

#### Continuous Audit A Case Study

Wednesday, August 24<sup>th</sup> 2011 9:00 am – 10:50 pm

Damien Berahzer, CISA

Damien Berahzer ISACA Atlanta – Geek Week 2011





CERTIFIED INFORMATION SYSTEMS AUDITOR



#### **ERNST & YOUNG**











#### Before we begin

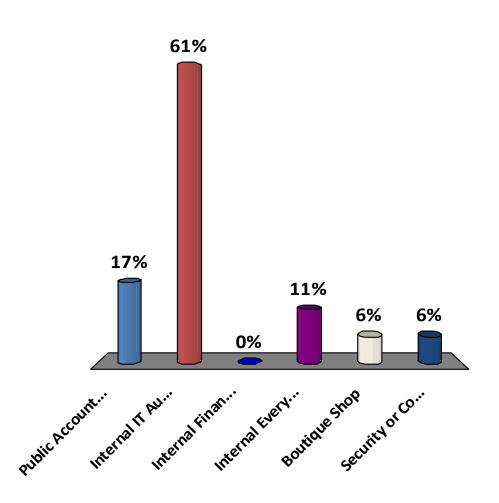
- Questions
- Time Checkers
- Response Cards





#### Who are you?

- 1. Public Accounting Firm
- 2. Internal IT Auditor
- 3. Internal Financial Auditor
- 4. Internal Everything Auditor
- 5. Boutique Shop
- 6. Security or Compliance





## **Session Objectives**

- Continuous Auditing concepts/discussion
- Tools used to develop an in-house solution for testing SOD
- Examine CA examples
- Automation criteria, challenges, benefits, sacrifices and skills sets needed
- What's Next



### CA, the beginning

File View Control Help	Fil	e V	iew (	Contro	I H	elp	
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UNIX Testing Automation

Damien Berahzer

Enter the Location of the etc/passwd file on your machine. The full or relative path with file extension must be entered (for example C:/temp/UNIX/etcpasswd.txt)

Location of etc/passwd file

RESULTS

The following User has UID = 0 :- root

The following User has UID = 0 :- scott

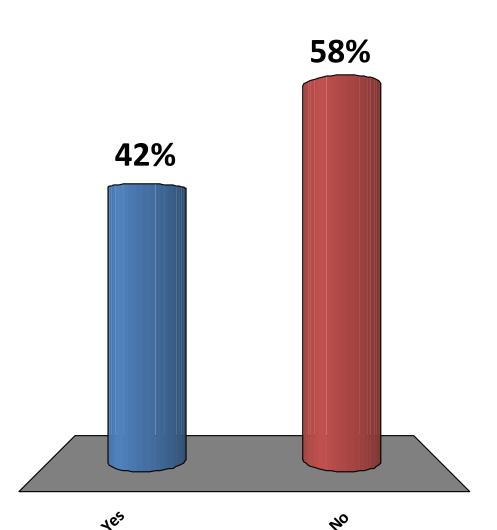
The following accounts have UID < 100 root, daemon, bin, sys, adm, uucp, lpd, lp, invscout, nuucp, scott, lawson This UID repeats 0

