

Master Document – Audit Program

Activity Code 11070	Control Environment and Overall Accounting Controls
Version 3.0, dated April 2004	
B-1	Planning Considerations
Purpose and Scope	
The major objectives of this audit are to:	
<ul style="list-style-type: none"> • Obtain a sufficient understanding of the contractor’s Control Environment and Overall Accounting Controls including both manual and computerized activities to plan related contract audit effort. This requires that the auditor assess the adequacy of the contractor’s accounting policies and procedures, whether they have been implemented, and if they are working effectively. 	
<ul style="list-style-type: none"> • Document the understanding of the Control Environment and the Overall Accounting Controls in working papers and permanent files (see CAM 5-100). 	
<ul style="list-style-type: none"> • Test the operational effectiveness of Accounting System internal controls. 	
<ul style="list-style-type: none"> • Assess control risk as a basis to identify factors relevant to the design of substantive tests. 	
<ul style="list-style-type: none"> • Report on the understanding of the Accounting System internal control, assessment of control risk, and the adequacy of the system for performing on Government contracts. 	
<p>This audit is limited to the examination of the Control Environment and the Overall Accounting Controls for major contractors, nonmajor contractors where the system is considered significant, and contractors with substantial negotiated firm-fixed price contracts. Only those controls directly related to the contractor’s Overall Accounting System, as defined below, will be audited under this assignment. Controls for interrelated audit concerns regarding the adequacy of the contractor’s major accounting subsystems (i.e., Labor, MMAS, Indirect & ODC, etc.) will be audited under separate assignments. While the controls for these areas are not part of this audit, the results of all audits of these interrelated controls must be considered in forming an overall audit conclusion of the Overall Accounting System. The results of this audit should also be commented on in reports on related audit areas.</p>	
<p>When performing an update or follow-up examination, the steps should be adjusted and tailored accordingly. To the extent possible, prior audit effort should be used as a basis for validating the contractor’s internal control.</p>	
<p>Before beginning this audit, the auditor should inquire about internal control evaluations performed by the contractor or its external auditors relating to this audit area. In those cases where internal or external evaluations have been performed, the auditor should follow guidance contained in CAM 4-1000, Relying Upon the Work of Others.</p>	
<p>Before performing any examination of internal controls, the auditor should determine that the system contemplated for examination is material to the Government. Once it is determined that</p>	

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<p>the system is material to the Government, the auditor should reassess the materiality of each section in the internal control audit before performing any audit steps in that section. The scope of any audit depends on individual circumstances. The auditor is expected to exercise professional judgement, considering vulnerability and materiality, in deciding the scope of audit to be performed.</p>
<p>The use of computers of all kinds in a contractor’s accounting and management systems is so pervasive it is unlikely any audit of them could be performed adequately without an examination of the internal controls over their automated aspects. Therefore, the auditor should become familiar with guidance contained in the Information Systems (IS) Auditing Knowledge Base that is contained on DCAA’s Intranet and CAM 5-1400, Audit of Information Technology Systems Application Internal Controls, prior to the initiation of this audit. In addition in some instances, the assistance of IT specialists may be required to adequately evaluate the automated aspects of the internal controls. In these cases, auditors should contact their regional offices to obtain the necessary expertise.</p>
<p>The internal control matrix (see ACT-ICM in “Other Audit Guidance” folder) shows the interrelationships among the control objectives, control activities, and audit procedures used in this audit. The control objectives and the audit procedures have been fully integrated into this audit; therefore, the matrix is not needed unless it is desirable to see the associated control activities and the interrelationships in a matrix format.</p>

B-1	Preliminary Steps	WP Reference
	Version 3.0, dated April 2004	
	1. Research and Planning	
	a. Become familiar with applicable sections of CAM 5-300 and any recent Headquarters guidance not incorporated in the CAM.	
	b. Determine the extent to which the contractor participates in self-governance programs, such as Coordinated Audit Planning or the Defense Industry Initiative. Evaluate the results of these activities.	
	c. Consider the results of any internal and external audits, and coordinated audits related to the Overall Accounting Controls. Where internal or external audits have been performed, the auditor should follow the guidance contained in CAM 4-1000, Relying Upon the Work of Others. Document your evaluation.	
	d. Evaluate the following:	
	(1) Contractor accounting system policies and procedures.	
	(2) Contractor policies and procedures relating to the Contractor’s Ethics Program (e.g., standards of conduct) and employee	

