



# Internal Controls FMC March 2020

# Agenda

- ✓ **Introduction**
- ✓ **Onspring**
- ✓ **Applying Internal Controls Concepts to  
Onspring Entry**
- ✓ **Onspring Reporting**

# Why Internal Controls?

## Importance of our Internal Control System:

- Effective internal controls provides reasonable assurance that **objectives of the organization will be achieved:**
  - Accurate financial reports
  - Maintain fiscal health of the State
  - Grant compliance
  - Accomplishing the mission of your organization

**Remember in government we are ultimately protecting and serving the taxpayer.**

# Overall Impact

- Remember the internal control system impacts all aspects of your organization and daily functions.
- Don't wait for an audit finding before reviewing the internal control system design and operation.
- Also, don't just think of it as completing the submission but more an overall culture change, training, discussion, etc.



# Internal Control Process.....

1. Start by establishing objectives, for example:
  - “The accounting records comply with Standards and are complete and accurate.”
2. Then identify risks getting in way of accomplishing the objective, for example:
  - Key assets are not all recorded at the proper amount, in the proper fund, in the proper account code or in the proper basis of accounting.
3. Consider how much risk are you willing to allow (risk tolerance)
  - Generally established as “de minimis”

# .....Internal Control Process

4. Consider “risk responses” already in place
  - Control activities component (common tasks)
  
5. Do any of those control activities offset the risk
  - If residual risk remains, need to consider response (which could be doing nothing)

Don't forget, Organizations are still responsible for risks and control activities relating to:

- Service organizations (outside third parties)
- Fraud and Information Systems
- Etc.

# Evaluation of Internal Control System

- Once system is in place, how is it working?
  - Management (not Auditors) is responsible for monitoring
- Determine if the controls were :
  - applied at relevant times
  - in a consistent manner
  - by whom they were applied

# Upcoming Submission to SAO



Risk Assessment/Control Activities (RA/CA) submission will be **due before end of this fiscal year:**

- Submission will be done via Onspring (online software)
  - Additional instructions will be provided
  - Scheduled to open late April
- Previous year answers will be populated in Onspring

**Remember.....all organizations will continue to review and certify this submission annually.**



# Onspring



# Onspring Advantages

- **Onspring has many advantages:**
  - Easier maneuvering
  - Standardized listing of key control activities
  - Enhanced visibility of gaps in controls
  - Reporting capabilities

**Essentially contains same content as RA/CA excel template.**

# Onspring Login

Onspring

Username

Password

Login

[Forgot Password?](#)

CFO will receive “welcome” email from Onspring to activate their user account.

# Onspring Summary Report

Onspring

Search Help

Viewing: My Assigned Risk and C... Risk Management Risk Asses...

Click on column heading to change sort order

## My New Risk Assessment Records

	Agency ID	Agency Name	Related Risk Q...	Specific Risk E...	Tolerance	Inherent Risk	Likeliho	Impact	Response	Residual Risk	Updated By	Updated Date
<input type="checkbox"/>	00001	Test Org for	<a href="#">2</a>	Cash (e.g. credit card, lockbox collections, cash on hand, LGIP, investments, etc.) is not all included or not recorded at the correct amounts in the accounting records.	de minimis	High	Low	Low	Acceptance	Low		3/20/2020 1:54 PM
<input type="checkbox"/>	00001	Test Ora for	<a href="#">3</a>	Cash (e.g. credit card, lockbox collections, cash on hand, LGIP, investments, etc.) that is not valid (such as cash that does not exist) is recorded in the	de minimis	High	High	High	Acceptance	High		3/11/2020 2:59 PM
<input type="checkbox"/>	00001	Test Ora for	<a href="#">3</a>	Cash (e.g. credit card, lockbox collections, cash on hand, LGIP, investments, etc.) is not recorded in the correct chartfields in the accounting records.	de minimis	Medium	Low	Medium	Avoidance	Low		3/11/2020 2:59 PM

Select "pencil" to Edit

# Onspring Detailed Entry Screen

28852

Agency ID 00001

Agency Name Test Org

Reporting Objective\* The accounting records comply with Standards and are complete and accurate

Related Risk Question Library Record

Relate

### Risk Statement

Key assets are not all recorded at the proper amount, in the proper fund, in the proper account code or in the proper basis of accounting.

Risk Statement\* Key assets are not all recorded at the proper amount, in the proper fund, in the proper account code or in the proper basis of accounting.

Specific Risk Examples\* Recording - Cash (e.g. credit card, lockbox collections, cash on hand, LGIP, investments, etc.) is not all included or not recorded at the correct amounts in the accounting records.

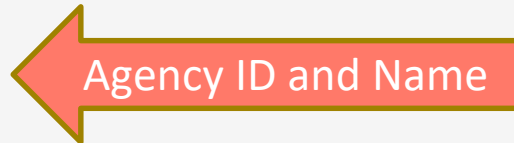
Tolerance\* de minimis

Inherent Risk ● High

Inherent Risk Justification The process has a high inherent risk as cash has a high susceptibility of fraud and/or theft. test