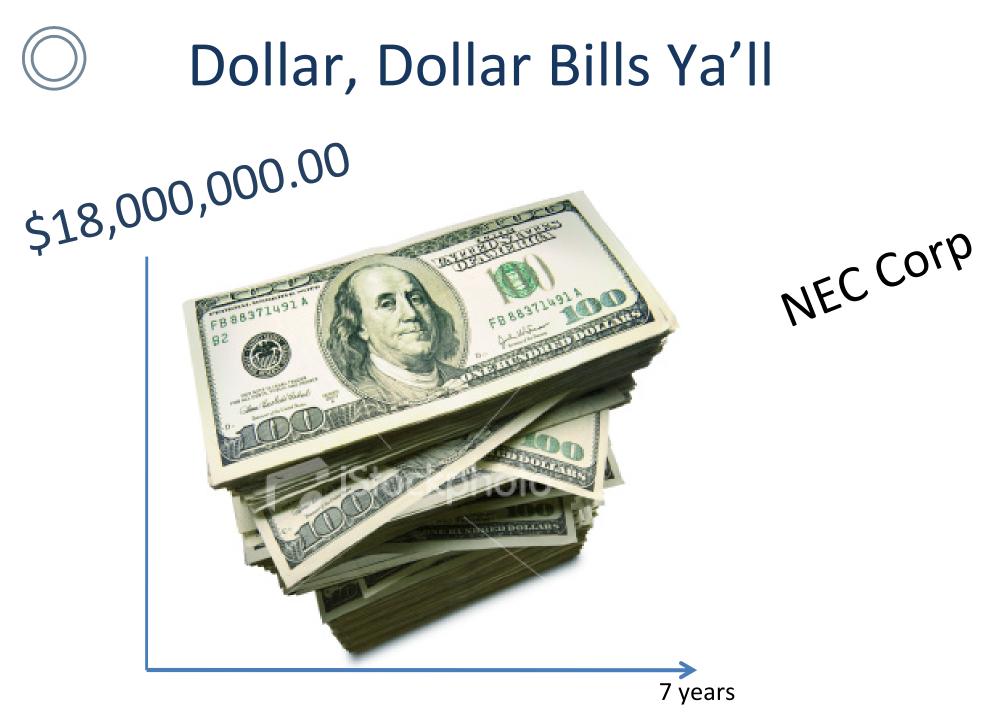
This UID repeats 213

This UID repeats 317

#### We are performing CA

1.Yes 2.No



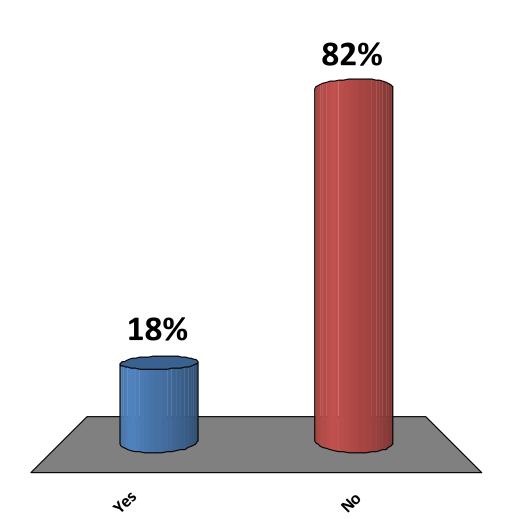


#### **Continuous Auditing**

- The IIA's Global Technology Audit Guide (GTAG) on continuous auditing defines it as "any method used by auditors to perform audit-related activities on a more continuous or continual basis."
- ISACA defines CA as an approach that allows IS auditors to monitor system reliability on a continuous basis and to gather selective audit evidence through the computer.

#### Is hiring 25 new employees to perform monthly reconciliations CA?

1.Yes 2.No







# **Continuous Auditing**

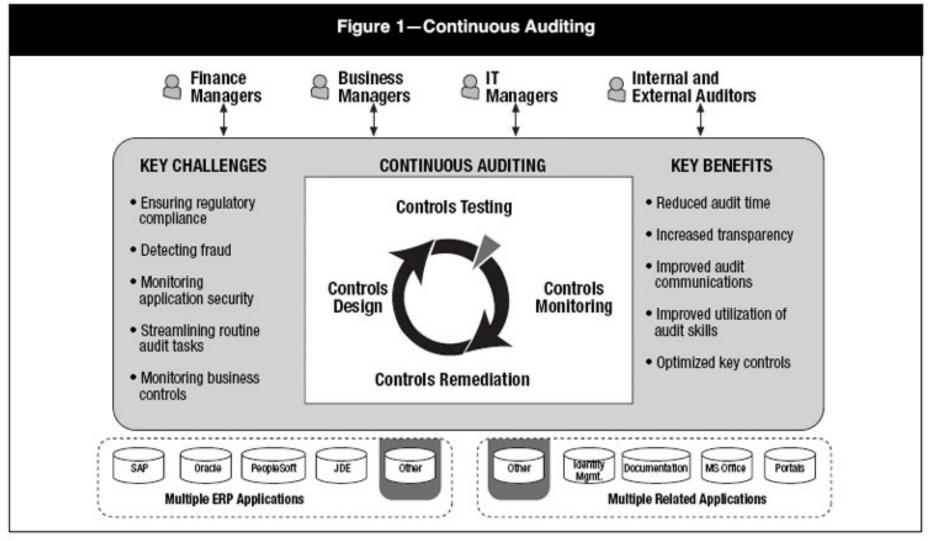
- Model, framework, method
- Increased frequency
- Technology driven / automation
- Overall audit integration
- Allows for less time \*



#### Adapted from the Global Technology Audit Guide

#### **Continuous Auditing continued**

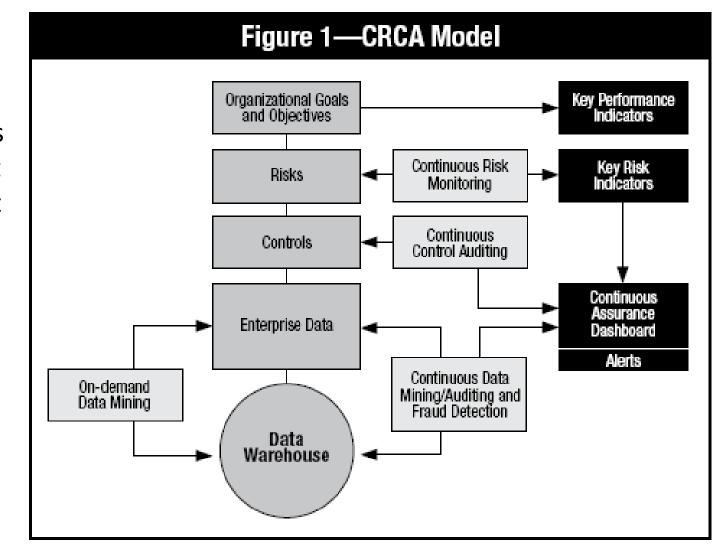
#### Continuous Auditing Comes of Age, Gerard Brennan, 2008

