

The ADAM 2016-01, Computer Controls for WebGAAP is attached.

The AOS Information Systems Audit (ISA) division performed testing of the WebGAAP system concurrent with the Service Organization Controls (SOC 1) review of the North West Ohio Computer Association, NWOCA, for the period from April 1, 2015 through March 31, 2016. The Web GAAP software is owned by the AOS; however, it was developed by and is maintained by staff at NWOCA. This memo applies to audits of Web GAAP compilations for audit periods ending 12/31/15 and 06/30/16.

The ADAM provides an overview of WebGAAP and describes the scope of ISA's testing.

Please review this ADAM at your earliest convenience. Questions regarding the nature and extent of ISA's procedures can be directed to the Assistant Chief Auditor of ISA, Maria Jackson, at 614-644-0504 and all other questions relating to this memo can be directed to the Center for Audit Excellence.



Dave Yost · Auditor of State

#### AUDIT DIVISION ADVISORY MEMO 2016-01

TO:	Audit Division Staff, Office Managers
FROM:	Maria Jackson, Asst. Chief Auditor, Information Systems Audit (ISA)
DATE:	June 24, 2016
RE:	Computer Controls for Web GAAP

ISA performed testing of the Web GAAP system concurrent with the Service Organization Control (SOC 1) review of the Northwest Ohio Computer Association (NWOCA) for the period from April 1, 2015 through March 31, 2016. The Web GAAP software is owned by the AOS; however, it was developed by and is maintained by staff at NWOCA. This memo applies to audits of Web GAAP compilations for audit periods ending 12/31/15 and 06/30/16.

#### Web GAAP Application Overview

Web GAAP is a web-based application that resides on servers at the NWOCA. It is a standalone application used by Ohio schools, counties, cities and other governmental entities to convert from cash basis accounting to modified and full accrual for GASB 34 reporting requirements. The application was originally designed to assist school entities and/or their GAAP converters in preparing GAAP-based financial statements according to the GASB 34 reporting requirements. The Web GAAP application consists of a program to upload cash basis data from a client-generated file, a journal entry system, trial balance calculation (i.e., posting GAAP conversion journal entries), and reports. The financial statement GAAP conversion structure is defined by the Auditor of State LGS section. Each entity type uses a different chart of accounts: school, county, or city. In addition, users have a limited ability to customize some of the aesthetics for an entity's reports.

#### Legacy Cash Reports

Legacy Cash Reports were developed to meet school entity cash reporting and audit needs because the 4502 reports have been phased out of the USAS application.

ISA's procedures provide assurance for certain trial balance procedures listed in the AOS Specimen Audit Program, *Other General Procedures Applicable During Fieldwork*:

• Auditors can be assured that Web GAAP generated reports will properly reflect all cash transactions, once uploaded. The attached User Control Consideration (UCC) describes a method for our auditors to compare total (i.e., all funds') cash postings for school consortia entities. However, these procedures will not work for counties, cities, or other

non-consortia school entities. Audit staff must develop other procedures to help assure there are no errors when "non-school" entities upload cash transactions into Web GAAP. Because of the inherent consistency IT processing provides, this testing for non-school entities need not be extensive. However, audit staff should trace totals, and certain funds' account totals from the "non-school" entity's cash system into the Web GAAP system.

 Auditors can also be assured that Web GAAP generated reports accurately cross-foot GAAP conversion and other journal entries, and roll up fund statements into the entity wide statements. The ISA procedures can also reduce the extent of substantive testing required, in that auditors need not spend time footing and cross-footing Web GAAP generated reports. In other words, auditors need not apply "SARMAT" tests to Web GAAP reports.

#### Scope of ISA work

ISA tested relevant general controls using the control objectives listed in the Record of Computer Environment and Controls (RCEC). ISA also tested relevant application controls using the control objectives listed in the Record of Application Controls (RAC).

In addition, ISA obtained the cash upload file for a sample school entity. For the city selected for testing the cash data was manually entered, it was not uploaded. Using audit software, and manual procedures, ISA performed work to meet the following objectives:

- 1. Confirm the cash transactions in the Web GAAP system matched the cash upload file produced by the entity.
- 2. Confirm the proper classification of cash transactions based on the entity's fund classification and the transaction listing.
- 3. Confirm the Journal Entry reports footed and transactions were in balance (i.e. debits equal credits).
- 4. Confirm the Trial Balance related journal entries rolled up to the trial balances based on the same parameters used to test the cash transactions.
- 5. Confirm the cash and accrual journal entries rolled up to the respective fund level statements based on the same parameters used to test the cash transactions and trial balances.
- 6. Confirm the cash, accrual journal and governmental activity journal entries rolled up to the entity-wide statements based on the same parameters used to test the cash transactions, trial balances, and fund level statements.
- 7. Confirm the prior year ending balance sheet detail is carried forward to the current year's prior year balance sheet when a new year is opened.
- 8. Confirm the cash upload file produced by the school district as an option in the USAS application was a complete listing of cash transactions in USAS. (Applicable to school districts only.)