Likelihood ● Low

Likelihood Justification test



# Onspring Detailed Entry Screen

Impact ● Low

Impact Justification







test

Response




Acceptance

Control Activity Library

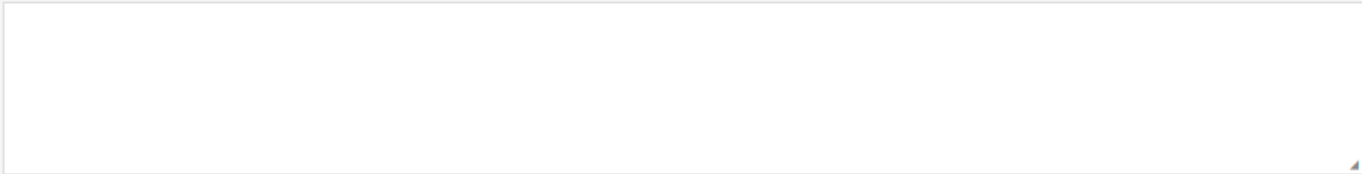
Relate

	Control ID	Control Name ↑	Detailed Description	Control Importance	Control Type	Control Frequency	Control Placement	Automation	Control Utilized?
	RCD25	Accounting System - Automated interface between non-payroll subsystems and GL/AP	Non-Payroll (offline vouchers and spreadsheet journals) transactions automatically post to cash/liability accounts in the accounting system	Key	Green Book - Financial Reporting	Periodically as Needed	Prevent	Automated	 N/A
	RCD23	Accounting System - Automated interface between Payroll and GL/AP	Payroll transactions automatically post to cash/liability accounts in the accounting system (in Teamworks upon release of labor distribution from HCM)	Key	Green Book - Financial Reporting	Periodically as Needed	Prevent	Automated	 Yes
	RCD29	Accounting System - Automated interface between revenue subsystems and GL/AP	Transactions automatically post to cash/receivable accounts (for example, in Teamworks from the AR module)	Key	Green Book - Financial Reporting	Daily	Prevent	Automated	 Yes


# Onspring Detailed Entry Screen

	ALL2	Cross-Training	Cross-training of staff to ensure there is backup for critical departmental functions.	Key	Green Book - Financial Reporting, Standard	Periodically as Needed	Prevent	Manual	 No
 1 2									1 - 10 of 19 items

Control Activity Details



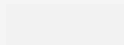
Residual Risk

 Low

Residual Risk Justification


test: Due to having AMAZING additional controls

Updated By



Updated Date

3/20/2020 1:54 PM

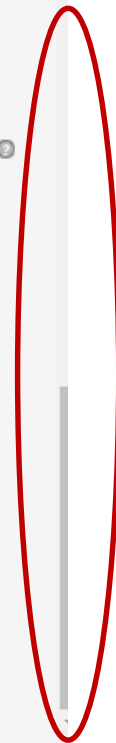
 = Required Field

Previous

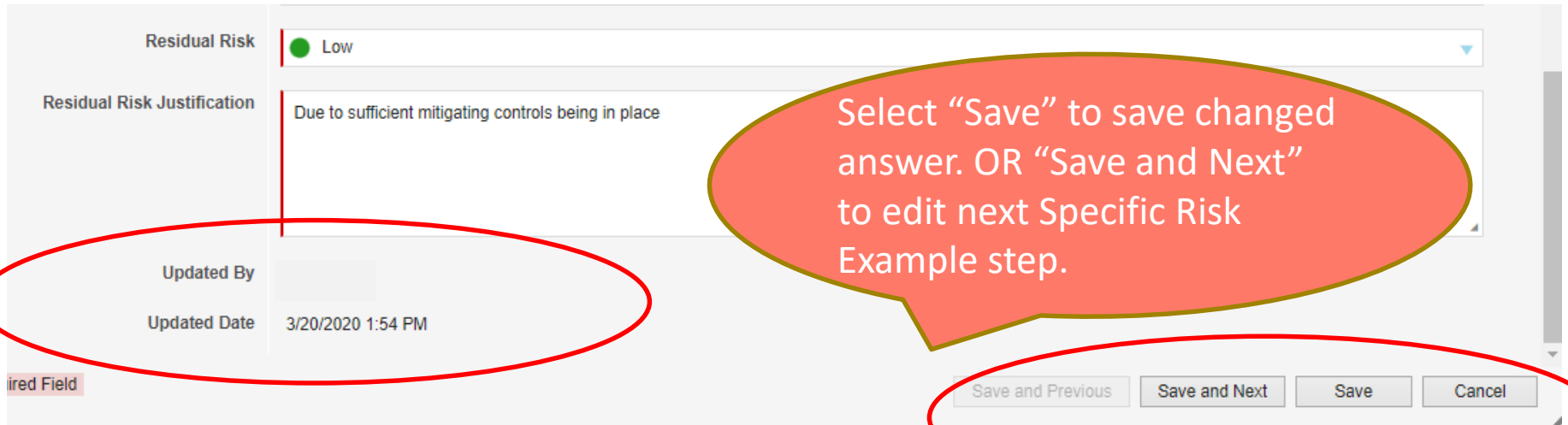
Next

Save

Cancel



# Onspring Detailed Entry Screen



The screenshot shows a web interface for entering residual risk information. It includes a dropdown menu for 'Residual Risk' set to 'Low', a text area for 'Residual Risk Justification' containing 'Due to sufficient mitigating controls being in place', and a metadata section with 'Updated By' and 'Updated Date' (3/20/2020 1:54 PM). A red oval highlights the 'Updated By' and 'Updated Date' fields. A red oval highlights the 'Save and Previous', 'Save and Next', 'Save', and 'Cancel' buttons. A red speech bubble with a green border contains the text: 'Select "Save" to save changed answer. OR "Save and Next" to edit next Specific Risk Example step.'

