

Internal Control Self-Assessment FY17 and FY18 Survey Cross-walk

This cross-walk provides you a summary of all the changes that were made to FY17 Internal Control Self-Assessment surveys.

February Survey – Purchasing (Accounts Payable)/Fixed Assets/Inventory

FY17 Item No.	FY17 Verbiage	FY18 Item No.	FY18 Change
6	The agency maintains “agency-specific” P-Card policies and procedures in accordance with SAAM 4536-4.	6	As required by SAAM 4536-4, the agency maintains written “agency-specific” P-Card policies and procedures that address how the agency reviews and reconciles its P-Card transactions.
8	P-Card holders do not have both purchasing and payment authority	8	P-Cards are only used by the authorized cardholders (not shared).
(Added)		9	A person who is involved in reconciling P-Card transactions and/or making the monthly payment to US Bank is not a P-Card holder.
9	P-Card statements from US Bank are matched to receipts submitted by the cardholder and reviewed and certified by their supervisor (or other designee) as to the validity and appropriateness of all charges and/or payments made by the cardholders.	10	P-Card statements from US Bank are matched to receipts submitted by the cardholder and reviewed and certified by their supervisor (or other designee) as to the validity and appropriateness of all charges made by the cardholders
10	Purchase orders or contracts are required to be approved by appropriately designated officials before issuance. Changes are subject to the same approval process.	11	Purchase orders or contracts require approval before issuance. Changes are subject to the same approval process.
11	Before payment is made for the purchase of goods, the receipt of the goods has been verified by	13	Before payment is made for the purchase of goods, the receipt of the goods has been verified.

	someone other than the individual involved in the purchase order or approving the invoice for payment. Copies of receiving reports are provided to purchasing and accounting personnel. Any partial deliveries or returned purchases are matched with vendor credit advices.		Copies of receiving reports, including partial deliveries and returns, are provided to purchasing and accounting personnel.
12	<p>Invoice processing procedures provide for:</p> <ul style="list-style-type: none"> ○ Comparison of invoice quantities, prices, and terms with those indicated on the purchase order and/or contract. ○ Comparison of invoice quantities with those indicated on the receiving reports. ○ Preventing duplicate payments on invoices ○ Calculating extensions where the totals billed are not evidently correct. 	14	<p>Invoice processing procedures provide for:</p> <ul style="list-style-type: none"> ○ Comparison of invoice quantities, prices, and terms with those indicated on the purchase order and/or contract. ○ Comparison of invoice quantities with those indicated on the receiving reports. ○ Matching partial deliveries and/or returns to vendor credit advices. ○ Preventing duplicate payments on invoices ○ Calculating extensions where the totals billed are not evidently correct.
14 (moved)	The following duties are performed by different people: purchasing, receiving, and accounts payable functions.	12	The following duties are performed by different people: purchasing, receiving, and accounts payable functions.
16	If monthly vendor statements are received, balances reflected on the statements are compared to accounts payable records. Any differences in charges or credits are reconciled.		Removed
21	<p>The following duties are performed by different people:</p> <ul style="list-style-type: none"> ○ Receiving and issuing of inventory and other warehouse duties. 		Removed

	<ul style="list-style-type: none"> ○ Receiving and issuing of inventory and conducting periodic physical counts of inventory. ○ Receiving and issuing of inventory and approving expenditures, recording transactions in the general ledger, and reconciliation of subsidiary records to control accounts. 		
24	Physical inventory counts are:	23	Physical counts of inventory are: