consists of the following: record layouts, program listings, logs, and error listings.

Once goods are shipped from one of Steeplechase's three warehouses, warehouse personnel forward shipping notices to the accounting department. The billing clerk receives the shipping notice and accounts for the manual sequence of the shipping notices. Any missing notices are investigated. The billing clerk also manually enters the price of the item, and prepares daily totals (supported by adding machine tapes) of the units shipped and the amount of sales. The shipping notices and adding machine tapes are sent to the computer department for data entry.

The computer output generated consists of a two-copy invoice and remittance advice and a daily sales register. The invoices and remittance advice are forwarded to the billing clerk, who mails one copy of the invoice and remittance advice to the customer and files the other copy in an open invoice file, which serves as an accounts receivable document. The daily sales register contains the total of units shipped and sales amounts. The computer operator compares the computer-generated totals to the adding machine tapes.

*Required:*

Identify the control weaknesses present and make a specific recommendation for correcting each of them.

*Response:*

- Programmers should have limited access to computers—only for testing and debugging activities.
- The computer operators' supervisor should have access to the computer room.
- The tasks of programming, operations, and control should be separated.
- Reconciliation of the computer log should be conducted by the computer operations supervisor or other independent employee.
- EDP system documentation should also include programs, flowcharts, and operator instructions.
- A computerized master price list file should be used to record the prices.
- Processing controls, such as completeness tests, validation tests, and reasonableness tests, should be put in place to assure that errors in the input records are detected when processing occurs.
- Control totals, hash totals, and record counts should be implemented to ensure the authorization of data and to prevent data losses from going unnoticed or being improperly changed.

- The numerical sequence of shipping notices should be checked by the computer and any missing numbers reported.
- Billing and cash collections should be separate from accounts receivable.
- The invoices should not be forwarded to the billing clerk; they should be forwarded to someone else, such as the mailroom clerk, for mailing to the customers.
- The billing clerk should maintain a copy of the adding machine tapes to reconcile with the daily sales register.

## **2. Internal Control**

Gustave, CPA, during its preliminary review of the financial statements of Comet, Inc., found a lack of proper segregation of duties between the programming and operating functions. Comet owns its own computing facilities. Gustave, CPA, diligently intensified the internal control study and assessment tasks relating to the computer facilities. Gustave concluded in its final report that sufficient compensating general controls provided reasonable assurance that the internal control objectives were being met.

*Required:*

What compensating controls are most likely in place?

Response: Compensating controls that Gustave probably found include:

- mandatory vacations for all employees
- joint operation by two or more operators
- rotation of operator duties
- adequate supervision of all EDP operations
- comparison of actual computer times to an average or norm
- investigation of all excess computer time (errors)
- periodic comparison of program code to an archived copy
- use of a computer activity log

## **3. Physical Security**

Avatar Financials, Inc., located on Madison Avenue, New York City, is a company that provides financial advice to individuals and small to mid-sized businesses. Its primary operations are in wealth management and financial advice. Each client has an account where basic personal information is stored on a server within the main office in New York City. The company also keeps the information about the amount of investment of each client on a separate server at its data center in Bethlehem, Pennsylvania. This information includes the total value of the portfolio, type of investments made, the income structure of each client, and associated tax liabilities.

In the last few years, larger commercial banks have started providing such services and are competing for the same set of customers. Avatar, which prides itself in personal consumer relations, is now trying to set up additional services to keep its current customers. It has recently upgraded its Web site, which formerly only allowed clients to update their personal information. Now clients can access information about their investments, income, and tax liabilities that is stored at the data center in Pennsylvania.

As a result of previous dealings, Avatar has been given free access to use the computer room of an older production plant. The company feels believes that this location is secure enough and would keep the data intact from physical intruders. The servers are housed in a room that the production plant used to house its legacy system. The room has detectors for smoke and associated sprinklers. It is enclosed, with no windows, and has specialized temperature- controlled air ducts.

Management has recently started looking at other alternatives to house the server as the plant is going to be shut down. Management has major concerns about the secrecy of the location and the associated measures. It wants to incorporate newer methods of physical data protection. The company's auditors have also expressed a concern that some of the measures at the current location are inadequate and that newer alternatives should be found.