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awareness training programs.			
(3) Organization charts depicting the functional areas responsible for the processing of accounting related data.			
(4) Financial system flowcharts providing a pictorial overview of all manual and computerized processing steps.			
(5) Information systems documentation:			
(a) Pertinent record layouts of files created and/or used during the processing of accounting related transactions.			
(b) Database table definitions.			
(c) Source documents.			
(d) Information on the conversion of documents to computer media.			
(e) Subsidiary or master files affected by the system.			
(f) Relevant reports, journals, and ledgers produced in the flow of information to the financial related reports.			
(6) Listings of current Government contracts.			
(7) Previous system audits performed. Check if the system is applicable and if the system is applicable and if applicable, determine if it is relevant to the current system audit:			
<u>System</u>	<u>Applicable?</u>	<u>Relevant?</u>	
<u>Accounting</u>			
<u>Billing</u>			
<u>Budget (Planning)</u>			
<u>Compensation</u>			
<u>IT</u>			
<u>Estimating</u>			
<u>Indirect/ODC</u>			
<u>Labor</u>			
<u>Material</u>			
<u>Purchasing</u>			
(8) Audit lead sheets.			
(9) The results of any other audits that may impact this audit.			
e. Discuss the planned evaluation of the Control Environment and the Overall Accounting Controls with the administrative contracting officer and, if appropriate, other customers in order to identify, understand,			

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and document their concerns and obtain feedback on areas they would like evaluated.	
<p>f. In planning and performing the examination, review the fraud risk indicators specific to the audit. The principal sources for the applicable fraud risk indicators are:</p> <ul style="list-style-type: none"> • Handbook on Fraud Indicators for Contract Auditors, Section II (IGDH 7600.3, APO March 31, 1993) located at www.dodig.osd.mil/PUBS/index.html, and • CAM Figure 4-7-3. <p>Document in working paper B any identified fraud risk indicators and your response/actions to the identified risks (either individually, or in combination). This should be done at the planning stage of the audit as well as during the audit if risk indicators are disclosed. If no risk indicators are identified, document this in working paper B.</p>	
2. Entrance Conference and Preparation	
a. Prepare a written memorandum to the contractor to arrange for an entrance conference, covering the areas highlighted in CAM 4-302 and any specific data or pertinent information not yet provided.	
b. Conduct an entrance conference as outlined in CAM 4-302, with particular emphasis on:	
(1) Requesting the contractor to provide, if applicable, a demonstration of the overall accounting system transaction flow including data input, data processing, data output, and related internal controls.	
(2) Any changes in the accounting system processing job stream since the last audit.	
(3) The contractor’s monitoring process to ensure that established manual and computerized controls are functioning as intended.	
(4) Any identified weaknesses which may have been reported and related follow-up actions taken.	
3. Other Preliminary Steps	
a. Determine the accounting process employed by the contractor and to what degree a computerized system is used	
b. Perform a high level cursory assessment to determine if the following	

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exist:	
(1) A functional organization with defined organizational responsibilities.	
(2) A written description of the work flow in the accounting process.	
(3) Policies and procedures for effectively controlling the process.	
4. Initial Risk Assessment	
Using the information obtained in steps 1, 2, and 3, prepare an initial risk assessment to determine the scope of the examination (W/P B).	

