

Accounts Payable Audit Recommendation Follow-Up

Folder: **A - Administration**

Sub-Folder: ***A.1 - Qualifications & Independence***

Workpaper: A.1.1 - Independence statement for Rose Sutton

State: Reviewed

	Create	Edit	Prepare	Review
User			RS	PAA
Date	2013-11-21		2013-11-21	2013-11-25

Workpaper: A.1.2 - Assignment form for PA, PL, RS and MP

State: Reviewed

	Create	Edit	Prepare	Review
User			RS	PAA
Date	2013-11-21		2013-11-21	2013-11-25

Workpaper: A.1.3 - Independence statement for Marti Paschal

State: Reviewed

	Create	Edit	Prepare	Review
User			RS	PAA
Date	2013-11-21		2013-11-21	2013-11-25

Workpaper: A.1.4 - Independence statement for Paige Alderete

State: Reviewed

	Create	Edit	Prepare	Review
User			RS	PAA
Date	2013-11-21		2013-11-21	2013-11-25

Workpaper: A.1.5 - Independence statement for Philip Lim

State: Reviewed

	Create	Edit	Prepare	Review
User			RS	PAA
Date	2013-11-21		2013-11-21	2013-11-25

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Workpaper: A.1.6 - Nonaudit assignment form

State: Reviewed

	Create	Edit	Prepare	Review
User		RS	RS	PAA
Date	2013-12-03	2013-12-03	2013-12-03	2013-12-18

Workpaper: A.1.7 - Independence statement for Nori Hirasuna

State: Reviewed

	Create	Edit	Prepare	Review
User			RS	NH
Date	2014-02-04		2014-02-04	2014-03-12

Sub-Folder: A.2 - Reporting

Workpaper: A.2.1 - Draft report3

State: Reviewed

	Create	Edit	Prepare	Review
User		PL	RS	PAA
Date	2013-10-23	2013-10-24	2013-11-21	2013-11-25

Workpaper: A.2.2 - IRR performed by Marti and PA draft edits 102513

State: Reviewed

	Create	Edit	Prepare	Review
User		MP	RS	PAA
Date	2013-10-28	2013-11-19	2013-11-21	2013-12-18

Workpaper: A.2.3 - Draft Report w PA edits 103113

State: Reviewed

	Create	Edit	Prepare	Review
User		PL	RS	PAA
Date	2013-11-05	2013-11-06	2013-11-21	2013-11-25

Workpaper: A.2.4 - Draft report with PA and CR edits - November, 2013

State: Reviewed

	Create	Edit	Prepare	Review
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Accounts Payable Audit Recommendation Follow-Up

User			RS	PAA
Date	2013-11-21		2013-11-21	2013-11-25

Workpaper: A.2.5 - Draft Report w PA edits 103113 (1)

State: Reviewed

	Create	Edit	Prepare	Review
User			RS	PAA
Date	2013-12-11		2013-12-11	2013-12-18

Workpaper: A.2.6 - Draft report w/ PA edits 102513 (1)

State: Reviewed

	Create	Edit	Prepare	Review
User		RS	RS	PAA
Date	2013-12-11	2013-12-11	2013-12-11	2013-12-18

Workpaper: A.2.7 - Draft Report w PA 10312013 (2)

State: Reviewed

	Create	Edit	Prepare	Review
User			RS	PAA
Date	2013-12-11		2013-12-11	2013-12-18

Workpaper: A.2.8 - Draft Report w PA 10252013 (2)

State: Reviewed

	Create	Edit	Prepare	Review
User		RS	RS	PAA
Date	2013-12-11	2013-12-11	2013-12-11	2013-12-18

Workpaper: A.2.9 - DO NO USE - CORRUPT FILE Draft Report w PA & CR edits 112613

State: Reviewed

	Create	Edit	Prepare	Review
User			RS	PAA
Date	2013-12-11		2013-12-18	2013-12-18

Workpaper: A.2.10 - Draft Report w PA edits 112713

State: Reviewed

	Create	Edit	Prepare	Review
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Accounts Payable Audit Recommendation Follow-Up