*Required:*

1. Why are the auditors of Avatar stressing the need to have a better physical environment for the server? If Avatar has proper software controls in place, would that not be enough to secure the information?
2. Name the six essential control features that contribute directly to the security of the computer server environment.

*Response:*

1. When talking of the physical environment, the auditors are not just talking of the potential threat of physical intruders and sabotage, but also of environmental hazards such as fires, floods, wind, earthquakes, or power outages. Though these occurrences are relatively rare, they still should be accounted for, as they can seriously hamper operations. The company would not only just lose the investment in the serves and computer systems but also the data and ability to do business. As is evident software checks cannot prevent such losses.

2. a. Physical Location: The physical location of the computer center affects the risk of disaster directly. The computer center should be away from human-made and natural hazards, such as processing plants, gas and water mains, airports, high-crime areas, flood plains, and geological faults.

b. Construction: Ideally, a computer center should be located in a single-store building of solid concrete with controlled access. Utility and communication lines should be underground. The building windows should not be open. An air filtration system should be in place that is capable of excluding dust, pollen, and dust mites.

c. Access: Access should be limited to operators and other employees who work there. Programmers and analysts who need access to correct program errors should be required to sign in and out. The computer center should maintain accurate records of all such events to verify access control. The main entrance to the computer center should be

through a single door, though fire exists with alarms are important. Lose circuit camera with video recording is also highly advisable.

d. Air Conditioning: Mainframes and servers, as in the case with Avatar, have heavy processing volumes. These are designed to work at their optimal levels only within a narrow range of conditions, most importantly the temperature. Computers operate best in a temperature range of 70 to 75 degrees Fahrenheit and a relative humidity of 50 percent. Logic errors and static electricity risks can be mitigated by proper use of air conditioning.

e. Fire Suppression: The major features should include automatic and manual alarms (placed in strategic locations connected to fire stations), an automatic fire extinguishing system (not water sprinklers, rather carbon dioxide or halon extinguishers should be used), a manual fire extinguisher, and clearly marked and illuminated fire exits.

f. Fault Tolerance Controls: Commercially provided electrical power presents several problems that can disrupt the computer centers operations including total power failures, brownouts, and power fluctuation. The company should look into the use of surge protectors, generators, batteries, and voltage regulators in order to protect their computer system from the negative effects associated with these disruptions.

#### 4. Disaster Recovery Plans

The headquarters of Hill Crest Corporation, a private company with \$15.5 million in annual sales, is located in California. Hill Crest provides for its 150 clients an online legal software service that includes data storage and administrative activities for law offices. The company has grown rapidly since its inception 3 years ago, and its data processing department has expanded to accommodate this growth. Because Hill Crest's president and sales personnel spend a great deal of time out of the office soliciting new clients, the planning of the IT facilities has been left to the data processing professionals.

Hill Crest recently moved its headquarters into a remodeled warehouse on the outskirts of the city. While remodeling the warehouse, the architects retained much of the original structure, including the wooden-shingled exterior and exposed wooden beams throughout the interior. The minicomputer distributive processing hardware is situated in a large open area with high ceilings and skylights. The openness makes the data processing area accessible to the rest of the staff and encourages a team approach to problem solving. Before occupying the new facility, city inspectors declared the building safe; that is, it had adequate fire extinguishers, sufficient exits, and so on.

In an effort to provide further protection for its large database of client information, Hill Crest instituted a tape backup procedure that automatically backs up the database every Sunday evening, avoiding interruption in the daily operations and procedures. All tapes are then labeled and carefully stored on shelves reserved for this purpose in the data processing department. The departmental operator's manual has instructions on how to use these tapes to restore the database, should the need arise. A list of home phone numbers of the individuals in the data processing department is available in case of an emergency. Hill Crest has recently increased its liability insurance for data loss from \$50,000 to \$100,000.

This past Saturday, the Hill Crest headquarters building was completely ruined by fire, and the company must now inform its clients that all of their information has been destroyed.