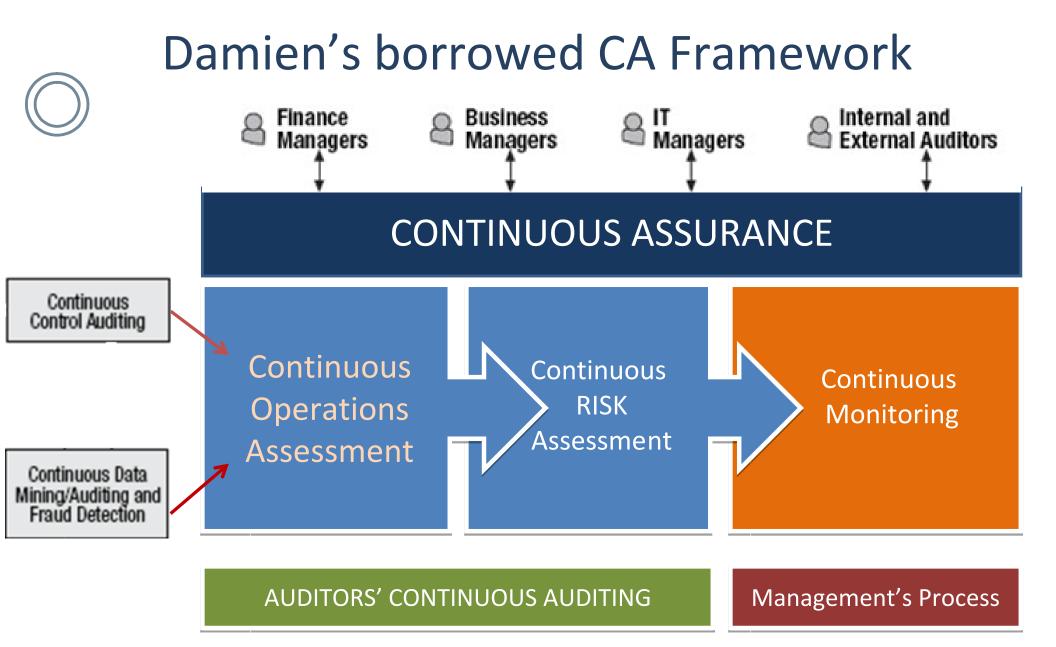


#### **Continuous Auditing continued**

Continuous Auditing Reexamined, Norman Marks, 2010

Continuous risk and control assurance (CRCA) is far more than an application of continuous auditing or monitoring; it is a top-down model that starts with enterprise goals and objectives, moves on to risks to the objectives and the controls required to manage the risks, and includes the mining of data that can provide indicators of risk and control health





#### Key Stakeholders

- Audit Committee
- City Council Finance Exec.
- Procurement
- IT Staff
  - Facilitate data access
  - Provide expertise that can be leveraged
  - Audit Instance
- Audit Staff
  - Develop CA Test
  - Motivated, Understands Querying, Knowledge of Programming

Team

- Finance Staff (listed as main advocate first year)
  - Disappointing Participation

Never:	lt	Can	ť	be
done				

Yes: What will it take to get it done



# Tools (selected)

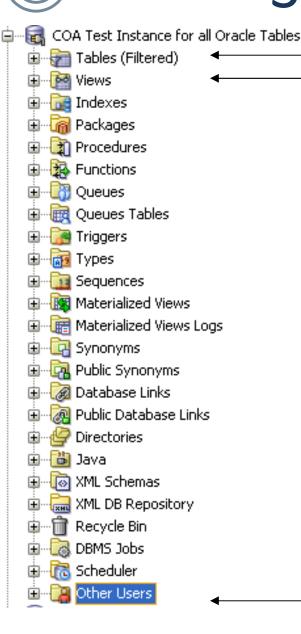
- SQL Developer (Develop, leverage)
  - PL/SQL
  - Data extraction via queries
  - Data manipulation via programming language
  - Free
- My Oracle Support (research)
- Oracle (develop, leverage)
- Discoverer Plus (leverage)



Oracle Database Account: Read Access to all schemas, Grant Session Access, Create Access in own schema

#### **TNS Name**

🚯 New / Select Da	tabase Connection	1		×			
Connection Name	Connection Details	Cognection Name	Continuous_Audit_Test_Envi				
		Username	your_user_name				
		Password	•••••				
		Save Password					
		Oracle Access					
		Connection Type	Basic 🔻 Role default 🕶				
		Hostname	system_host_name	1			
		Port	1522	i I			
		⊖ s <u>i</u> d	xe	Í			
		<ul> <li>Service name</li> </ul>	service_name				
		OS Authentica	ation 🗌 Kerberos Authentication 🗌 Proxy Connection				
Status : Success							
Help		Save	<u>Clear</u> <u>Iest</u> Connect Cancel				



These tables and views belong to the user logged into the SQL developer Application and have authenticated to the Oracle instance.

Tables and Views needed for CA exist under the APPS, APPLSYS and any other schema defined by your organization and are found under the Other Users