Residual Risk	● Low
Residual Risk Justification	Due to sufficient mitigating controls being in place
Updated By	
Updated Date	3/20/2020 1:54 PM

Required Field

Save and Previous Save and Next Save Cancel

Select "Save" to save changed answer. OR "Save and Next" to edit next Specific Risk Example step.



# Onspring – Certification

After all specific risk example steps are reviewed and updated as necessary, CFO **must** certify.

## Risk Assessment Certification

<input type="checkbox"/>	Agency ID	Agency Name	Certification	Updated By	Updated Date
<input type="checkbox"/>	00001	Test Org			3/11/2020 2:59 PM

1 - 1 of 1 items

28799

Agency ID 00001

Agency Name Test Org

Certification   I certify that this information is accurate

Updated By

Updated Date 3/11/2020 2:59 PM

= Required Field

Previous

Next

Save

Cancel



# Applying Internal Control Concepts to Onspring Entry


# Onspring – Specific Risk Examples

28852

Agency ID 00001

Agency Name Test Org

Related Risk Question Library Record

Relate 

**Risk Statement**

Key assets are not all recorded at the proper amount, in the proper fund, in the proper account code or in the proper basis of accounting.

Specific Risk Examples

Cash (e.g. credit card, lockbox collections, cash on hand, LGIP, investments, etc.) is not all included or not recorded at the correct amounts in the accounting records.

Tolerance de minimis

Inherent Risk ● High

Inherent Risk Justification


The process has a high inherent risk as cash has a high susceptibility of fraud and/or theft. test

Likelihood ● Low

Likelihood Justification

test

Impact ● Low

 = Required Field

Previous

Next

Save

Cancel


# Onspring – Risk Tolerance

28852

Agency ID 00001

Agency Name Test Org

Related Risk Question Library Record

Relate 

**Risk Statement**

Key assets are not all recorded at the proper amount, in the proper fund, in the proper account code or in the proper basis of accounting.

Specific Risk Examples

Cash (e.g. credit card, lockbox collections, cash on hand, LGIP, investments, etc.) is not all included or not recorded at the correct amounts in the accounting records.

Tolerance de minimis

Inherent Risk

● High

Inherent Risk Justification

The process has a high inherent risk as cash has a high susceptibility of fraud and/or theft. test

Likelihood


● Low

Likelihood Justification

test

Impact

● Low

 = Required Field

Previous

Next

Save

Cancel

# Onspring – Inherent Risk

28852

Agency ID 00001

Agency Name Test Org

Related Risk Question Library Record

Relate

### Risk Statement

Key assets are not all recorded at the proper amount, in

Specific Risk Examples

Cash (e.g. credit card, lockbox collections, cash on hand, LGIP, inv

accounting records.

Tolerance de minimis

Inherent Risk

● High

Inherent Risk Justification

The process has a high inherent risk as cash has a high susceptibility of fraud and/or theft. test

Likelihood

● Low

Likelihood Justification

test

Impact

● Low

**[ = Required Field**

Previous

Next

Save

Cancel

Inherent risk rating list selections are limited based on specific risk example step.

## Likelihood - Level of possibility that a risk will occur:

Without considering the **known control activities** (internal controls) actually occurring, analyze how *likely* the specific risk would be.

When answering in Onspring, certain factors to contemplate could be:

- Ease of access to asset
- Liquidity of the asset
- Manual vs automated processing
- Etc.

## Impact - Scale of the deficiency that could result from the risk occurring.

Without considering the **known control activities** (internal controls) actually occurring, analyze what the *scale* of the specific risk would be.

When answering in Onspring, certain factors to contemplate could be:

- Size
- Pace
- Duration
- Etc.

# Onspring – Risk Likelihood and Impact

Risk rating  
list options

Select a value

N/A

Low

Medium

High

Likelihood

Low

Likelihood Justification

test

Impact

Low

Impact Justification

test

Response

Acceptance

Previous answers  
from excel templates  
will be uploaded...  
Update answers to  
reflect current state.

Risk Justifications are required and allow for free form entry.



**Management designs risk responses to respond to the analyzed risks. Responses could include:**

- Acceptance - no action is taken
- Avoidance - action is taken to stop the operational process (for example, stop allowing cash to be collected offsite or stop collecting cash at all)
- Reduction - action is taken to reduce the likelihood or magnitude of the risk (for example, segregate duties, have more oversight, etc)

# Onspring – Risk Response

Likelihood	<input type="radio"/> Low
Likelihood Justification	test
Impact	<input type="radio"/> Low
Impact Justification	test
Response	Acceptance

Risk response list options

- Acceptance
- Select a value
- Acceptance
- Avoidance
- Reduction
- N/A

# Control Activities Reminders

- **Actions management establishes through policies and procedures to achieve objectives and respond to risks (including fraud risks) in the internal control system**
- **When answering in Onspring, certain tips to answer Control Activities Section could be:**
  - Refer to Statewide Internal Control Guidance – Control Activities
  - Brainstorm with personnel responsible for that specific risk example
  - Review job description or procedures manuals

# Control Activities Library



- Onspring contains library listing of standardized control activities:
  - Expected key controls that apply to almost all Organizations
  - Includes controls relating to the accounting systems, such as Teamworks
  - Differ by specific risk example step
  - “Mapping” of previous Organization answers to control activity in library listing
- Organizations will identify if this control activity is currently **in place.**