C-1	Control Environment	WP Reference
Version 3.0, dated April 2004		
<p>The control environment sets the tone of an organization, influencing the control consciousness of its people. It is the foundation for all other components of internal control, providing discipline and structure. The auditor should obtain sufficient knowledge of the control environment to determine the impact that it may have on the overall effectiveness of the contractor’s system of internal controls. (See ACTG-ICM in “Other Audit Guidance” folder.) The auditor should recognize those aspects of the contractor’s Control Environment and Overall Accounting Controls that are automated and should ensure that the related control activities adequately address this automation by performing the audit procedures set forth below.</p>		
1. Integrity and Ethical Values		
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<p>Management must convey the message that integrity and ethical values cannot be compromised, and employees must receive and understand that message through continuous demonstration of words, actions and commitment to high ethical standards.</p>		
<p>a. Evaluate contractor compliance with DFARS 203.70, Contractor Standards of Conduct.</p>		
<p>(1) Ethics Training Program. Verify that the contractor’s policies and procedures provide for an ethics training program for all employees. Selectively test this control by evaluating completed training records (DFARS</p>		

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203.7001(a)(1)).	
(2) Verify the existence of written codes of conduct. Selectively test the codes to determine if they adequately cover expected standards of conduct that affects significant internal and external business and employee relationships (DFARS 203.7001(a)(1)).	
(3) Verify that written codes of conduct (a) are periodically communicated to all employees, (b) are formally acknowledged, and (c) cite consequences for violations.	
(4) Verify that the contractor performs periodic reviews of company business practices, procedures, and internal controls for compliance with standards of conduct (DFARS 203.7001(a)(2)).	
(5) Verify that the contractor has a system to report noncompliances with codes of conduct and pursue corrective actions. Contractors should have a mechanism, such as a hotline, by which employees may report suspected instances of improper conduct (DFARS 203.7001(a)(3)).	
(6) Reporting to Government Officials. Verify that the contractor’s policies and procedures provide for timely reporting to appropriate Government officials of any suspected violation of law in connection with Government contracts or any other irregularities in connection with such contracts. (DFARS 203.7001(a)(6))	
(7) Verify that the contractor’s policies and procedures provide for cooperation with any Government agencies responsible for an investigation involving any suspected violation of law. (DFARS 203.7001(a)(7))	
(8) Determine whether the contractor’s system of management controls provides for internal and/or external audits, as appropriate (DFARS 203.7001(a)(4)). If the internal/external auditor’s work will be relied upon, follow the guidance in CAM 4-1004 to evaluate and document the competency, independence, and objectivity of the internal/external auditor’s work.	
(9) Verify that there are effective follow-up procedures on internal audit recommendations.	
(10) Obtain the external CPA’s report of material weaknesses of internal controls and/or management	

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letter for the most recently audited year. Determine whether corrective action has been taken in response to internal control weaknesses.	
(11) Determine the reason for any recent changes in external auditors. Review the associated SEC filing by predecessor auditors for corroborating evidence.	
(12) If a DoD contractor does not have an adequate system of management controls implementing the standards of conduct, verify that the contractor has displayed the DoD Hotline Poster prepared by the DoD Office of the Inspector General. (DFARS 203.7001(b))	
b. Determine whether policies and procedures address the situations and frequency of management intervention, require documentation and approval of intervention, and strictly prohibit management overrides. If applicable, selectively evaluate documentation of management interventions or overrides. Assess compliance with policies and procedures.	
c. Identify any access to records problems which impact our ability to assess the internal control.	
d. Identify possible potential internal control weaknesses inherent in any Form 2000 or ongoing investigation.	
2. Board of Directors/Audit Committee	
The Board of Directors and the Audit Committee should be sufficiently independent from management to constructively challenge management's decisions and act effectively on external audit communications and recommendations. The Board and Audit Committee should take an active role to ensure an appropriate upper management's commitment to ethical business practices and behavior. Auditors at contractor segments should request assist audits from the auditor cognizant of the corporate office to accomplish the applicable audit steps below.	
a. Obtain a list of Board of Director and Audit Committee members. Determine their relationship to the business and assess their independence.	
b. Review the minutes of the Board of Directors' meeting to determine if the Board is taking an active role in significant management decisions.	
c. Review the minutes of the Audit Committee meetings to determine if the committee (and/or Board of Directors) is	

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acting effectively on all audit matters, including internal and external audit recommendations.	
3. Basic Structural Organization	
The organization structure provides the overall framework for planning, directing and controlling operations. This structure defines the form and nature of the organization as well as the management functions and reporting relationships. Authority and areas of responsibility should be appropriately assigned.	
a. Complete or update the contractor's basic organizational structure questionnaire. (See Survey of Contractor's Organization in "Other Audit Guidance" folder.)	
b. Review the current organization chart to determine whether it delineates clear lines of authority.	
4. Assignment of Authority and Responsibility	
Management ensures that appropriate responsibility and delegation of authority is assigned to deal with goals and objectives, operating functions, regulatory requirements, information systems and authorization for changes. The delegation of authority ensures a basis for accountability and control and sets forth individual respective roles.	
a. Verify that policies and procedures exist which specifically state the limitation or delegation of authority	
b. Verify that there is a clear assignment of responsibility and delegation of authority to deal with such matters as goals, objectives, operating functions and regulatory requirements.	
5. Financial Capability	
Management must ensure the contractor has adequate financial resources to perform on Government contracts.	
a. Verify that management regularly conducts financial analysis and monitors contract cost performance. Observe that procedures are in place and appropriate management is being informed of adverse conditions.	

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b. Review notes to financial statements and SEC filings for any indication of potential adverse financial conditions and discuss these conditions with controller or other financial managers	
c. Consider the impact of severe financial distress on the ability of the contractor to perform on Government contracts.	
d. Determine that policies and procedures require the preparation of an accounts payable aging schedule and that results are elevated to appropriate levels of management.	
e. Review procedures for analyzing the collectibility of receivables.	
f. Review procedures and verify that contractor monitors loan covenants and sets up payment schedules.	
g. Verify that contractor periodically prepares and evaluates cash flow projections.	

D-1	Contractor Risk Assessment	WP Reference
Version 3.0, dated April 2004		
The auditor should develop a sufficient understanding of the risk assessment process currently employed by the contractor in terms of its identification, analysis, and management of risks relevant to the accumulation and recording of contract cost data.		
1.	Meet with responsible personnel to obtain an overview of the various risk factors considered by management.	
2.	Once the various risk factors are identified, obtain an understanding of how management identifies the risks, estimates the significance of risks, assesses the likelihood of their occurrence, and relates them to contract reporting.	
3.	If applicable, obtain an overview of any plans, programs, or actions management may initiate to address specific risks. Keep in mind that, depending on the nature of specific risks, management may elect to accept a given risk due to costs or other considerations.	
4.	Document your overall understanding of the contractor's risk assessment practices.	

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E-1	Information and Communications	WP Reference
Version 3.0, dated April 2004		
<p>Information and communication processes consist of the methods and records established to record, process, summarize, and report contract cost data. The auditor should develop a sufficient understanding of the contractor’s information and communication processes (relevant to contract cost data) to identify significant classes of transactions and how they are initiated, processed, controlled, and reported.</p>		
<p>1. Since the IT system is an integral component of information and communication processes, obtain a copy of the most recently completed Internal Control Audit Planning Summary for the IT System General Internal Controls. Determine the rationale behind any moderate or high-risk assessment ratings and determine the potential impact, if any, on the effectiveness of the contractor’s overall accounting system internal controls. Document your evaluation.</p>		
<p>2. Review relevant permanent files, prior audit working papers, and any prior contractor demonstrations of its Overall Accounting System information and communication processes. Document your evaluation.</p>		
<p>3. Determine if the contractor has made changes to the information and communication processes in its Accounting System since the last demonstration. Evaluate the changes. If no prior systems demonstration was performed, have the contractor provide one. Contractor representatives providing the demonstration should possess a detailed knowledge of the Accounting System. The demonstration provides the auditor an opportunity to query contractor personnel regarding internal controls and how they are monitored. The auditor should ensure that the demonstration addresses the internal control activities outlined in CAM 5-300.</p>		
<p>4. The contractor should include appropriate manual and computerized controls in its information processing that check for accuracy, completeness, and proper authorization of transactions. Have the contractor identify and demonstrate controls related to each of the areas listed in a through e below. Compare the contractor disclosed controls with the generic access control listing contained in the referenced CAM section and identify any controls not incorporated in the application. Verify the existence and adequacy of the contractor disclosed controls. Discuss any apparent deficiencies with the contractor.</p>		
<p>a. Access (CAM 5-1406.1)</p>		
<p>b. Input (CAM 5-1406.2)</p>		
<p>c. Processing (CAM 5-1406.3)</p>		

