

Revenue and Finance - Accounts Payable, Audit 00 - 13
Risk Analysis Work Sheet
November 3, 1999

<u>Risk</u>	<u>Control</u>	<u>Control In Place</u>	<u>Assessment</u>
Payment made to incorrect vendor.	Department authorizes payment by matching vendor invoice and receiving report to ADPICS. A/P matches invoice, P.O and receiving report to ADPICS.	Yes	Low
Invoices not paid in a timely manner.	Review performed each month by Accountant III in A/P of Open Voucher by Department in ADPICS.	Yes; however, review is manually performed. No system edit report available to specifically identify untimely processing.	Medium
Incorrect amount paid to vendor.	ADPICS requires matching of P.O. price and invoice. Tolerance level is \$0. Any difference requires department and/or Purchasing approval. Also see first risk assessment control.	Yes	Low
Duplicate payment made to vendor.	Supporting documents are cancelled with perforator by A/P.	Yes	Low
Unauthorized access to system, including vendor files, not adequately controlled.	Access to system is password controlled to authorized employees only. Segregation of duties is established for vendor files. Only Purchasing can update.	Yes	Low