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Connections	Reports	responsibilities_with_particular_fund		onsibility_functio		est Instance for all Oracle Tab
<mark>ት</mark> 🔁 🔻		Columns Data Constraints Grants Stat	istics   Triggers   Dependenc	ies (Details (Par	rtitions  Indexes  5Q	L
	FND_UMS_FILES	📌 🏯   🛒 🝓 🛨 Actions				
			DATA_TYPE	2 NULLABLE	DATA_DEFAULT	COLUMN_ID 🖁 COMMENT
		USER_ID	NUMBER(15,0)	No	(null)	1 (null)
		USER_NAME	VARCHAR2(100 BYTE)	No	(null)	2 (null)
	LAST_UPDATE_DATE	LAST_UPDATE_DATE	DATE	No	(null)	3 (null)
	LAST_UPDATED_BY	LAST_UPDATED_BY	NUMBER(15,0)	No	(null)	4 (null)
	CREATION_DATE	CREATION_DATE	DATE	No	(null)	5 (null)
	CREATED_BY	CREATED BY	NUMBER(15,0)	No	(null)	6 (null)
		LAST_UPDATE_LOGIN	NUMBER(15,0)	Yes	(null)	7 (null)
	ENCRYPTED_FOUNDATION_PASSWOF     ENCRYPTED_USER_PASSWORD	ENCRYPTED_FOUNDATION_PASSWORD	VARCHAR2(100 BYTE)	No	(null)	8 (null)
	SESSION_NUMBER	ENCRYPTED_USER_PASSWORD	VARCHAR2(100 BYTE)		(null)	9 (null)
	START_DATE	SESSION NUMBER	NUMBER	No	(null)	10 (null)
		START_DATE	DATE	No	(null)	11 (null)
		END_DATE	DATE	Yes	(null)	12 (null)
	LAST_LOGON_DATE	DESCRIPTION	VARCHAR2(240 BYTE)	Yes	(null)	13 (null)
	PASSWORD_DATE	LAST_LOGON_DATE	DATE	Yes	(null)	14 (null)
	PASSWORD_LIFESPAN_ACCESSES	PASSWORD_DATE	DATE	Yes	(null)	15 (null)
	PASSWORD_LIFESPAN_DAYS	PASSWORD_ACCESSES_LEFT	NUMBER(15,0)	Yes	(null)	16 (null)
		PASSWORD_LIFESPAN_ACCESSES	NUMBER(15,0)	Yes	(null)	17 (null)
	EMAIL_ADDRESS	PASSWORD_LIFESPAN_DAYS	NUMBER(15,0)	Yes	(null)	18 (null)
	FAX	EMPLOYEE ID	NUMBER(15,0)	Yes	(null)	19 (null)
		EMAIL ADDRESS	VARCHAR2(240 BYTE)		(null)	20 (null)
	SUPPLIER_ID	FAX	VARCHAR2(80 BYTE)	Yes	(null)	21 (null)
	USER_GUID	CUSTOMER ID		Yes	(null)	22 (null)
	GCN_CODE_COMBINATION_ID	-	NUMBER(15,0)	Yes	(null)	22 (hull) 23 (null)
	PERSON_PARTY_ID	SUPPLIER_ID	NUMBER(15,0)			
		WEB_PASSWORD	VARCHAR2(240 BYTE)		(null)	24 (null)
	FND_USER_PREFERENCES	USER_GUID	RAW	Yes	(null)	25 (null)
Ē		GCN_CODE_COMBINATION_ID	NUMBER(15,0)	Yes 	(null)	26 (null)
	FND_VAL_ATTRIBUTE_TYPES_TL	PERSON_PARTY_ID Damien Berahzer ISACA A	NUMBER	Yes	(null)	27 (null)

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Columns  Data  Cons	traints  Grants  Statistic	s Triggers Dependenc	ies  Details  Partitions  In	dexes   SQL					
📌 🔐   📝 🖓 🛨 Actions									
TRIGGER_NAME	TRIGGER_TYPE	TRIGGER_OWNER	TRIGGERING_EVENT	STATUS					
FND_USER_AH	BEFORE STATEMENT	APPS	INSERT	ENABLED					
FND_USER_AI	AFTER EACH ROW	APPS	INSERT	ENABLED					
FND_USER_AT	BEFORE STATEMENT	APPS	UPDATE	ENABLED					
FND_USER_AU	AFTER EACH ROW	APPS	UPDATE	ENABLED					
FND_USER_AC	BEFORE STATEMENT	APPS	DELETE	ENABLED					
FND_USER_AD	AFTER EACH ROW	APPS	DELETE	ENABLED					

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SQL Worksheet History
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Worksheet Query Builder
,SOD_Test_Results SOD_Test
where fu.end_date is null
AND SOD_Test.user_name = fu.user_name
AND comp_menu.function_id = func_list.function_id
AND resp.MENU_ID = comp_menu.MENU_ID
AND resp.responsibility_id = frt.responsibility_id
AND func_tbl.function_id = func_list.function_id
<pre>and fu.user_id = fur.user_id</pre>
AND func_tbl.Function_Name = SOD_Test.second_function_name
and fur.end_date is null
<pre>and fur.responsibility_id = frt.responsibility_id</pre>
<pre>and fu.employee_id = papf.person_id</pre>
NM nanf nerson id = naf nerson id



# My Oracle Support

My Oracle Support—award winning next generation support platform—uses personalized and proactive support capabilities to help accelerate the business value of Oracle solutions, lower the cost of ownership, and enable faster problem resolution.

•Oracle eTRM (Oracle eBusiness Suite Electronic Technical Reference Manual – eTRM). According to Oralce:

 eTRM is a pl/sql utility that reads design information in an Oracle database and displays its output in html format.

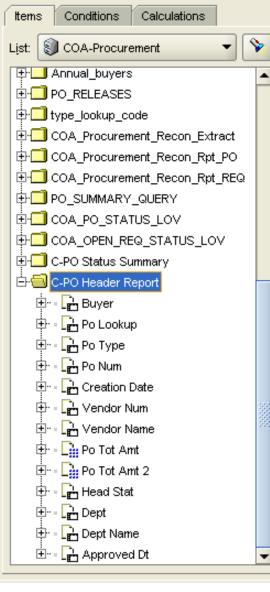
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#### **Discoverer Plus**

Oracle Discoverer Plus is a data access tool. You use it to view the information in your company's databases. The whole purpose of Discoverer is to help you--the business professional--view the data you want from a database, analyze it to support your business decisions, and create reports to keep track of things.

- Examine SQL statements for the reports created by IT for departments.
- This allowed quick identification of tables and views holding data for types of audit tests.
- Created queries based off of established reports.

#### **Discoverer** Plus



<u>T</u> oo	ls <u>H</u> elp
	<u>D</u> rill
	Collapse
	Manage Lin <u>k</u> s
	<u>S</u> ort
	Co <u>n</u> ditions
	<u>C</u> alculations
	Percentages
	Tota <u>l</u> s
	Para <u>m</u> eters
	Parameter <u>V</u> alues
	Re <u>f</u> resh Sheet
~	Auto <u>R</u> efresh
	R <u>e</u> trieve All Rows
	Show S <u>Q</u> L
	Manage <u>W</u> orkbooks
	Manage Sc <u>h</u> edules
	Options

# What to develop as a CA Test (65 options to choose from: ask for it if you like)

Area	CA Description	Risk	Feasibility	Stakeholder Concerns
Payments	Blank Payee Address	L	н	
Payments	Payee Address Matches Current Employee		L	
Journal Entry	JE per executive			
Journal Entry	Write off JE greater than a pre-defined value			
Journal Entry	Weekend/holiday entries			
Procurement	Transaction splitting to bypass limits	н	М	x
Procurement	Former employee SSN same as vendor Tax ID		М	
Procurement	debit balances	М	М	
Controls	Segregation of duties	н	М	x
Other	Inactive vendors	н	М	x
Payroll	Advance leave balances	М	М	x
Procuremnt	waivers of procurement rules	н	L	x
Cash	Cashier voids	н	L	



#### What we selected

- SOD
- Duplicate Payments
- Inactive Vendors
- Advanced Sick Leave
- PO Approval override
- Weekend Journal Entries (Executives Making Entries)
- ACH Multiple payment analysis (payments going to the same bank account for multiple people)



### Segregation of Duties

- 1. Control policy according to which no person should be given responsibility for more than one related function. For example, the person responsible for purchasing should not also be responsible for its payment.
- 2. Methods and procedures established as an internal check on activities through separation of (1) custody of assets from accounting personnel, (2) authorization of transactions from custody of associated assets, and (3) operational responsibilities from record-keeping responsibilities.

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			<b>LAKERS</b>		A STATE OF STATE	American Idol
		X				
Contraction of the second seco						
TAKERS				X		X
						X
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#### **SOD** Matrix

ORACLE SEGREGATION OF DUTIES MATRIX prepared by: Damien Berahzer reviewed by: Gerald Schaefer		Enter Journal Entries	Post Journal Entries	Create and Change Vendors	Create Vendor Invoices	Initiate Accrual Write Offs	Create and Change PO	Receive Goods or Services	Enter Inventory Count	Merge Vendors	Receive Goods	Enter Cash Receipts	Maintain Customer Credit Limits	Create Customer Records	Hire Employees	Enter Invoices
	role	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Enter Journal Entries	1		x									x				x
Post Journal Entries	2	х														x
Create and Change Vendors	3															
Create Vendor Invoices	4															
Initiate Accrual Write Offs	5															
Create and Change PO	6							x								x
Receive Goods or Services	7						х									
Enter Inventory Count	8															
Merge Vendors	9															
Receive Goods	10															
Enter Cash Receipts	11	x														
Maintain Customer Credit Limits	12															
Create Customer Records	13															
Hire Employees	14															
Enter Invoices	15	х	х													



# Track the risk associated with the SOD Conflict

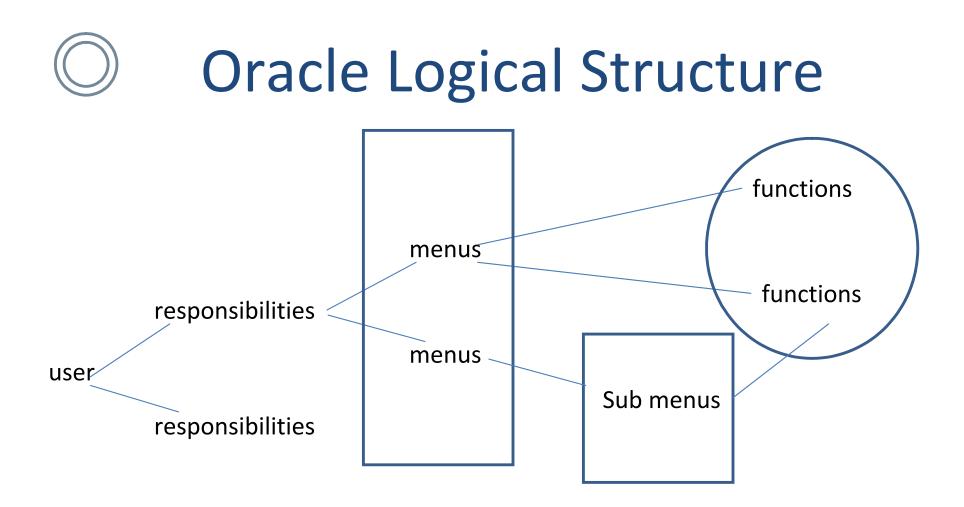
- Open and Close Periods versus Import Journals
  - This allows access to open and close journal periods and enter journals via the import journals feature. There is a risk that a previous period could be opened and fraudulent journal entries made. Opening and closing periods should be given to a limited number of users.

# $\bigcirc$

#### **SOD Version 2 Streamline**

Invest the time and utilize DIT expertise to develop one statement that produces a list of responsibilities with the associated functions. We'll have one query that can be stored in a Graphical application such as those listed above Write Query to Extract Responsibilities Table Data

	Write Query to Extract Functions TL Table Data
	Write Query to Extract Functions Table Data
	Import Responsibilities Table Data into MS Access
	Import Functions TL Table Data into MS Access
	Import Functions Table Data into MS Access
Obtain and Format Data	Use query to delete repeating dashes ** for
	Imported Responsibilities Table Data
	Use query to delete repeating dashes ** for
	Imported Functions TL Table Data
	Use query to delete repeating dashes ** for
	Imported Functions Table Data
	Use Update Query to remove spaces from Application ID in
	the Responsibilities Table Data
	Create intermediate consolidated between Functions and
	Functions TL table data functions to be tied to responsibilities.
	Create intermediate Table needed by Script that has consolidated functions tied to responsibilities.





## SOD: Key Oracle Tables

APPS.FND\_USER\_RESP\_GROUPS\_DIRECT APPLSYS.FND\_COMPILED\_MENU\_FUNCTIONS APPLSYS.FND\_FORM\_FUNCTIONS\_TL APPLSYS.FND\_FORM\_FUNCTIONS APPLSYS.FND\_USER APPLSYS.FND\_RESPONSIBILITY APPLSYS.FND\_RESPONSIBILITY\_TL APPS.PER\_ALL\_PEOPLE\_F PAPF APPS.PER\_ALL\_ASSIGNMENTS\_F APPS.PER\_ALL\_ASSIGNMENTS\_D



#### **SOD: Conflict Arrays**

	1 <sup>st</sup> Function Name	1 <sup>st</sup> User Function Name	2 <sup>nd</sup> Function Name	2 <sup>nd</sup> User Function Name
1	PN_APXVDMVD	Enter Suppliers	AP_APXIIFIX	Open Interface Invoices
2	PN_APXVDMVD	Enter Suppliers	AP_APXTSBNK	Bank Transmission Setup Info
3	PO_POXPCATN	Exceed Price Tolerances	RCV_RCVRCERC	Receipts

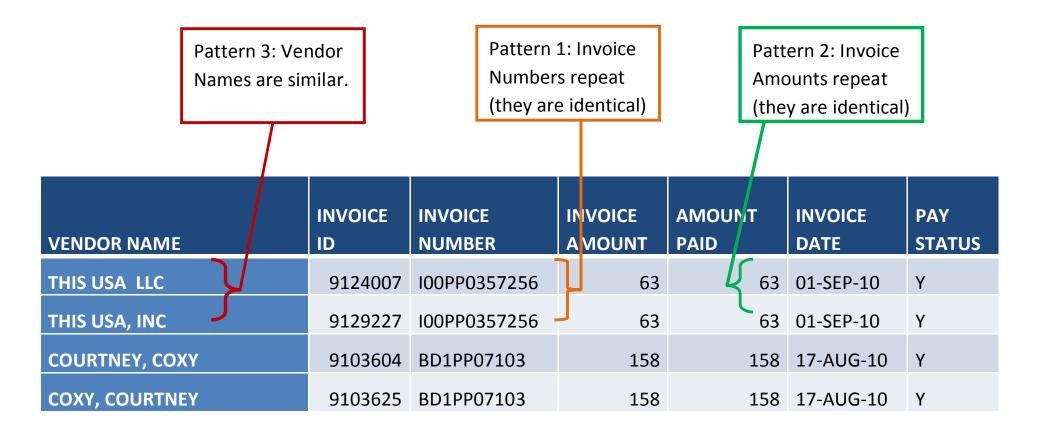


#### SOD: Pseudo Code (271 lines of actual code)

- Create a temporary table to hold data
- Define parallel arrays for conflict pairs
- Loop through each conflict pair (For Loop)
  - Select users with access to the first function in pair
    - IN (Select users from list above to second conflict pair)
  - Insert partial record (first function results) into temp table
- Use temp table to obtain final results including the 2<sup>nd</sup> conflict pair



## **Duplicate Payments**





#### Duplicate Payments: Key Oracle Tables

- APPS.AP\_INVOICES\_ALL
- APPS.HR\_OPERATING\_UNITS
- APPS.PO\_VENDORS
- APPLSYS.FND\_USER

## Duplicate Payments: Pseudo Code (147 lines of actual code)

- Create a 2 temporary tables to hold data
- First Table
  - Select invoice details
    - IN (Select invoice number)
      - IN (Select records having count invoice number and count invoice amount greater than 1)
- Second Table: Select distinct invoice number from table above and loop
  - Select invoice details where invoice
    - IN (Select invoice number having count amount greater than 1)



#### Inactive Vendors: Key Oracle Tables

- APPS.PO\_HEADERS\_ALL
- APPS.PO\_VENDORS
- APPS.AP\_INVOICES\_ALL

#### Inactive Vendors: Pseudo Code (106 lines of actual code)

- Create a 2 temporary tables to hold data
- First Table hold all invoices paid where the vendor ID
  - NOT IN (Select vendor ID with activity in the last 365 days)
  - Order by Date
- Second Table: For each Distinct Vendor ID Select first row (rownum = 1) and insert into table.