##### *Required:*

- a. Describe the computer security weaknesses present at Hill Crest Corporation that made it possible for a disastrous data loss.
- b. List the components that should have been included in the disaster recovery plan at Hill Crest Corporation to ensure computer recovery within 72 hours.
- c. What factors, other than those included in the plan itself

##### *Response:*

- a. The computer security weaknesses present at Hill Crest Corporation that made it possible for a disastrous data lost to occur include:
  - Not housing the data-processing facility in a building constructed of fire-retardant materials, and instead using one with exposed wooden beams and a wooden-shingled exterior.
  - The absence of a sprinkler (halon) system and a fire-suppression system under a raised floor; fire doors.

- An on-line system with infrequent (weekly) tape backups. Backups, with checkpoints and restarts, should be performed at least daily. “Grandfather” and “Father” backup files should be retained at a secure off-site storage location.
- Data and programs should have been kept in a library separate from the data-processing room, with the library area constructed of fire-retardant materials.
- Lack of a written disaster recovery plan with arrangements in place to use an alternate off-site computer center in the event of a disaster or an extended service interruption. There was a phone list of DP personnel, but without assigned responsibilities as to actions to be taken when needed.
- Lack of complete systems documentation kept outside the data-processing area.

b. The components that should have been included in the disaster recovery plan at Hill Crest Corporation to ensure computer recovery within 72 hours include the following:

- A written disaster recovery plan should be developed with review and approval by senior management, data-processing management, end-user management, and internal audit.
- Backup data and programs should be stored at an off-site location that will quickly accessible in the event of an emergency.
- The disaster recovery team should be organized. Select the disaster recovery manager, identify the tasks, segregate into teams, develop an organizational chart for disaster procedures, match personnel to team skills and functions, and assign duties and responsibilities to each member.
- The duties and responsibilities of the recovery team include:
  - Obtaining use of a previously arranged alternate data-processing facility; activating the backup system and network, and
  - Retrieving backup data files and programs, restoring programs and data, processing critical applications, and reconstructing data entered into the system subsequent to latest saved backup/ restart point.

c. Factors, other than those included in the disaster recovery plan itself, that should be considered when formulating the plan include:

- Arranging business interruption insurance in addition to liability insurance.
- Ensuring that all systems’ and operations’ documentation is kept up to date and is easily accessible for use in case of a disaster.
- Performing a risk/ cost analysis to determine the level of expense that may be justified to obtain reasonable, as opposed to certain, assurance that recovery can be accomplished in 72 hours.



## 5. Separation of Duties

Arcadia Plastics follows the philosophy of transferring people from job to job within the organization. Management believes that job rotation deters employees from feeling that they are stagnating in their jobs and promotes a better understanding of the company. A computer services employee typically works for six months as a data librarian, one year as a systems developer, six months as a database administrator, and one year in systems maintenance. At that point, he or she is assigned to a permanent position.

*Required:*

Discuss the importance of separation of duties within the information systems department.

How can Arcadia Plastics have both job rotation and well-separated duties?

Response: Because the employee will have performed several highly incompatible tasks, this company needs to employ strong password access controls and constantly require its employees to change their passwords. This is especially necessary because these employees have either designed or viewed authorization access tables. Strong controls over program maintenance, such as program modification reports, are also a necessity. The key is that when an employee transfers from one job to another, she or he should have absolutely no access to any functions in previous positions.

## 6. DDP Risks

Write an essay discussing the primary risks associated with the distributed processing environment.

Response:

Potential risks associated with DDP include the inefficient use of resources, the destruction of audit trails, inadequate segregation of duties, an increased potential for programming errors and systems failures, and the lack of standards.

- a. Inefficient use of resources. There are several risks associated with inefficient use of organizational resources in the DDP environment.
  - First, there is the risk of mismanagement of organization-wide resources, particularly by end users. Some argue that when organization-wide resources exceed a threshold amount, perhaps 5 percent of the total operations budget, they should be controlled and monitored centrally.
  - Second, there is the risk of hardware and software incompatibility, again primarily by end users. Distributing the responsibility for hardware and software purchases to end-users may result in uncoordinated and poorly conceived decisions. For example, decision makers in different organizational units working independently may settle on dissimilar and incompatible operating systems, technology platforms, database programs and office suites.
  - Third, there is the risk of redundant tasks associated with end-user activities and responsibilities. Autonomous systems development throughout the firm can result in each user area reinventing the wheel. For example, application programs created by one user, which could be used with little or no change by others, will be designed from scratch rather than shared.

- b. Destruction of audit trail. The use of DDP can adversely affect the audit trail. Because audit trails in modern systems tend to be electronic, it is not unusual for the electronic audit trail to exist in part, or in whole, on end-user computers. Should the end user inadvertently delete the audit trail, it could be lost and unrecoverable. Or if an end user inadvertently inserted uncontrolled errors into the audit log, the audit trail could effectively be destroyed. Numerous other risks are associated, including care of the hardware itself.
- c. Inadequate segregation of duties. The distribution of IT services to users may result in the creation of many small units that do not permit the necessary separation of incompatible functions. For example, within a single unit, the same person may write application programs, perform program maintenance, enter transaction data into the computer, and operate the computer equipment. This condition would be a fundamental violation of internal control.
- d. Hiring qualified professionals. End-user managers may lack the knowledge to evaluate the technical credentials and relevant experience of candidates applying for positions as computer professionals. Also, if the organizational unit into which a new employee is entering is small, the opportunity for personal growth, continuing education, and promotion may be limited. For these reasons, managers may experience difficulty attracting highly qualified personnel. The risk of programming errors and system failures increases directly with the level of employee incompetence.
- e. Lack of standards. Because of the distribution of responsibility in the DDP environment, standards for developing and documenting systems, choosing programming languages, acquiring hardware and software, and evaluating performance may be unevenly applied or nonexistent.

## **7. Disaster Recovery Service Providers**

Visit SunGard's Web site, <http://www.sungard.com>, and research its recovery services offered for the following classes: high availability, system recovery, and end-user recovery. Write a report of your findings.

Response:

The goal of high availability is to ensure the ongoing availability of information, to eliminate exposure to lost information, to reduce overall business risk, and to help ensure that the revenue stream will stay intact. Many companies rely on redundant storage to ensure the availability of information under uncertainty. If data is damaged or erased, the company can use the backup information to recover lost records and continue normal processing. The problem that exists is that many firms' process and store files at the same location. This exposes backup files to the same risks as the information system. To remedy this problem SunGard offers a data mirroring system where data from a clients information system is sent directly to a SunGard location for backup and storage. Within minutes after a disaster occurs, clients can access up-to-date information that was lost or damaged.

System recovery focuses on recovering mainframe and/or distributed systems quickly and efficiently. To do this, SunGard provides specialized teams of up to 2,000 technicians working around the clock to get clients' systems running properly. These teams use a process called Silhouette OS to understand and repair individual systems. Silhouette OS

automatically monitors each client's operating system environment, and regularly transmits a system profile to a repository at SunGard. The profile is created using the following information: operating system data, hardware configuration, storage devices, performance tuning parameters, networks, system boot files, and configuration files. The server can then be rebuilt any time in a reliable, repeatable manner at a SunGard site. This reduces recovery time and financial losses from downtime.

End-user recovery is dedicated to maintain employee productivity until systems are repaired and functional. One technique used is to provide a disaster recovery center. These centers provide fully furnished workstations, high-speed Internet access, all necessary hardware and software, and communication devices for the clients' use. Each center is secure and maintains a backup power supply. Similar to the disaster recovery center is the mobile recovery. SunGard maintains a fleet of over 40 mobile recovery centers that provide the same benefits as the traditional recovery center, but can be brought directly to the client. The mobile centers provide workstations for up to 50 employees, and are guaranteed to be at the client's site within 48 hours of the disaster. Together, the disaster recovery center and the mobile center will reduce employee downtime during a disaster and minimize losses.

### **8. End-User Computing (CMA 1287 5-3)**

The internal audit department of Hastone Manufacturing Company recently concluded a routine examination of the company's computer facilities. The auditor's report identified as a weakness the fact that there had been no coordination by the data processing service department in the purchase of microcomputer systems for the individual departments of Hastone. Among the twelve microcomputers in the organization, there are three different hardware manufacturers. In addition, there are four to five different software vendors for spreadsheets, word processing, and database applications, along with some networking applications for clusters of microcomputers.