# Onspring – Control Activities Library

Link to historical mapping report

## Control Activity Library

Relate <input type="text"/>									
	Control ID	Control Name ↑	Detailed Description	Control Importance	Control Type	Control Frequency	Control Placement	Automation	Control Utilized?
	RCD25	Accounting System - Automated interface between non-payroll subsystems and GL/AP	Non-Payroll (offline vouchers and spreadsheet journals) transactions automatically post to cash/liability accounts in the accounting system	Key	Green Book - Financial Reporting	Periodically as Needed	Prevent	Automated	N/A
	RCD23	Accounting System - Automated interface between Payroll and GL/AP	Payroll transactions automatically post to cash/liability accounts in the accounting system (in Teamworks upon release of labor distribution from HCM)	Key	Green Book - Financial Reporting	Periodically as Needed	Prevent	Automated	Yes
	RCD29	Accounting System - Automated interface between revenue subsystems and GL/AP	Transactions automatically post to cash/receivable accounts (for example, in Teamworks from the AR module)	Key	Green Book - Financial Reporting	Daily	Prevent	Automated	Yes
	RCD13	Accounting System - Balanced journals (FSCM in control number)	Accounting system requires balanced entry for journals.	Key	Green Book - Financial Reporting	Daily	Prevent	Automated	No
	RCD17	Accounting System - Batch Processing	Routine batch processing is performed by accounting system that automatically edits and posts any entries not in valid and posted status and also produces an error report. Entries are posted to both the ledger and sub-ledger.	Key	Green Book - Financial Reporting	Daily	Prevent	Automated	No
	RCD4	Appropriate Documentation - Manual entries	Manual entries and adjustments are recorded in to the accounting records only when approved and accompanied by supporting documentation. (ONL entries in Teamworks)	Key	Green Book - Financial Reporting	As Entered	Prevent	Manual	No
	RCD7	Approval Delegation of Authority - Established	Delegation of Authority has been establish to identify personnel responsible for recording and adjusting item.	Key	Green Book - Financial Reporting	Periodically as Needed	Prevent	Manual	No

# Onspring - Historical Control Mappings Example



## My Historical Control Mappings

Related Agency/Org	Historical Controls Documented	Related Control Library Record	Control Name	Control Description	Related Risk Library Record
	<p>* AR: Miscellaneous cash revenue deposits are received and signed for by the Supervisor, then passed on to the AR processor and matched monthly to receipts entered into the system. Deposits are compared to the bank account, daily deposit log and to the subsidiary accounting report (AR4710407). The senior accountants review the past due reports on a monthly basis to identify uncollected cash. *</p> <p>Budget staff review and approve all expenses, coding and authorizations before expenses are processed for payment. A monthly review of postings are carried out and compared to budget , errors are identified and passed to the relevant supervisor for corrections. A Finance Clerk, who is independent of the AP process, reviews AP vouchers daily against the actual documentation or AP upload file for discrepancies between invoices and payments before checks are sent out. ACH payments are pulled back if they are paid to the incorrect person. Addresses, vendor names, amounts and authorizations are reviewed before the payments are released.</p>	<a href="#">RCD34</a>	Review - Approval of Transactions	Management review accounting records periodically to ensure only authorized approved entries and adjustments are being made.	<a href="#">2</a>

# Onspring – Control Activities Library Example

## Control Activity Library









Relate





Control ID	Control Description	Detailed Description	Control Importance	Control Type	Control Frequency	Control Placement	Automation	Control Utilized?
	Accounting System - Automated interface between non-payroll subsystems and GL/AP	Non-Payroll (offline vouchers and spreadsheet journals) transactions automatically post to cash/liability accounts in the accounting system	Key	Green Book - Financial Reporting	Periodically as Needed	Prevent	Automated	N/A
RCD23	Accounting System - Automated interface between Payroll and GL/AP	Payroll transactions automatically post to cash/liability accounts in the accounting system (in Teamworks upon release of labor distribution from HCM)	Key	Green Book - Financial Reporting	Periodically as Needed	Prevent	Automated	Yes
RCD29	Accounting System - Automated interface between revenue subsystems and GL/AP	Transactions automatically post to cash/receivable accounts (for example, in Teamworks from the AR module)	Key	Green Book - Financial Reporting	Periodically as Needed	Prevent	Automated	Yes
RCD13	Accounting System - Balanced journals (FSCM in control number)	Accounting system requires balanced entry for journals.	Key	Green Book - Financial Reporting	Periodically as Needed	Prevent	Automated	No
RCD17	Accounting System - Batch Processing	Routine batch processing is performed by accounting system that automatically edits and posts any entries not in valid and posted status and also produces an error report. Entries are posted to both the ledger and sub-ledger.	Key	Green Book - Financial Reporting	Periodically as Needed	Prevent	Automated	No
RCD4	Appropriate Documentation - Manual entries	Manual entries and adjustments are recorded in to the accounting records only when approved and accompanied by supporting documentation. (ONL entries in Teamworks)	Key	Green Book - Financial Reporting	Periodically as Needed	Prevent	Manual	No
RCD7	Approval Delegation of Authority - Established	Delegation of Authority has been establish to identify personnel responsible for recording and adjusting item.	Key	Green Book - Financial Reporting	Periodically as Needed	Prevent	Manual	No

Select "pencil" to Edit

"Control Utilized?" answers will be entered based on historical mapping .....Update answers to reflect current state.