Inactive Vendors: what it revealed

- We identified 2,383 vendors with no invoice activity for the past 365
- vendor type field blank for 63% of the records pulled
- duplicate entries for vendors

# Oracle Alerts and Triggers

- Oracle Alerts: Oracle Alerts are used to monitor unusual or critical activity within a designated database. The flexibility of ALERTS allows a database administrator the ability to monitor activities from table space sizing to activities associated with particular applications (i.e. AP, GL, FA). Alerts can be created to monitor a process in the database and to notify a specific individual of the status of the process.
- Oracle Triggers: Oracle lets you define procedures called triggers that run implicitly when an INSERT, UPDATE, or DELETE statement is issued against the associated table or, in some cases, against a view, or when database system actions occur. You can write triggers that fire whenever one of the following operations occurs:
  - DML statements (INSERT, UPDATE, DELETE) on a particular table or view
  - DDL statements (CREATE or ALTER primarily) issued either by a particular schema/user or by any schema/user in the database
  - Database events, such as logon/logoff, errors



#### Oracle Alert: Auto Approve PO (Periodic Alert)

Document Types (Cit	y of Atlanta)		<u>۲</u>
- Document			
Туре	Subtype	Name	Quotation Class []
Purchase Order	Standard	Standard Purchase Ord	
Attributes			
		Security Lev	el Public
Owner Can Appro	ve	Access Lev	
■ Approver Can <u>M</u> odify ■ <u>C</u> an Change Forward-To		Forward Metho	
		Archive of	
Can Change Forw		Default Hierarch	
☑ Can Change Approval Hierarchy □ Disable		Approval Workflo	
		Workflow Startup Proces	
		Approval Transaction T	
		Autocreate Workflo	
		Autocreate Workflow Startup Proces	
		Document Type Layo	
		Contract Terms Layo	

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# Oracle Alert: Auto Approve PO

Түре	Subtype	Name	Quotation Class [ ]			e Field and Variable Values - Distriction Distriction (Contract)	
Purchase Order	Standard	Standard Purchase Ord		🕒 🛛 Blo	ck <mark>9</mark>	SYSTEM	<b>-</b> -
				Fi	ald I	AST OUERY	
Attributes Owner Can Approve Approver Can Modify Can Change Forward Can Change Forward Can Change Approve Disable	( d-To d-From al Hierarch <u>y</u>	Security Leve Access Leve Forward Methor Archive of Default Hierarchy Approval Workflow Workflow Startup Process Approval Transaction Ty Autocreate Workflow Startup Process Document Type Layou Contract Terms Layou	View Only       Hierarchy       Approve       V       CATS PO Approval       PO Approval Top Proc       rpe       V       CATS PO Printing	₽ ₽ ₽ ₽ ₽ ₽ ₽		AST_QUERY FORWARDING_MODE_CODE_DSP, ARCHIVE_EXTERNAL_REVISION_DSP, SECURITY_LEVEL_CODE_DSP, ACCESS_LEVEL_CODE_DSP, ATTRIBUTE_CATEGORY,CREATION_DATE, CREATED_BY,LAST_UPDATE_DATE, AST_UPDATED_BY,LAST_UPDATE_LOGIN, REQUEST_ID,PROGRAM_APPLICATION_ID, PROGRAM_ID,PROGRAM_UPDATE_DATE, ATTRIBUTE1,ATTRIBUTE2,ATTRIBUTE3, ATTRIBUTE4,ATTRIBUTE5,ATTRIBUTE6, ATTRIBUTE7,ATTRIBUTE5,ATTRIBUTE9, ATTRIBUTE10,ATTRIBUTE11,ATTRIBUTE12, ATTRIBUTE13,ATTRIBUTE14,ATTRIBUTE15, WF_APPROVAL_ITEMTYPE, WF_CREATEDOC_ITEMTYPE, WF_CREATEDOC_ITEMTYPE, WF_CREATEDOC_PROCESS,ORG_ID, DOCUMENT_TEMPLATE_CODE, CONTRACT_TEMPLATE_CODE, CONTRACT_TEMPLATE_CODE FROM PO_DOCUMENT_TYPE_STANDARD) order by upper(document_subtype_dsp)	