- 9. Confirm the proper classification of cash-only transactions based on the school district's fund classification and the transaction listing as shown in the legacy cash reports. (Applicable to school districts only.)
- 10. Confirm the 'Other' legacy cash reports, available only to schools, summarize data as intended. (Applicable to school districts only.)

A detailed description of the control objectives, controls tested and work performed has been organized in a familiar SOC 1 format and is available in the following shared folder:

#### S:\\_Audit\ISA XREFS\WEB GAAP

#### **User Control Consideration for Clients using USAS**

The following additional testing should be performed for audits of entities using USAS (i.e., school districts, ESCs, some community schools). Because there is a risk the file generated from USAS could be altered or corrupted before it is uploaded into Web GAAP, auditors should compare selected USAS totals to Web GAAP uploaded totals to ensure they agree.

Include comparisons of ending fund balances because this helps ensure other line items are accurate. The last page of this document illustrates reports that may be used for this testing.

Please direct all questions regarding the nature and extent of ISA's procedures to the Assistant Chief Auditor of ISA and all other questions relating to this Memo to your consultant in the Center for Audit Excellence.

1. Contact the district to request the FINSUMM USAS report.

The FINSUMM report is a summary of cash accounts detailing the fund beginning balance, year-to-date expenditures and receipts, current fund balance, current encumbrances and the unencumbered fund balance.

The following instructions can be provided to the district contact to generate the FINSUMM report: To access the USAS program type: \$ RUN OECN\$BUD:USARPT

At the \$ prompt, select FINSUMM from the main menu or in the menu system type: Menu>FINSUMM

In the report prompts select:

- Summary or detail report: Detail (D)
- Sort Option: Fund/SCC (FS)

Request the report output (preferable format is pdf report)

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#### 2. Log into the Web GAAP Application

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3. Selected the entity and fiscal year. (example is Shaker Heights CSD, fiscal year 2006).

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4. Go to the Reports menu by selecting Reports from the Main Menu or the navigation menu at the top.

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- In the Cash Journal Report options screen, select: 6.
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  - The remaining report options should be set to include all (nothing should be selected).
    Hit Submit (which is behind the format drop down menu in the print screen example).

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7. In the Cash Journal Listing (display view) scroll to the bottom to view the grand totals.

Note the column headers before beginning to scroll down.

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8. Agree grand totals to the totals on the FINSUMM report.

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599-9907 9234 CT	4130 Uploaded USAS data USAS Export		0.00	1,500.00	1,500.00		0.00			
	Subtotal for: 599-9907	0.00	0.00	1,500.00	1,500.00	0.00	0.00			
	Grand total:	27,760,639.00 8	6,867,012.00 2	13,423,111.00 1	97,956,179.00 6	,172,356.00 4,0	031,211.00			
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Agreeing the GRAND TOTALS

	SH C: For the Fisc	aker Heights CS ash Journal Listii al Year Ended Ju	SD ng me 30, 2006	5						
Entry Tran Fund Num Type Func	Obj Rcpt	Description	Source	JECategory	Begin Balance	Original Budget	Final Budget	Actual	Current Encumb	Prior Yea Encumb
599-9907 9234 CT	4130 Upl	oaded USAS data	USAS Exp	oort		0.00	1,500.00	1,500.00		0.0
	Gra	nd total:		2	7,760,639.00 8	6,867,012.00:	213,423,111.00	197,956,179.00 6	5,172,356.00 4	4,031,211.0
SAS FINSUMM Rep Date: 07/27/2006	Gra ort	nd total:		Shaker Heig	7,760,639.00 8	6,867,012.00:	213,423,111.00	197,956,179.00 6	5,172,356.00 4 P	4,031,211.0 age:
<b>SAS FINSUMM Rep</b> Date: 07/27/2006 Time: 2:46 pm	Gra ort	nd total:		Shaker Heig Financial FY 06	7,760,639.00 8 hts City Sch Report by F - JUNE 2006	6,867,012.00 : ools und	213,423,111.00	197,956,179.00 6	5,172,356.00 - P (	4,031,211.0 age: FINSUM)
<b>SAS FINSUMM Rep</b> Date: 07/27/2006 Time: 2:46 pm Fund # Fund Des Begin Balance	Gra ort s scription MTD Recei	nd total: pts Re	FYTD	Shaker Heig Financial FY 06 MTD Expenditures	7,760,639.00 8 hts City Sch Report by F - JUNE 2006 FYTD Expendit	ools und ures Fur	urrent d Balance	Current Encumbrances	5,172,356.00 - P ( Unencu Fund B	age: FINSUM) mbered B alance C
Date: 07/27/2006 Date: 07/27/2006 Time: 2:46 pm Fund # Fund Des Begin Balance 599 9907 FY 07 FF 0.00	Gra ort SCription MTD Recei EDERAL RESEF 1,500.	nd total: .pts Re RVE CHALLENGE 00 1,5	FYTD ceipts	Shaker Heig Financial FY 06 MTD Expenditures 0.00	7,760,639.00 8 Report by F - JUNE 2006 FYTD Expendit	ools und ures Fur	urrent d Balance 1,500.00	Current Encumbrances 0.00	5,172,356.00 4 P ( Unencu Fund B	age: FINSUM) mbered B alance C 00.00
Date: 07/27/2006 Time: 07/27/2006 Time: 2:46 pm Fund # Fund Des Begin Balance 599 9907 FY 07 FF 0.00 TOTAL FOR Fu 366.14	Gra ort SCRIPTION MTD Recei EDERAL RESER 1,500. and 599 - MI 2,500.	nd total: pts Re WE CHALLENGE 00 1,5 SCELLANEOUS F 00 27,3	FYTD ceipts 00.00 ED. GRANT 60.20	Shaker Heig Financial FY 06 MTD Expenditures 0.00 T FUND 1,257.20	7,760,639.00 8 Report by F - JUNE 2006 FYTD Expendit 0 14,537	ools und ures Fur .00	urrent d Balance 1,500.00 3,188.68	Current Encumbrances 0.00 11,223.08	5,172,356.00 4 P ( Unencu Fund B 1,5 1,9	age: FINSUM) mbered B alance C 00.00 65.60