# Onspring – Control Activities Library Example

	RCD7	Approval Delegation of Authority - Established	Delegation of Authority has been establish to identify personnel responsible for recording and adjusting item.	Key	Green Book - Financial Reporting	Periodically as Needed	Prevent	Manual	 No
	RCD8	Approval of Transactions	Entries are approved consistent with Delegation of Authority prior to entry into accounting records, including opening of new bank accounts.	Key	Green Book - Financial Reporting	As Entered	Prevent	Manual	 No
	RCD9	Bank Reconciliation	Reconciliations between bank and accounting record balances are performed accurately and timely (at least 30 days of month end).	Key	Green Book - Financial Reporting	Monthly	Detect	Manual	 No
	ALL2	Cross-Training	Cross-training of staff to ensure there is backup for critical departmental functions.	Key	Green Book - Financial Reporting, Standard	Periodically as Needed	Prevent	Manual	 No

Navigation:   **1** 2  

1 - 10 of 19 items



Multiple Pages to Review



# Onspring – Control Activities Library Example

This box opens for editing  
“Control Utilized?” answers.

153187

Control ID	RCD25
Control Name	Accounting System - Automated interface between non-payroll subsystems and GL/AP
Detailed Description	Non-Payroll (offline vouchers and spreadsheet journals) transactions automatically post to cash/liability accounts in the accounting system
Control Importance	Key
Control Type	Green Book - Financial Reporting
Control Frequency	Periodically as Needed
Control Placement	Prevent
Automation	Automated
Control Utilized?	<input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> N/A

**Update answer as necessary**

= Required Field

Previous Next Save Cancel

**N/A intended to be used only for items not applicable to Organization, such as:**

- N/A for control activities relating to Inventory as your Organization has no inventory.
- N/A for control activities relating to year-end forms that your Organization is not required to complete.
- Etc.

# Onspring – Control Activities Library Example

153187

Control ID	RCD25
Control Name	Accounting System - Automated interface between non-payroll subsystems and GL/AP
Detailed Description	Non-Payroll (offline vouchers and spreadsheet journals) transactions automatically post to cash/liability accounts in the accounting system
Control Importance	Key
Control Type	Green Book - Financial Reporting
Control Frequency	Periodically as Needed
Control Placement	Prevent
Automation	Automated
Control Utilized?	<input type="radio"/> No <input checked="" type="radio"/> Yes <input type="radio"/> N/A

Select "Save" to save changed answer. OR "Save and Next" to edit next Control Activity.

**= Required Field**

Save and Previous

Save and Next

Save

Cancel

But what if my control activity is not exactly the same as the one in the control activities library listing

- That is ok.....
  - For example, the standardized control in the library listing states: “Reconciliations between bank and accounting record balances are performed accurately and timely (at least 30 days of month end).”
  - But your organization does them every two weeks

**It would be ok to still select that as your control activity relating to reconciliations.**

# Control Activities Example - Expenditures

<b>Control Activity (per Organization RA/CA template)</b>	<b>Standard Control Activity (from software library listing)</b>
Segregation of duties exists: different staff create requisitions, generate purchase orders, approve expenditures, enters invoice and mail out checks.	Different staff create requisitions, generate purchase orders, approve expenditures, enters invoice and mail out checks. (segregation of duties)
All expenses are entered and approved by program staff. Then expenses are reviewed and approved by budget staff, and if tied to a PO, by procurement staff, before being processed by AP staff.	Entries are approved consistent with Delegation of Authority (such as to evidence that goods/services were received, etc.) prior to entry into accounting records.

# Control Activities Example - Expenditures



<b>Control Activity (per Organization RA/CA template)</b>	<b>Standard Control Activity (from software library listing)</b>
Finance staff follow guidance and comply with SAO policies and procedures for allowable expenses and refer to the state chart of accounts for coding of expenditures.	Staff review accounting standards and guidance from SAO when recording entries and adjustments. (ensures proper measurability, etc.)
The Accounting Director reviews the Trial Balance by Fund (44P) monthly for mispostings.	Management reviews accounting records periodically to ensure only authorized approved entries and adjustments are being made.

# Onspring – Control Activities Details

Control Activity Details

Details of Control Activities will be included here.

Details of Organization specific control activities will be included here.

Previous answers from excel templates will be uploaded... Update answers to reflect current state.

## Residual Risk – Risk that remains after management’s response to inherent risk

Considering **known control activities** (internal controls) actually occurring, analyze the ***level of the remaining risk*** for each of the specific risk examples.

**When answering in Onspring, certain factors to contemplate, especially if a key control is missing:**

- Is there some sort of mitigating control activity in place
- OR
- There should be a plan to close that gap (by implementing the missing control activity)

# Onspring – Residual Risk

Risk rating  
list options

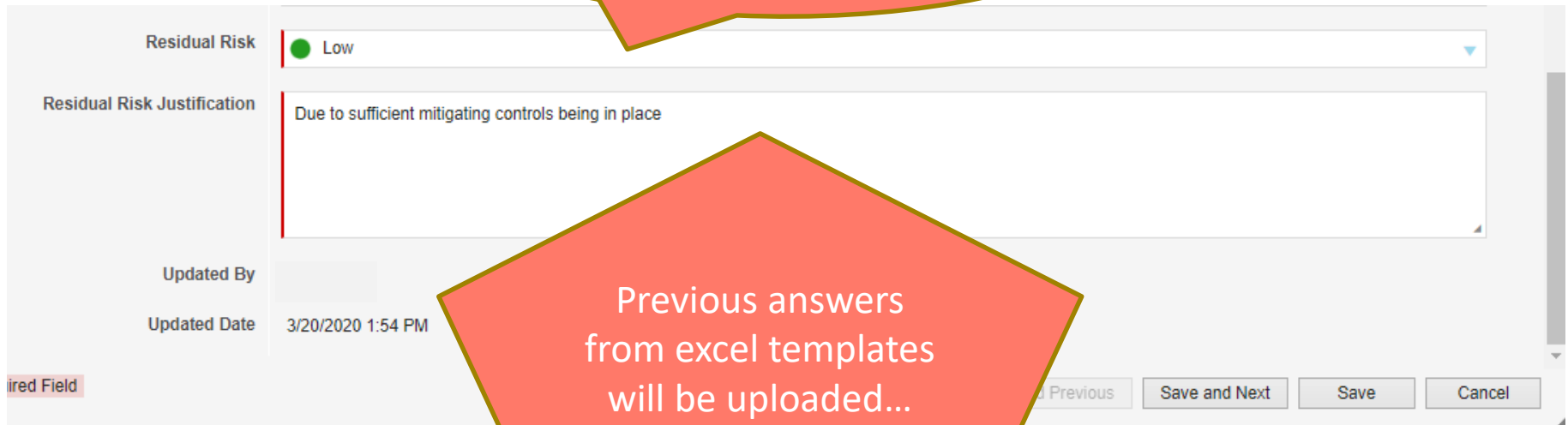
Select a value

N/A

Low

Medium

High



The screenshot shows a web form for 'Residual Risk'. The 'Residual Risk' dropdown menu is set to 'Low'. The 'Residual Risk Justification' text area contains the text 'Due to sufficient mitigating controls being in place'. Below this, the 'Updated By' field is empty and the 'Updated Date' is '3/20/2020 1:54 PM'. At the bottom, there are buttons for 'Previous', 'Save and Next', 'Save', and 'Cancel'. A 'Required Field' label is visible on the left side of the form.

Previous answers  
from excel templates  
will be uploaded...  
Update answers to  
reflect current state.

Risk Justifications are required and allow for free form entry.



# Onspring Reporting



# Onspring Heat Map – Likelihood and Impact



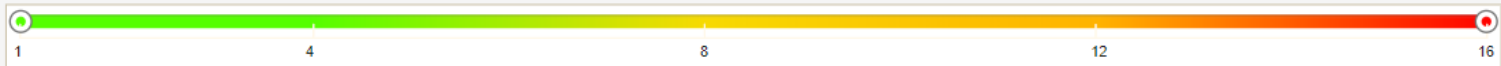
Onspring

[Dashboards](#) [Reports](#) [Content](#)

Search  Help

Viewing: Agency Reporting **Risk Management** Risk Assessments and Control Activities

## Heat Map - Agency View

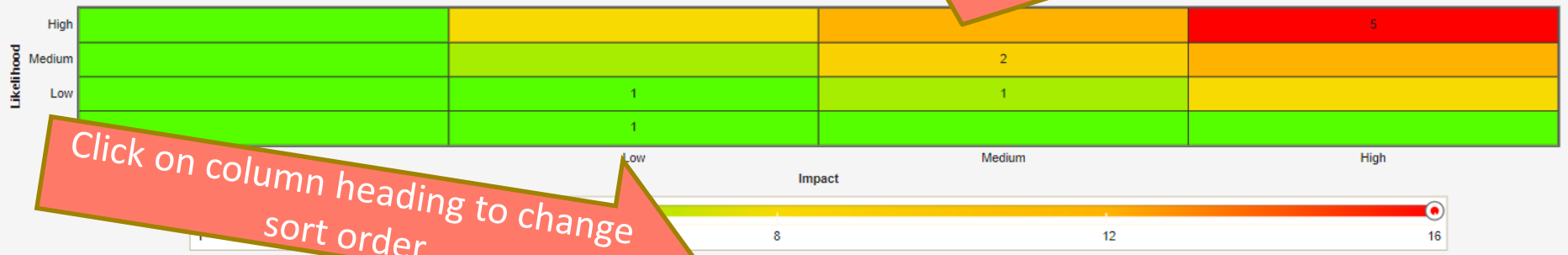


Assessing Organization/Agency	Risk Statement*	Related Risk Question Library...	Specific Risk Examples*	Impact	Likelihood	Residual Risk
<a href="#">00001</a>	Key assets are not all recorded at the proper amount, in the proper fund, in the proper account code or in the proper basis of accounting.	<a href="#">3</a>	Recording - Cash (e.g. credit card, lockbox collections, cash on hand, LGIP, investments, etc.) that is not valid (such as cash that does not exist) is recorded in the accounting records.	● High	● High	● High
<a href="#">00001</a>	Key assets are not all recorded at the proper amount, in the proper fund, in the proper account code or in the proper basis of accounting.	<a href="#">5</a>	Recording - Receivables are not all included in the accounting records.	● High	● High	● Low
<a href="#">00001</a>	Key assets are not all recorded at the proper amount, in the proper fund, in the proper account code	<a href="#">6</a>	Recording - Receivables are not recorded at the correct amounts in the accounting records.	● High	● High	● Low

# Onspring Heat Map – Likelihood and Impact

Can click on box to “drill down” in to details of the heat map report.