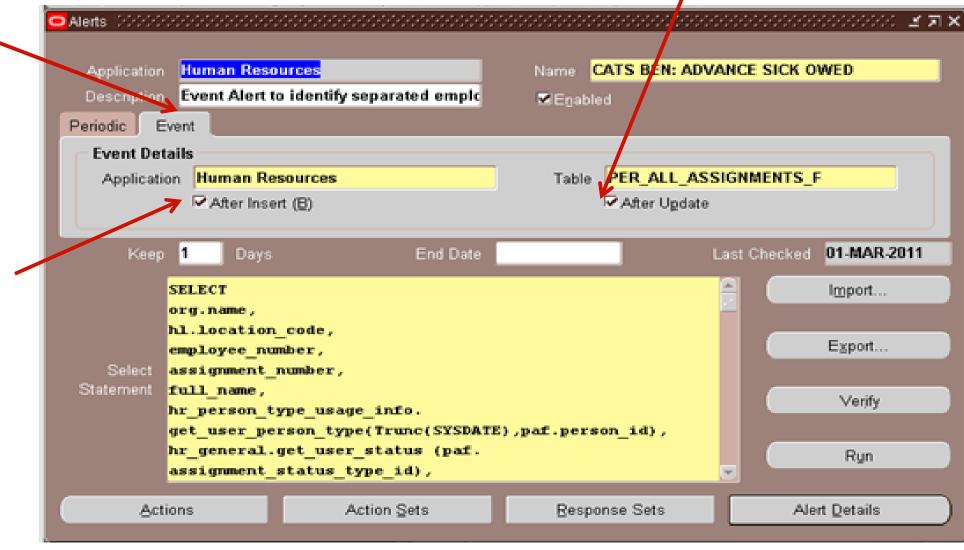
# Oracle Alert: Auto Approve PO

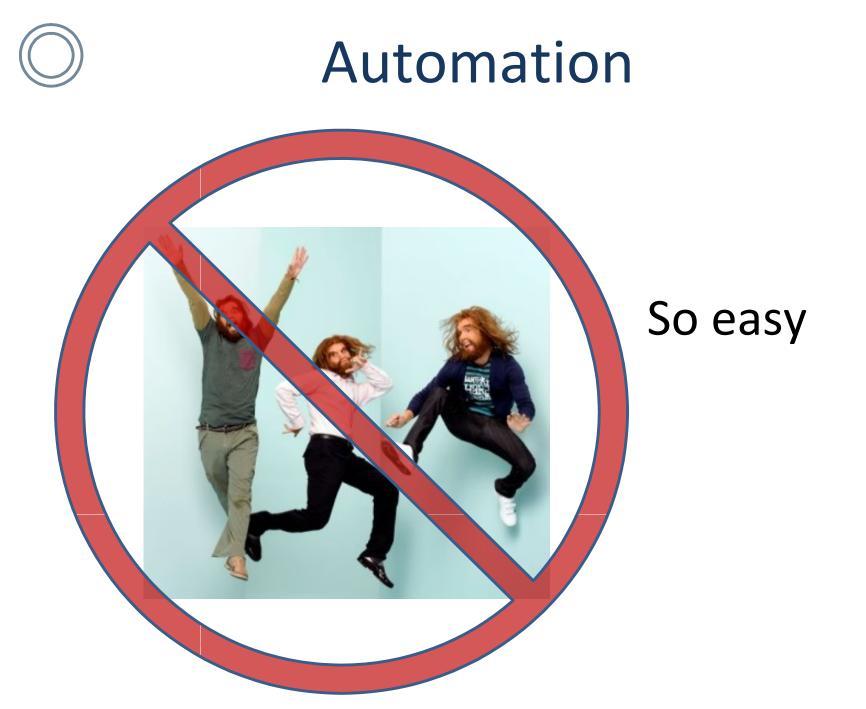
Alerts 000000		20000000	-0	0000000	*******	**********	0000000	27
Application	Application 0	bject Libra	<mark>v</mark>	Name	CATS Audit: P	O Auto Approv	e Flag	
Description	Weekly alert	to report if	PO autoappro	⊠ Ega	abled			
Periodic Ev	ent							
Periodic D	etails							
Frequency	On Day of t	he Week		- Day	Monday		Ŧ	
Start T	Time 00:06:00		End Time		Check I	nterval		
	_							
Keep	0 Days		End Date			Last Checked		
	ad.Can_Prep	arer_App	rove_Flag				Import	
	into							
	aud_Dt_Tm &aud_Type						Export	
	&aud_Id							
	Saud_Hame						Verify	
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	Per_All_Peo	ple_F Pap	p£					
Actio	ns	Act	tion Sets	Be	sponse Sets	Ale	rt <u>D</u> etails	

# Oracle Alert: Auto Approve PO

Action Details - PO_APP 3	$\sim$ 1000000000000000000000000000000000000
Action Type	Message *
List	Reply To
То	dberahzer@atlantaga.gov
Subject	PO Alert - Autoapprove button updated within the past week
Cc	
Bcc	
Print For User	Printer
Response Set	Response Days
©Text (D)	=**= Enter summary template below this line =**=
	**
	Date/Time: &aud_Dt_Tm Type: &aud Type
	Oracle ID: Saud Id
	Name: &aud_Name 🗔
Column Overflow	Wrap Max Width 132
	Import

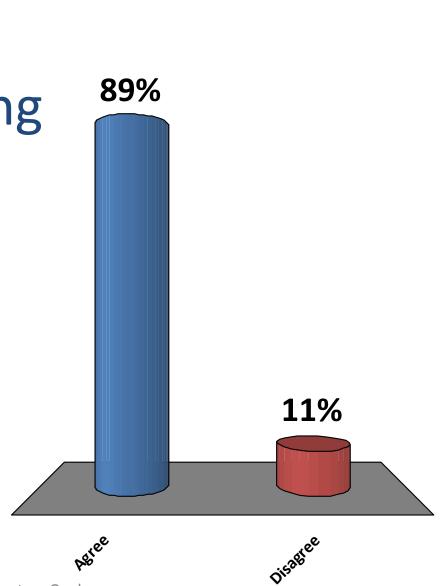
# Oracle Alert: Advanced Sick Leave





I promise, as an intelligent leader in the IT field to rise to the challenge of developing and implementing continuous audit automation.

- 1. Agree
- 2. Disagree





# **Automation Steps**

- Identify key team members
  - Finance staff
  - IT staff
  - Audit staff
- Start Small
- Build and Test program
- Look for false positives
- Revise, re-perform, reiterate





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