User			RS	PAA
Date	2013-12-11		2013-12-11	2013-12-18

Workpaper: A.2.11 - Draft Report w PA edits 112713 w track changes

State: Reviewed

	Create	Edit	Prepare	Review
User		RS	RS	PAA
Date	2013-12-11	2013-12-11	2013-12-11	2013-12-18

Workpaper: A.2.12 - Draft report with PA edits 12022013 (1)

State: Reviewed

	Create	Edit	Prepare	Review
User			RS	PAA
Date	2013-12-11		2013-12-11	2013-12-18

Workpaper: A.2.13 - Draft report with PA edits 12022013 (2)

State: Reviewed

	Create	Edit	Prepare	Review
User			RS	PAA
Date	2013-12-11		2013-12-11	2013-12-18

Workpaper: A.2.14 - Draft report with CR edits 12022013

State: Reviewed

	Create	Edit	Prepare	Review
User			RS	PAA
Date	2013-12-11		2013-12-11	2013-12-18

Workpaper: A.2.15 - Transmittal Letter Draft 120213

State: Reviewed

	Create	Edit	Prepare	Review
User			RS	PAA
Date	2013-12-11		2013-12-11	2013-12-18

Workpaper: A.2.16 - Transmittal 120213

State: Reviewed

	Create	Edit	Prepare	Review
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User			RS	PAA
Date	2013-12-11		2013-12-11	2013-12-18

Workpaper: A.2.17 - FINAL DRAFT report 120222013

State: Reviewed

	Create	Edit	Prepare	Review
User			RS	PAA
Date	2013-12-11		2013-12-11	2013-12-18

Workpaper: A.2.18 - Delivery confirmation to Council Members, City Administrator and Assistant City Administrator and Mayor Quan

State: Reviewed

	Create	Edit	Prepare	Review
User			RS	NH
Date	2014-01-28		2014-01-28	2014-03-12

Sub-Folder: A.3 - Wrap-Up

Workpaper: A.3.1 - Do not use, replaced by w/p ref. C.1.5 - copy of check for AP audit

State: Reviewed

	Create	Edit	Prepare	Review
User		PL	RS	PAA
Date	2013-09-17	2013-10-01	2013-12-11	2013-12-18

Workpaper: A.3.2 - RS's Account Payable Post Audit Lessons Learned 5-13-14

State: Reviewed

	Create	Edit	Prepare	Review
User		RS	RS	PAA
Date	2014-06-13	2014-06-13	2014-06-13	2014-09-15

Folder: B - Survey

Sub-Folder: B.1 - Survey

Workpaper: B.1.1 - Draft of Accounts Payable Follow Up Letter - 070813

Accounts Payable Audit Recommendation Follow-Up

State: Reviewed

	Create	Edit	Prepare	Review
User		PL	PL	NH
Date	2013-09-13	2013-10-01	2013-10-07	2013-11-20

Workpaper: B.1.2 - Draft of Accounts Payable Follow Up Letter - FINAL

State: Reviewed

	Create	Edit	Prepare	Review
User		PL	PL	NH
Date	2013-09-13	2013-10-01	2013-10-07	2013-11-20

Workpaper: B.1.3 - Draft of AP Follow Up Initial Letter - 7.8.13

State: Reviewed

	Create	Edit	Prepare	Review
User		PL	PL	NH
Date	2013-09-13	2013-10-09	2013-10-09	2013-11-20

Workpaper: B.1.4 - AP Follow Up Initial Letter 7.9.13

State: Reviewed

	Create	Edit	Prepare	Review
User		PL	PL	NH
Date	2013-09-13	2013-10-09	2013-10-09	2013-11-20

Workpaper: B.1.5 - Receipt of Documents to Follow Up Letter

State: Reviewed

	Create	Edit	Prepare	Review
User		PL	PL	NH
Date	2013-09-13	2013-10-09	2013-10-09	2013-11-20