Microcomputers were acquired in the operating departments to allow employees in each department to conduct special analyses. Many of the departments also wanted the capability to download data from the mainframe. Therefore, each operating department had requested guidance and assistance from the data processing services department. Data processing, however, responded that it was understaffed and must devote full effort to its main priority, the mainframe computer system.

In response to the internal audit report, the director of data processing services, Stan Marten, has issued the following memorandum.

**TO:** All Employees  
**FROM:** Stan Marten, Director  
**REFERENCE:** Microcomputer Standardization

Policies must be instituted immediately to standardize the acquisition of microcomputers and applications software. The first step is to specify the spreadsheet software that should be used by all personnel. From now on, everyone will use Micromate. All microcomputer hardware should be MS-DOS compatible. During the next month, we will also select the standard software for word processing and database applications. You will use only the user packages that are prescribed by the data processing services department. In the future, any new purchases of microcomputers, hardware, or software must be approved by the director of data processing services.

Several managers of other operating departments have complained about Marten's memorandum. Apparently, before issuing this memorandum, Marten had not consulted with any of the microcomputer users regarding their current and future software needs.

*Required:*

- a. When acquiring microcomputers for various departments in an organization, describe the factors related to:
  - i. computer hardware that needs to be considered during the initial design and set-up phase of the microcomputer environment.
  - ii. operating procedures and system controls that need to be considered.
- b. Discuss the benefits of having standardized hardware and software for microcomputers in an organization.
- c. Discuss the concerns that the memorandum is likely to create for the microcomputer users at Hastone Manufacturing.

*Response:*

- a.
  - i. Computer hardware factors that need to be considered during the initial design and set-up phase when acquiring microcomputers for various departments in an organization include understanding the primary applications for which the equipment will be used.
    - the operating system for each type of hardware and whether appropriate software is available for the desired applications.
    - file options such as hard disk drives, floppy diskettes, or magnetic tape.
    - communication considerations such as interface between microcomputers (LANs), mainframe compatibility for downloading and uploading information, and technical specifications of communication protocol.
  - ii. Computer operating procedures and system controls that need to be considered when acquiring microcomputers for various departments in an organization include
    - clear, well-written, tested documentation for hardware and software.

- adequate maintenance contracts, and software support.
  - user training and user-friendly hardware and software.
  - adequate security provisions for file protection, user passwords, priority levels for database accessibility, backup procedures for internal record integrity, and off-site storage for external data integrity.
- b. The benefits of having standardized hardware and software for microcomputers in an organization include
- cost savings from quantity discounts and use of multiple software licensing agreements.
  - technological growth capabilities such as network compatibility.
  - standardized and centralized system backup procedures for both hardware and software and provisions for facility sharing in the event of breakdowns.
  - improved standard operating procedures and software implementation through experience by a large user base with distributed knowledge.
- c. The memorandum is likely to create the following concerns for Hastone.
- Hastone has changed its procedures for acquiring microcomputers and related software, and the memorandum appears to reflect a lack of understanding of user needs and desires that may cause a lack of cooperation from the users.
  - The memorandum does not provide for a transition process for converting existing department applications to the prescribed ones.
  - The standardization of both computer hardware and software may complicate user requirements and plans for future data processing development. Current data files and applications may be incompatible with the new requirements.

## **9. End-User Computing (CMA Adapted 688 5-Y6)**

List the problems inherent in the use, by others, of spreadsheet models developed by users who are not trained in the procedural controls of system design and development.

Response:

- a. Because the microcomputer is considered a personal tool, there is a tendency to forgo the normal written procedures for spreadsheets, documentation that would be procedurally demanded in a mainframe computer environment. A single individual can complete a project or report from start to finish, which often leads to a lack of documented procedures for another individual to use.
- b. Due to the ease of use of spreadsheets in the microcomputer environment, auditing procedures and internal controls that would typically be normal operating procedures in a mainframe environment are often omitted or incompletely followed when reports are produced. Official reporting and documents should require the same degree of checking, cross-footing, recalculation, testing, and verification against the source as is required in manually prepared documents or by operational procedures in a mainframe environments. All spreadsheet cells should be verified in the initial design and testing

before use.

- c. The ease of spreadsheet use, prompted by self-instructional system manuals, may cause a lack of appropriate and uniform training, leading to non-standardized spreadsheets.
- d. The fact that a user can inadvertently overwrite critical actual or budget files is disastrous to the financial reporting process.
- e. The reports and spreadsheets are in a computerized report format; unaware users of reports tend to give an unwarranted measure of acceptance and trust to these reports.

### **10. Internal Control and Distributed System**

Until a year ago, Dagwood Printing Company had always operated in a centralized computer environment. Now, 75 percent of the office employees have a PC. Users have been able to choose their own software packages, and no documentation of end user–developed applications has been required. Next month, each PC will be linked into a local area network and to the company’s mainframe.

Required:

- a. Outline a plan of action for Dagwood Printing Company to ensure that the proper controls over hardware, software, data, people, procedures, and documentation are in place.
- b. Discuss any exposures the company may face if the devised plan is not implemented.

Response:

- a. This company needs to make sure the following items are included in their LAN and PC design:
  - i. Data encryption techniques for the sending of sensitive data from one files to another over the LAN.
  - ii. Access controls for files on the LAN file server.
  - iii. Access controls for data on hard drives of the personal computers.
  - iv. Backup policy and procedures for data on the file server and the PCs.
  - v. Software support policy.
  - vi. Virus protection for the LAN and for the PCs.
  - vii. Output policy regarding which documents may be printed on the server printer.
- b. If the above controls are not implemented, the following exposures may surface:

- i. Sensitive files may be intercepted as they are traveling around the LAN cabling devices.
- ii. Unauthorized access to sensitive files on the file server and user PCs.
- iii. Data loss from poor backup
- iv. Incompatible file formats between workers.
- v. Data loss from viruses.
- vi. Passwords stolen from Trojan horse devices.
- vii. Sensitive printouts being printed on a common printer.

### **11. Internal Control Responsibility for Outsourced IT**

Explain why managers who outsource their IT function may or may not also outsource responsibility for IT controls. What options are open to auditors regarding expressing an opinion on the adequacy of internal controls?

Response:

Management may outsource their organizations' IT functions, but they cannot outsource their management responsibilities under SOX for ensuring adequate IT internal controls. The PCAOB specifically states in its Auditing Standard No. 2, "The use of a service organization does not reduce management's responsibility to maintain effective internal control over financial reporting. Rather, user management should evaluate controls at the service organization, as well as related controls at the user company, when making its assessment about internal control over financial reporting." Therefore, if an audit client firm outsources its IT function to a vendor that processes its transactions, hosts key data, or performs other significant services, the auditor will need to conduct an evaluation of the vendor organization's controls, or alternatively obtain a SAS No. 70 auditor's report from the vendor organization.

### **12. Competing Schools of Thought Regarding Outsourcing**

Explain the *core competency* argument for outsourcing and compare/ contrast it with *TCE theory*. Why does one theory tend to prevail over the other in making outsourcing decisions?

Response:

Core competency theory argues that an organization should focus exclusively on its core business competencies while allowing outsourcing vendors to efficiently manage the non-core areas such as the IT functions. This premise, however, ignores an important distinction between commodity and specific IT assets.

Commodity IT assets are not unique to a particular organization and are thus easily acquired in the marketplace. These include such things as network management, systems operations, server maintenance, and help-desk functions. Specific IT assets, in contrast, are unique to the organization and support its strategic objectives. Because of their idiosyncratic nature, specific assets have little value outside of their current use.

Such assets may be tangible (computer equipment), intellectual (computer programs), or human. Examples of specific assets include systems development, application maintenance, data warehousing, and highly skilled employees trained to use organization-specific software.

Transaction Cost Economics (TCE) theory is in conflict with the core competency school by suggesting that firms should retain certain specific non-core IT assets in house. Because of their esoteric nature specific assets cannot be easily replaced once they are given up in an outsourcing arrangement. Therefore, if the organization should decide to cancel its outsourcing contract with the vendor, it may not be able to return to its pre-outsource state. On the other hand, TCE theory supports the outsourcing of commodity assets, which are easily replaced or obtained from alternative vendors.