## Heat Map - Agency View



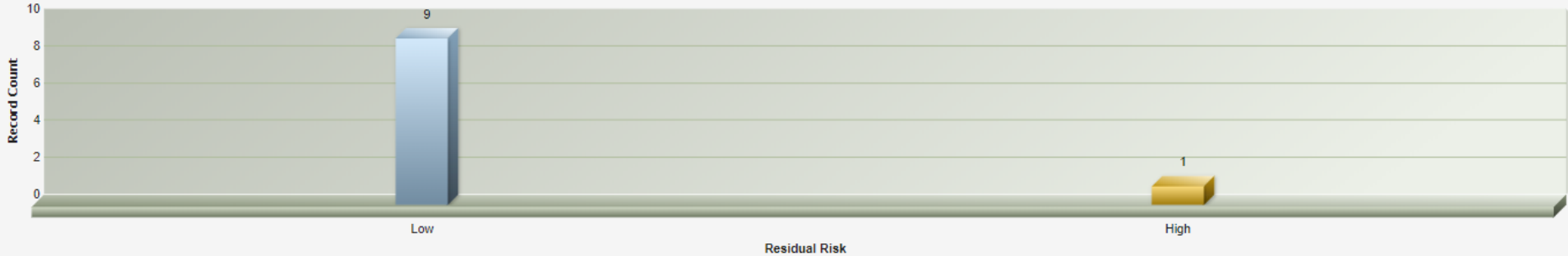
Click on column heading to change sort order

Assessing Organization/Agency	Risk Statement*	Related	Specific Risk Examples*	Impact	Likelihood	Residual Risk
<a href="#">00001</a>	Key assets are not all recorded at the proper amount, in the proper fund, in the proper account code or in the proper basis of accounting.	<a href="#">3</a>	Recording - Cash (e.g. credit card, lockbox collections, cash on hand, LGIP, investments, etc.) that is not valid (such as cash that does not exist) is recorded in the accounting records.	● High	● High	● High
<a href="#">00001</a>	Key assets are not all recorded at the proper amount, in the proper fund, in the proper account code or in the proper basis of accounting.	<a href="#">5</a>	Recording - Receivables are not all included in the accounting records.	● High	● High	● Low
<a href="#">00001</a>	Key assets are not all recorded at the proper amount, in the proper fund, in the proper account code	<a href="#">6</a>	Recording - Receivables are not recorded at the correct amounts in the accounting records.	● High	● High	● Low

# Onspring Residual Risk Graph



Residual Risk - Agency View

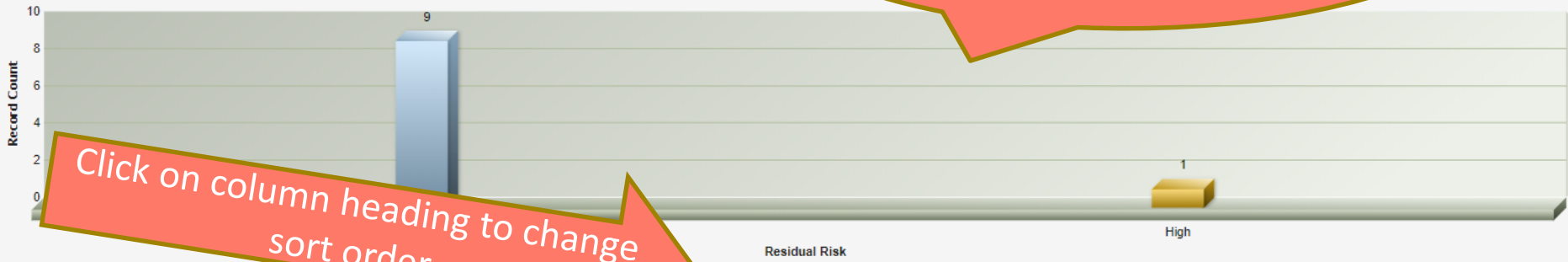


Agency ID	Risk Statement*	Related Risk Question...	Specific Risk Examples*	Inherent Risk	Likelihood	Impact	Response	Residual Risk
00001	Key assets are not all recorded at the proper amount, in the proper fund, in the proper account code or in the proper basis of accounting.	<a href="#">3</a>	Recording - Cash (e.g. credit card, lockbox collections, cash on hand, LGIP, investments, etc.) that is not valid (such as cash that does not exist) is recorded in the accounting records.	● High	● High	● High	Acceptance	● High
00001	Information provided on year end forms does not agree with accounting records and/or supporting documentation.	<a href="#">83</a>	Reporting - Investment Form: - appropriate research not done to include all needed items		● N/A	● Low	Acceptance	● Low
00001	Key assets are not all	<a href="#">2</a>	Recording - Cash (e.g.	● High	● Low	● Low	Acceptance	● Low

# Onspring Residual Risk Graph

Can click on graph to “drill down” in to details.