Workpaper: B.1.6 - AP housed under Controller's Office

State: Reviewed

	Create	Edit	Prepare	Review
User		RS	RS	PAA
Date	2013-12-11	2013-12-11	2013-12-11	2013-12-18

Accounts Payable Audit Recommendation Follow-Up

Folder: C - Follow-Up on Audit Report Recommendations

Sub-Folder: C.1 - Recommendation Follow-Up Recs 1-7

Workpaper: C.1.1 - Administrative Instruction 1304

State: Reviewed

	Create	Edit	Prepare	Review
User		RS	PL	PAA
Date	2013-08-22	2013-12-10	2013-10-07	2013-12-18

Workpaper: C.1.2 - DO NOT USE - See C.1.30 - Accounts Payable Recommendation Follow Up

State: Reviewed

	Create	Edit	Prepare	Review
User		RS	RS	PAA
Date	2013-08-22	2013-12-11	2013-12-11	2013-12-18

Workpaper: C.1.3 - DO NOT USE - See C.1.30 - Accounts payable audit implementation analysis

State: Reviewed

	Create	Edit	Prepare	Review
User		RS	RS	PAA
Date	2013-09-19	2013-12-10	2013-12-11	2013-12-18

Workpaper: C.1.4 - Accounts Payable Processing Standards

State: Reviewed

	Create	Edit	Prepare	Review
User		RS	RS	PAA
Date	2013-09-20	2013-12-10	2013-12-11	2013-12-18

Workpaper: C.1.5 - copy of check for AP Audit

State: Reviewed

	Create	Edit	Prepare	Review
User		PL	PL	PAA
Date	2013-09-20	2013-12-09	2013-10-07	2013-12-18

Accounts Payable Audit Recommendation Follow-Up

Workpaper: C.1.6 - Final issued audit report for Accounts Payable Duplicative Payments and Other Reportable Matters

State: Reviewed

	Create	Edit	Prepare	Review
User		RS	PL	PAA
Date	2013-09-20	2013-12-10	2013-10-07	2013-12-18

Workpaper: C.1.7 - Screen print of emails which includes one sent from A. To on 1/4/2013

State: Reviewed

	Create	Edit	Prepare	Review
User		PL	PL	NH
Date	2013-09-24	2013-10-07	2013-10-07	2013-11-20

Workpaper: C.1.8 - Draft of AI 1304

State: Reviewed

	Create	Edit	Prepare	Review
User		PL	PL	NH
Date	2013-10-04	2013-10-07	2013-10-07	2013-11-20

Workpaper: C.1.9 - Do not use - this is Administrative Instruction 1304, which is also w/p ref.

C.1.1

State: Reviewed

	Create	Edit	Prepare	Review
User		PL	RS	PAA
Date	2013-10-04	2013-10-04	2013-12-11	2013-12-18

Workpaper: C.1.10 - Not used - Replaced w/ C.1.30

State: Reviewed

	Create	Edit	Prepare	Review
User		RS	RS	PAA
Date	2013-10-04	2013-12-10	2013-12-11	2013-12-18

Workpaper: C.1.11 - Not used - Replaced w/ C.1.30

State: Reviewed

	Create	Edit	Prepare	Review
User		RS	RS	PAA

Accounts Payable Audit Recommendation Follow-Up

Date	2013-10-04	2013-12-10	2013-12-10	2013-12-18
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Workpaper: C.1.12 - Not used - Replaced w/ C.1.30

State: Reviewed

	Create	Edit	Prepare	Review
User		RS	RS	PAA
Date	2013-10-04	2013-12-10	2013-12-10	2013-12-18

Workpaper: C.1.13 - Not used - Replaced w/ C.1.30

State: Reviewed

	Create	Edit	Prepare	Review
User		RS	RS	PAA
Date	2013-10-07	2013-12-10	2013-12-11	2013-12-18

Workpaper: C.1.14 - Not used - Replaced w/ C.1.30

State: Reviewed

	Create	Edit	Prepare	Review
User		RS	RS	PAA
Date	2013-10-07	2013-12-10	2013-12-10	2013-12-18