Naturally, a CEO's perception of what constitutes commodity IT assets plays an important role in IT outsourcing decisions. Often this comes down to a matter of definition and interpretation. For example, most CEOs would define their IT function as a non-core commodity, unless they are in the business of developing and selling IT applications. Consequently, a belief that all IT can, and should, be managed by large service organizations tends to prevail. Such misperception reflects, in part, both lack of executive education and dissemination of faulty information regarding the virtues and limitations of IT outsourcing.

### **13. Internal Control and End-User Computing (CMA 1290 4-3)**

The National Commercial Bank has 15 branches and maintains a mainframe computer system at its corporate headquarters. National has recently undergone an examination by the state banking examiners, and the examiners have some concerns about National's computer operations.

During the last few years, each branch has purchased a number of microcomputers to communicate with the mainframe in the emulation mode. Emulation occurs when a microcomputer attaches to a mainframe computer and, with the use of the appropriate software, can act as if it is one of the mainframe terminals. The branch also uses these microcomputers to download information from the mainframe and, in the local mode, manipulate customer data to make banking decisions at the branch level. Each microcomputer is initially supplied with a word processing application package to formulate correspondence to the customers, a spreadsheet package to perform credit and financial loan analyses beyond the basic credit analysis package on the mainframe, and a database management package to formulate customer market and sensitivity information. National's centralized data processing department is responsible only for mainframe operations; microcomputer security is the responsibility of each branch.

Because the bank examiners believe National is at risk, they have advised the bank to review the recommendations suggested in a letter issued by banking regulatory agencies in 1988. This letter emphasizes the risks associated with end-user operations and encourages banking management to establish sound control policies. More specifically, microcomputer end-user operations have outpaced the implementation of adequate controls and have taken processing control out of the centralized environment, introducing vulnerability in new areas of the bank.

The letter also emphasizes that the responsibility for corporate policies identifying management control practices for all areas of information processing activities resides



with the board of directors. The existence and adequacy of, and compliance with these policies and practices will be part of the regular banking examiners' review. The three required control groups for adequate information system security as they relate to National are (1) processing controls, (2) physical and environmental controls, and (3) spreadsheet program development controls.

Required:

For each of the three control groups listed

- a. identify three types of controls for microcomputer end-user operations where National Commercial Bank might be at risk, and
- b. recommend a specific control procedure that National should implement for each type of control you identified.

Response:

	Control Types	Recommended Procedures
Processing Controls	Uniform procedures and uniformity of use.	All systems should be installed and updated by the centralized data processing department, ensuring uniformity among the branches in the use of spreadsheets.
	Audit trail of access and changes to the mainframe database.	There should be a log of usage and access to the mainframe database, any downloads of information, and any changes.
	Programmed access controls.	Authorized passwords should be programmed for operator access to the mainframe database. PCs authorized for access to the mainframe database should be programmed by specific ID to restrict physical device access to the mainframe database.
Physical and Environmental Controls	Physical facility protection and access security.	The facility should be secured against theft, damage, or unauthorized use. Protect the confidentiality of customer base by restricting telecommunication access.
	Data security.	Formal, regular backup procedures with provisions

		for rotation of off-site storage should be performed. Ensure that the data processing staff controls the installation of software to protect against unauthorized software and computer viruses.
	Computer hardware destruction/ failure controls.	Hardware preventative controls including regular maintenance, surge protectors, locked access to the microcomputer, inventory record of the serial number, and proper facility specifications (fireproof facility, halon fire extinguishers, and fire drills) should be established.
Spreadsheet Program-Development Controls	Training of software developers.	Spreadsheet developers should be properly trained and controlled in the standardized software. Spreadsheets to be used by multiple users should have adequate limited access by locking cells that have formulas or use of a menu screen for input only.
	Software program checks.	The spreadsheet logic should contain appropriate checks and balances to ensure data integrity.
	Proper software logic documentation.	There should be proper logic change authorizations to any programs. Develop documentation for every spreadsheet (inclusive of flowcharts and the macros within the spreadsheet) that is used by multiple users for multiple purposes. Copies of the documentation should be readily accessible, at the central

		office, and off-site.
--	--	-----------------------

**ACL 9**  
*Tutorial 1 Solution*

**COMMANDS:**

ANALYZE -> **TOTAL**  
ANALYZE -> **PROFILE**  
ANALYZE -> **STATISTICS**  
SAMPLING -> **SAMPLE**  
ANALYZE -> **SEQUENCE**  
DATA -> **SORT**  
ANALYZE -> **DUPLICATES**  
ANALYZE -> **GAPS**

**AP TRANS**

1. Using the **TOTAL** command, develop a hash control total and an amount control total for AP-TRANS.

What recommendation would you make to develop a field for hash control total?