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d. Error Correction and Resubmission (CAM 5-1406.4)	
e. Output (CAM 5-1406.5)	
5. Selectively trace amounts through the Accounting System to validate your understanding of the information and communication processes in the Accounting System (see CAM C-306, Transaction Auditing, for additional guidance). Discrepancies between your understanding and the contractor’s demonstration should be noted and resolved prior to completing the remainder of this examination.	
6. Document your confirmed understanding of the contractor’s Accounting System information and communication processes and obtain a written confirmation from the contractor indicating that they agree with this understanding. This documentation will typically take the form of system flowcharts or narrative descriptions and can be prepared by the auditor or consist of documentation prepared by the contractor (see CAM 5-106).	

F-1	Monitoring	WP Reference
Version 3.0, dated April 2004		
Monitoring is a process that assesses the quality of internal control performance over time. It involves assessing the design and operation of controls on a timely basis and taking necessary corrective actions. The auditor should develop a sufficient understanding of the contractor’s ongoing monitoring activities and/or separate evaluations related to the Accounting System internal controls.		
1.	Determine if ongoing monitoring procedures are incorporated into the normal recurring activities of the contractor’s organization. These procedures should include regular management and supervisory activities.	
2.	Where applicable, determine the extent of internal audit involvement in performing monitoring functions through separate evaluations.	
3.	Determine and document the extent of monitoring activities being performed by external parties.	
4.	Document your overall understanding of the monitoring activity being performed at the contractor’s location and determine the impact it will have on our examination of the Accounting System.	

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G-1	Accounting System and Controls	WP Reference
Version 3.0, dated April 2004		
<p>The auditor should obtain an understanding of the contractor's control activities (policies and procedures) for each relevant Accounting System control objective (sections G and H). A detailed understanding of control activities is essential to the assessment of control risk for each objective. Accounting System primary control objectives and examples of control activities, as they relate to U.S. Government contracts, are provided in the Internal Control Matrix (ICM-ACTG). The audit procedures in this section, organized by control objective, are also included in the attachment.</p>		
<p>The auditor should evaluate contractor internal and/or external audits to determine if any control activities have already been evaluated and if reliance can be placed on such evaluations.</p>		
<p>The auditor should recognize those aspects of the contractor's Control Environment and Overall Accounting Controls that are automated and should ensure that the related control activities adequately address this automation by performing the audit procedures in section E above as well as those set forth below.</p>		
<p>In performing the following audit procedures to understand the contractor's control activities, the auditor should recognize that while obtaining an understanding of the other components of internal control (control environment, contractor risk assessment, information and communications, and monitoring), he/she is likely to have obtained some level of knowledge about control activities. The auditor should utilize this knowledge in determining the additional time needed to obtain a sufficient understanding of the contractor's control activities.</p>		
<p>The auditor should ensure that the accounting system is well designed and is operating effectively to provide reliable accounting data and prevent misstatements that would otherwise occur.</p>		
<p>1. Determine that the contractor maintains a current description of the Accounting System, including books of original entry, general and subsidiary ledgers, and any statistical and/or supporting records which demonstrate the initiation of transactions, the flow of documents, and the identification of all points where correcting, adjusting or other cost transfers can be entered into the system.</p>		
<p>2. Determine if the contractor maintains a chart of accounts which is updated in a timely manner.</p>		
<p>3. Verify that adequate written policies and procedures exist for approving and documenting correcting, adjusting, closing, credit and transfer entries.</p>		

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4. Verify that adequate procedures exist for reconciling all subsidiary cost ledgers and cost objectives to the general ledger accounts. If this is a computerized function, the auditor should document how this is accomplished and selectively test to verify that it is occurring properly.	
5. Verify that a trial balance is prepared on a regular basis and reconciles to the financial statements.	
6. Verify that adequate procedures exist for controlling monthly accrual calculations and that an adequate approval process is used.	
7. Verify that there is adequate segregation of duties and responsibilities in such areas as access to accounting records, check-signing authority, recording disbursements in cash journal, performance of bank reconciliations, etc.	
8. Determine whether policies and procedures require identification of systemic problems or trends based on error reports. Verify that corrections are processed in a timely manner.	

H-1	Cost Allocations	WP Reference
Version 3.0, dated April 2004		
The auditor should obtain an understanding of the contractor's control activities (policies and procedures) for each relevant Accounting System control objective (sections G and H). A detailed understanding of control activities is essential to the assessment of control risk for each objective. Accounting System primary control objectives and examples of control activities, as they relate to U.S. Government contracts, are provided in the Internal Control Matrix (ICM-ACTG). The audit procedures in this section, organized by control objective, are also included in the attachment.		
The auditor should evaluate contractor internal and/or external audits to determine if any control activities have already been evaluated and if reliance can be placed on such evaluations.		
The auditor should recognize those aspects of the contractor's Control Environment and Overall Accounting Controls that are automated and should ensure that the related control activities adequately address this automation by performing the audit procedures in section E above as well as those set forth below.		
In performing the following audit procedures to understand the contractor's control activities, the auditor should recognize that while obtaining an understanding of the other components of internal control (control environment, contractor risk assessment, information and		

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communications, and monitoring), he/she is likely to have obtained some level of knowledge about control activities. The auditor should utilize this knowledge in determining the additional time needed to obtain a sufficient understanding of the contractor’s control activities.	
The auditor should determine if management ensures that an item of cost or a group of items of cost are assigned to one or more cost objectives in accordance with rules and regulations and standards. Management ensures the proper allocation of both the direct assignment of cost and the reassignment of a share from an indirect cost pool.	
1. Determine that the contractor's disclosure statement is current and adequately describes its accounting practices.	
2. Document, if applicable, any CAS noncompliances that may impact the internal control structure.	
3. Verify that adequate written policies and procedures exist for the identification and exclusion of unallowable costs. Determine that the detail and depth of records required as backup support for proposals, billings, or claims are adequate to establish and maintain visibility of identified unallowable costs. (CAS 405)	
4. Verify that adequate written procedures exist to ensure that charge numbers are based on contractual requirements and are under management control and authorizations.	
5. Verify that adequate written procedures exist for adjusting costs charged to the Government for any income, rebates, allowances or miscellaneous credits and that appropriate approvals are required.	

A-1	Concluding Steps	WP Reference
	Version 3.0, dated April 2004	
	1. Assessment of Control Risk	
	a. Considering all five components of internal control, assess control risk for each of the relevant control objectives. For each of the objectives, summarize the characteristics, which support the assessed level of control risk and specifically identify any internal control weaknesses or system deficiencies.	
	b. Determine if the system is adequate to reasonably assure proper pricing, administration, and settlement of Government contracts in accordance with applicable laws and regulations.	
	c. Based on the assessments above, determine the impact on the	

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scope of other audits.	
d. Update the Internal Control Audit Planning Summary (see CAM 3-305)	
e. Coordinate the results of audit with the supervisor. The supervisor and the FAO manager should review and initial the ICAPS before the exit conference is performed. If it is determined that additional audit steps are needed, any additional planned audit effort should be accomplished as part of this audit or immediately thereafter. Any delays in completion of this audit effort should be documented and approved by management.	
2. Summary Steps	
a. Prepare a draft audit report in accordance with CAM 10-400. If applicable, prepare a separate CAS noncompliance report.	
b. Conduct an exit conference with the contractor in accordance with CAM 4-304.	
c. Finalize the audit report incorporating the contractor's response and audit rejoinder.	
d. If the contractor has EVMS covered contracts, provide comments in the audit report on whether any findings are likely to impact the contractor's EVMS (10-1204.5b). Discuss findings and recommendations relating to the EVMS with the Contract Administration Office EVMS Monitor prior to issuance of the report. Immediately evaluate the impact of these findings on specific EVMS covered contracts and provide the details in flash EVMS surveillance reports (11-209.2.e).	
e. Update the permanent file in accordance with CAM 4-405.1.b (MAAR #3).	
3. Closing Actions	
Closing actions should be performed in accordance with FAO procedures. These procedures may require either auditors or administrative personnel to perform various closing steps. Completion of these closing actions should be documented (e.g., by initials and date on the CD or working paper folder, etc.) and should include:	
a. The title, author, and keywords fields of the file properties in the audit report must be completed (for the audit report only) prior to	

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<p>final filing.</p>	
<p>b. Review the APPS exe file for size. APPS-generated executable files that are over 10 megabytes in size should be reviewed to ensure that the format and content justify the size. Supervisors are responsible for reviewing or designating someone to review these files for content and format.</p>	
<p>c. Review the APPS exe file for temporary files. These files can be recognized by the “~\$” or “~WRL” at the beginning of the file name. Once the APPS exe file is complete and there is NO ACTIVITY to be completed on any of the files contained within the exe file, any temporary files should be deleted so there are no unintentional versions of working papers and/or reports. NOTE: This should be done prior to invoking the Export/Archive Option in APPS.</p>	
<p>d. Once an audit report is signed, the electronic document should immediately be modified to indicate who signed it, and it should be password protected. The electronic file should then be renamed according to the convention “01 DCAA Report [RORG-ASSIGNMENT NO.] – Final.doc” and changed to a read-only file. Only this file should be stored, transmitted, or otherwise used for official purposes. For Memorandums the word “Report” would be replaced by “MFF” or “MFR” in the naming convention as appropriate.</p>	
<p>e. When the audit report is transmitted electronically to the requestor, the transmission email should be saved as a txt file (this will ensure the attachments are not saved again). Saving delivery or read receipts is optional. If saved, the naming convention should distinguish them from transmittal emails.</p>	
<p>f. Once the report is signed, the signature page of the audit report must be scanned in accordance with Agency standard scanning instructions. For audit packages, the scanned signature page file should be named the same as the audit report (see above) with “-sig” added (i.e., 01 DCAA Report 01101-2002X10100389-Final-sig.pdf). There is no requirement to make the file a part of the APPS generated executable file and it must be included separately in the iRIMS folder. There is no need to scan the signature page of a Memorandum unless it is distributed outside of DCAA.</p>	
<p>g. Ensure an electronic copy of the final draft audit report containing the supervisory auditor’s initials and date, cross-referenced to the working papers, is included in the working paper package. The final draft report should include all substantive changes made to the original draft, with cross-referencing updated as necessary. It should differ from the final report only due to minor administrative</p>	

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<p>changes (spelling, format, etc.) made during final processing.</p>	
<p>h. Ensure all working paper files are "read only" and, if necessary, compressed for final storage. Generally, current Agency software should be used to automatically modify all electronic files for storage.</p>	
<p>i. Two complete sets of electronic working papers should be filed. One set (official) will be filed in iRIMS. A second set (backup) will be stored on removable media in the hard copy working paper folder. The new APPS naming convention (ex: 01701_2003A10100001_Archive_093003.exe) will be used for both. If there will be a short-term need to access the working papers, a third, or "working" set should be stored so as to be available for reference, generally on the LAN. This set should be deleted when no longer needed.</p>	
<p>j. Verify using a separate machine, that electronic files stored on removable media are not corrupted and can be unarchived. Indicate the test was successful by placing tester initials and date prominently on the CD label.</p>	
<p>k. Securely enclose the "backup" set of electronic files (CD) and any "official" set of hard copy in the hard copy folder.</p>	
<p>l. File the "official" set of electronic files in iRIMS (see iRIMS User Guide).</p>	
<p>m. <u>Do Not File Sensitive Audits in iRIMS</u>: Sensitive audits include but are not limited to classified work, suspected irregular conduct, hotline or DCAA Form 2000 related files. These audits should not be filed in iRIMS at this time. See CAM 4-407f for filing instructions.</p>	