Workpaper: C.1.15 - Not used - Replaced w/ C.1.30

State: Reviewed

	Create	Edit	Prepare	Review
User		RS	RS	PAA
Date	2013-10-25	2013-12-10	2013-12-10	2013-12-18

Workpaper: C.1.16 - Municode

State: Reviewed

	Create	Edit	Prepare	Review
User		PAA	RS	PAA
Date	2013-10-30	2013-11-20	2013-12-11	2013-12-18

Workpaper: C.1.17 - RPP

State: Reviewed

	Create	Edit	Prepare	Review
User		PAA	RS	PAA

Accounts Payable Audit Recommendation Follow-Up

Date	2013-10-30	2013-11-20	2013-12-11	2013-12-18
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Workpaper: C.1.18 - PA TO DELETE - Comprehensive Audit Manual

State: Reviewed

	Create	Edit	Prepare	Review
User		PAA	RS	PAA
Date	2013-10-30	2013-11-20	2013-12-11	2013-12-18

Workpaper: C.1.19 - G_2_3

State: Reviewed

	Create	Edit	Prepare	Review
User		PL	RS	PAA
Date	2013-10-31	2013-12-06	2013-12-11	2013-12-18

Workpaper: C.1.20 - DO NOT USE - MISSING PAGES - See WP C.1.21 - PP in AI 1304

noting review of matching bills with services rendered

State: Reviewed

	Create	Edit	Prepare	Review
User		RS	RS	PAA
Date	2013-12-02	2013-12-02	2013-12-02	2013-12-18

Workpaper: C.1.21 - PP in AI 1304 noting review of matching bills with services rendered

State: Reviewed

	Create	Edit	Prepare	Review
User			RS	PAA
Date	2013-12-02		2013-12-02	2013-12-18

Workpaper: C.1.22 - Audit Commander Report

State: Reviewed

	Create	Edit	Prepare	Review
User			RS	PAA
Date	2013-12-09		2013-12-09	2013-12-18

Workpaper: C.1.23 - AP Staff Meeting Agenda - Nov 2013-final

State: Reviewed

	Create	Edit	Prepare	Review
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Accounts Payable Audit Recommendation Follow-Up

User		RS	RS	PAA
Date	2013-12-09	2013-12-09	2013-12-09	2013-12-18

Workpaper: C.1.24 - Audit Commander Results FY11-13 - from Pat Lee DO NOT USE

State: Reviewed

	Create	Edit	Prepare	Review
User			RS	PAA
Date	2013-12-09		2013-12-09	2013-12-18

Workpaper: C.1.25 - Khyla A Hopson - Sample test

State: Reviewed

	Create	Edit	Prepare	Review
User			RS	PAA
Date	2013-12-09		2013-12-09	2013-12-18

Workpaper: C.1.26 - Pinnacle Vendor Systems - Sample test

State: Reviewed

	Create	Edit	Prepare	Review
User		RS	RS	PAA
Date	2013-12-09	2013-12-09	2013-12-09	2013-12-18

Workpaper: C.1.27 - Audit Commander Results FY11-13 - from Pat Lee

State: Reviewed

	Create	Edit	Prepare	Review
User		RS	RS	PAA
Date	2013-12-09	2013-12-11	2013-12-11	2013-12-18

Workpaper: C.1.28 - Not used - Replaced w/ C.1.3

State: Reviewed

	Create	Edit	Prepare	Review
User			RS	PAA
Date	2013-12-10		2013-12-10	2013-12-18

Workpaper: C.1.29 - DO NOT USE - TEST - SEE WP C.1.30 Accounts payable audit implementation analysis

State: Reviewed

Accounts Payable Audit Recommendation Follow-Up

	Create	Edit	Prepare	Review
User		RS	RS	PAA
Date	2013-12-10	2013-12-10	2013-12-11	2013-12-18

Workpaper: C.1.30 - Accounts payable audit implementation analysis

State: Reviewed

	Create	Edit	Prepare	Review
User		RS	RS	PAA
Date	2013-12-10	2013-12-12	2013-12-12	2013-12-18