Ans:

**TOTAL command:** Invoice Amount plus one of the other number fields.

The total of Invoice\_Amount is: \$278,641.33

The total of Quantity is: 37,107

The total of Unit\_Cost is: 1,522.29

Yes. Change Invoice Number to a number field (vs. string) if possible.

2. Run **PROFILE** on the file, Invoice Amount.

Can you determine if there are any negative transactions? Explain.

Ans:

There are none because total = absolute total (\$278,641.33)

3. Run **STATISTICS** on each of the four available fields with the Std Dev box checked.

Describe your audit direction to specific invoices based on the results of STATISTICS.

Ans:

The statistics on Invoice\_Amount reveal the following data of interest to the auditor:

**As of:** 06/25/2010 12:23:54

**Command:** STATISTICS ON Invoice\_Amount STD TO SCREEN NUMBER 5

**Table:** Ap\_Trans.

<b>Invoice Amount</b>	<b>Number</b>	<b>Total</b>	<b>Average</b>
<b>Range</b>	-	56,752.32	-
<b>Positive</b>	102	278,641.33	2,731.78
<b>Negative</b>	0	0.00	0.00
<b>Zeros</b>	0	-	-
<b>Totals</b>	102	278,641.33	2,731.78
<b>Abs Value</b>	-	278,641.33	-
<b>Std. Dev.</b>	-	6,609.23	-

<b>Highest</b>	<b>Lowest</b>
56,767.20	14.88
20,386.19	21.12
18,883.34	31.68
16,642.56	46.08
15,444.80	49.68

There are no zeros or negative invoices, quantity, or cost. This minimizes the need to look for that kind of error.

Using a 95% confidence interval, 1.96 standard deviations from the mean (in both directions) is about \$13k from mean: \$16k-\$14.88. That means one transaction is an outlier - \$56,767.20. This item needs to be audited thoroughly.

Other than that, a reasonable statistical (random selection) approach to the other 101 transactions is required. This result gives an auditor the necessary input to calculate the number of samples to take.

4. Run **SAMPLE** (Sampling -> Sample) for the AP\_TRANS file, using the data from step 3. Sample Invoice Amount, Interval of \$6,609, Begin \$14.88 (minimum invoice) and Cutoff \$56,767.20. Save results as AP\_Trans\_Sample.

Ans:

35 records of 102 selected for the sample and placed in the output file. Log provides some data about sample.

**AR**

5. Run **SEQUENCE** on AR, using Invoice Number (Ref\_No). Make sure to use only Invoice Type Transactions (“IN”); use Expression Builder to filter out other transaction types.

What do you notice about the invoice numbers?

Ans:

**As of:** 06/27/2010 10:51:15

**Command:** DUPLICATES ON Ref TO SCREEN

**Table:** Ar

**Filter:** Type = "IN" (588 records matched)

---

10 sequence errors detected

0 gaps and/or duplicates detected

**Sequence:**

Record Number	Ref No
22	213184
26	213248
32	213277
35	213264
40	213327
41	213326
42	213325
43	213318
44	213317
48	213354

6. Re-run **SEQUENCE** on the same file but this time check “Duplicates” and “Gaps” (filter Invoice type transactions only).

What information is provided the auditor about testing invoices?

Ans:

- a. There are 162 gaps and 0 duplicates in the list in the LOG. 162 total problem invoice numbers.
  - b. The LOG / SEQUENCE provides auditors with key information about missing invoice numbers, something that must be investigated.
7. **SORT** AR by Invoice Amount in descending order. Use **Sort On** to specify descending order. Specify TYPE "IN". Use **Output File** name AR\_SortAmount.

What sort of anomalies is the auditor looking for?

Ans:

The auditor is looking for redundant amounts, large amounts, or other abnormal amounts.