

General Ledger Controls

ABC-Pareto Analysis of General Ledger Voucher Values

Profiling of Voucher Values into High, Medium and Low value bands to study maximum value assurance with minimum record checks.

Required Fields: Voucher Amount

Non-Standard Narrations like Narrations Containing Only Numbers or Only Special Characters

Identifying vouchers of different kinds like provision, expense etc., with an all numeric or all special character Reference i.e. Narration Field

Required Fields: Reference Description, GL Account Description

High-Value Round-Sum Vouchers

Identification of high-value and round-sum vouchers

Required Fields: Voucher Amount

Splitting Of Vouchers

Multiple vouchers raised on the same date for the same General ledger Account to the same vendor where the value of the cumulative vouchers per date is more than the approval limit of the creator

Required Fields: Voucher Number, Payee Number, Voucher Date, GL Account Number

Vouchers Posted On Weekends

Red-Flag testing of vouchers raised on weekends

Required Fields: Voucher Date

AuditWare

Vouchers with Blank Reference or Narrations

Identifying vouchers of different kinds like provision, expense etc., with a blank Reference i.e. Narration Field

Required Fields: Reference Description, GL Account Description

Relative Size Factor (RSF) Test, GL Description-Wise With Highest To Next Highest Voucher Value Ratio Analysis

Gaining insights into the ratio of the highest to the next highest voucher value per GL Description in the review period

Required Fields: Voucher Number, GL Account Number

Missing Vouchers

Break in sequential numbering of Vouchers

Required Fields: Voucher Number

GL Descriptions with Single Voucher in Entire Review Period

Identifying GL Descriptions where the count of voucher/s for the review period is 1

Required Fields: Voucher Number, GL Account Number, GL Account description

Vendors with Single Voucher in Entire Review Period

Identifying vendors where the count of voucher/s for the review period is 1

Required Fields: Voucher Number, Payee Number, Payee Name

Vouchers Raised On Public Holidays

Red-flag indicators for vouchers raised on public holidays

Required Fields: Voucher Date

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Top Value Vouchers per GL Description and Vendor

Gaining insights into top voucher values for each combination of GL Description and Vendor

Required Fields: GL Account Description, Payee Name, Voucher Amount

Backdating Of Vouchers

Vouchers being changed or edited with back dated effect

Required Fields: GL Account Description, GL Account Number

Vouchers to the Same GL Description Booked Under Different GL Codes

Same GL Description having multiple GL Codes

Required Fields: GL Account Description, GL Account Number

Reversals to Expenditure Heads of Account

Insightful tracking of positive expenditure Voucher Values (REVERSALS) of General Ledger Descriptions for better identification of General Ledger Expense Accounts for substantive testing – tests of transactions and balances

Required Fields: GL Account Description, Voucher Amount

Duplicate Vendor Invoice Bill Book

Vouchers booked to the same GL Description for the same Vendor having the same Reference (Vendor Invoice Number) for the same amount

Required Fields: GL Account Number, Payee Number, Voucher Amount, Reference Description

Anti-Bribery and Corruption – Suspicious Key-Word Checks On GL Description

Identify the G/L Description containing suspicious key words

Required Fields: GL Account Description

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Anti-Bribery and Corruption – Suspicious Key-Word Checks on Reference – Narration

Identify the Reference containing suspicious key words

Required Fields: Reference/Voucher Description

Locate Vouchers That Do Not Balance

Identify vouchers where the sum of debits does not match with the sum of credits per Document Number – Voucher Number

Required Fields: Voucher Number, Voucher Amount

Statutory Compliance Checks – Direct Expenses without Withholding Tax Deductions

Identify vouchers containing Direct Expense Debit Charge-Heads like 'Rent', 'Contract', 'Professional', 'Salary' and 'Brokerage' without corresponding Credit Withholding Tax-Heads containing Tax Deducted at Source (TDS)

Required Fields: GL Account Description, Voucher Amount

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