Column	Web GAAP Uploaded Cash Journal	USAS FINSUMM Report	Difference (rounding differences will occur
			because Web GAAP report is rounded)
Begin Balance	27,760,639.00	27,760,636.60	2.40
Actual	197,956,179.00	FYTD Receipts: 96,166,350.50	26.79
(Receipts and		+ FYTD Expenditures: 101,789,801.71	
Expenditures)		197,956,152.21	
Current Encumb	6,172,356.00	6,172,352.53	3.47

Agreeing a Fund/SCC (example Fund 599, SCC 9907)

	Fo	Shake Cash , r the Fiscal Y	r Heights CSI Journal Listin ear Ended Jur	D g ne 30, 2006	5						
Entry Fund Num	7 Tran Type Func Obj	Rcpt De:	scription	Source	JECategory	Begin Balance	Original Budget	Final Budget	Actual	Current Encumb	Prior Year Encumb
99-9907 9234	CT	41 <mark>30 Uploade</mark>	d USAS data	USAS Exd	ort		0.00	1.500.00	1.500.00		0.0
		Subtotal	for: 599-9907			0.00	0.00	1,500.00	1,500.00	0.00	0.0
SAS FINSU	JMM Report	Grand to	nai.		· · · · ·	27,700,055.00 8	0,007,012.00 2	19,429,111.00	127,220,172.00 0	,172,550.00	<del>1</del> ,001,211.0
Date: Time:	<b>JMM Report</b> 07/27/2006 2:46 pm	Grand to	rai.		Shaker Heig Financial FY 06	hts City Sch Report by F - JUNE 2006	ools und	19,429,111.00	197,930,179.00 0	, 172, 550, 004 F	age: FINSUM)
SAS FINSL Date: Time: Fund # Begin	<b>JMM Report</b> 07/27/2006 2:46 pm Fund Descrip Balance M	otion ID Receipts	F Rec	YTD ceipts	Shaker Heig Financial FY 06 MTD Expenditures	hts City Sch Report by F - JUNE 2006 FYTD Expendit	ools und ures Fund	irrent 1 Balance	Current Encumbrances	F Unencu Fund E	'age: FINSUM) mbered Ba
Date: Time: Fund # Begin 599 990	JMM Report 07/27/2006 2:46 pm Fund Descrij Balance M 5 FY 07 FEDERI 0.00	orand to PD Receipts AL RESERVE 1,500.00	F Rec CHALLENGE 1,50	YYTD Seipts	Shaker Heig Financial FY 06 MTD Expenditures 0.00	hts City Sch Report by F - JUNE 2006 FYTD Expendit	ools und Cu ures Fund	Irrent 1 Balance	Current Encumbrances	9,172,550.00 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	Page: FINSUM) mbered Ba Salance Co
Date: Time: Fund # Begin 599 990' 10. GR	JMM Report 07/27/2006 2:46 pm Fund Descrip Balance M 7 FY 07 FEDER 0.00 FAL FOR Fund 3 366.14	Orand to FD Receipts AL RESERVE 1,500.00	F Rec CHALLENGE 1,50 LLIANEOOS F E 27,36	PYTD Seipts D0.00 SD. GRANI S0.20	Shaker Heig Financial FY 06 MTD Expenditures 0.00 1,257.20	hts City Sch Report by F - JUNE 2006 FYTD Expendit 0 14,537	ools und ures Fund .00 :	17,423,111.00 1 Balance 1,500.00 8,188.68	Current Encumbrances 0.00 11,223.08	9 Unencu 9 Fund E 1, 5	Page: FINSUM) Malance Co S00.00 1

Column	Web GAAP Uploaded Cash Journal	USAS FINSUMM Report	Difference (rounding differences will occur
			because Web GAAP report is rounded)
Begin Balance	0.00	0.00	0.00
Actual	1,500.00	FYTD Receipts: 1,500.00	0.00
(Receipts and		+ FYTD Expenditures: 0.00	
Expenditures)		1,500.00	
Current Encumb	0.00	0.00	0.00