Residual Risk - Agency View

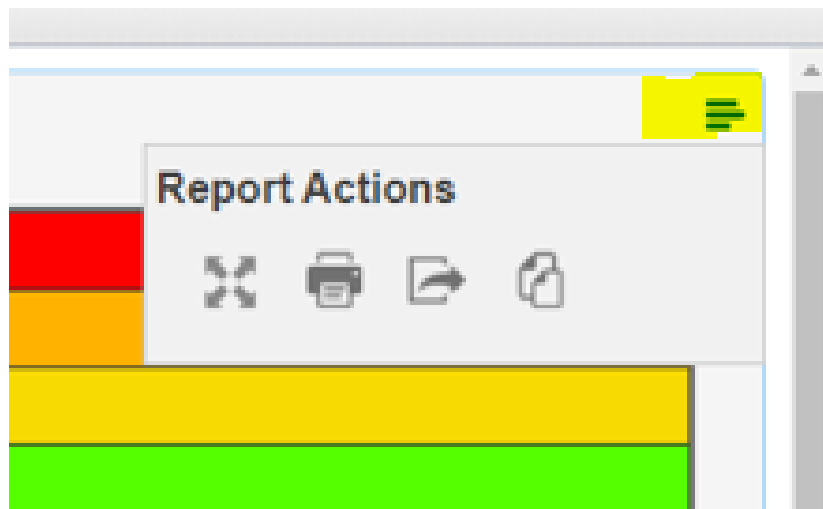


Click on column heading to change sort order

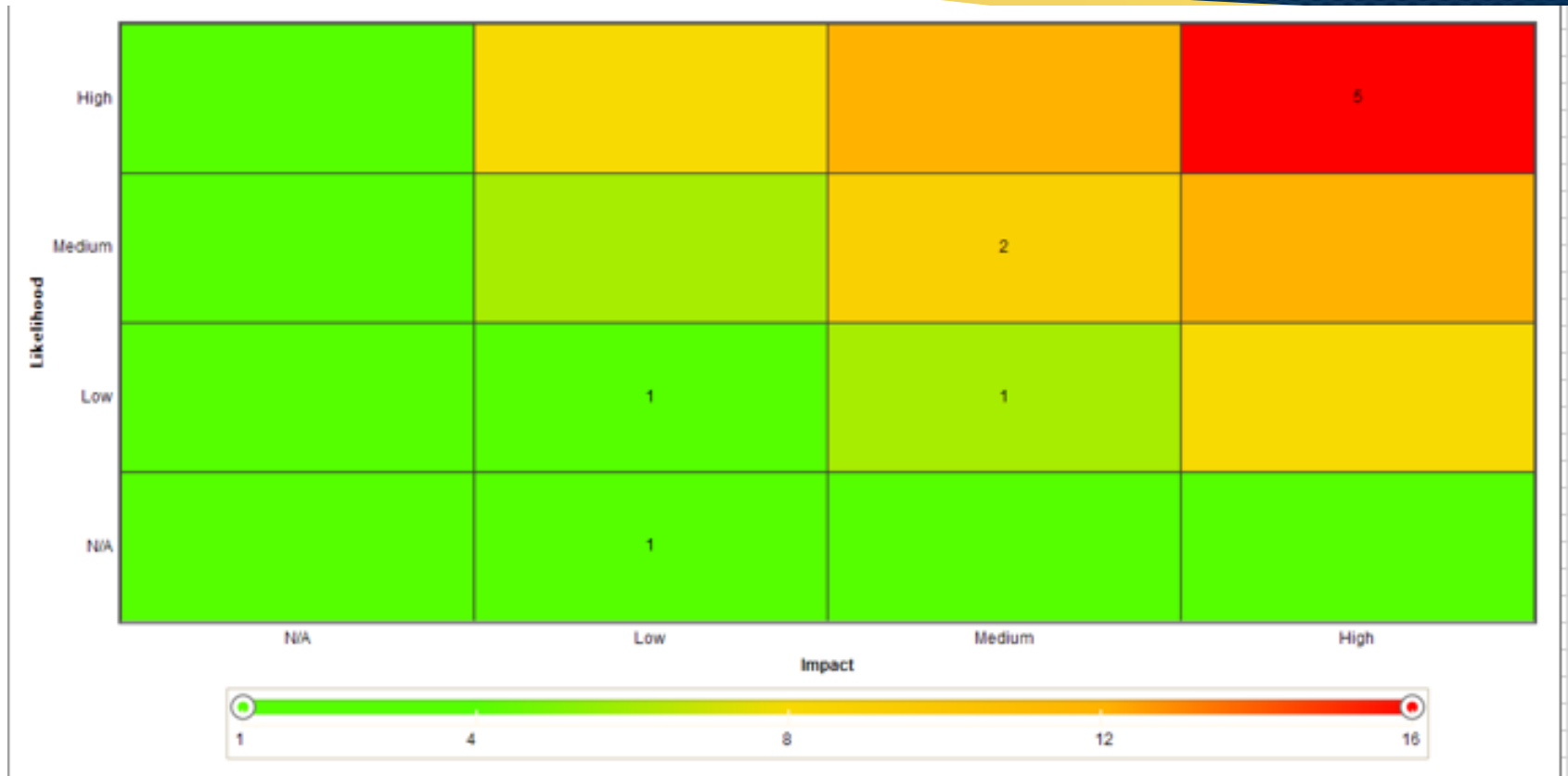
Agency ID	Risk Statement*	Related Risk	Inherent Risk	Likelihood	Impact	Response	Residual Risk
00001	Key assets are not all recorded at the proper amount, in the proper fund, in the proper account code or in the proper basis of accounting.	3	Recording - Cash (e.g. credit card cash on hand, LGIP investments, etc.) that is not valid (such as cash that does not exist) is recorded in the accounting records.	● High	● High	● High	● High
00001	Information provided on year end forms does not agree with accounting records and/or supporting documentation.	83	Reporting - Investment Form: - appropriate research not done to include all needed items	● N/A	● Low	● Low	● Low
00001	Key assets are not all	2	Recording - Cash (e.g.	● High	● Low	● Low	● Low

# Onspring – Other Report Options

Most every Onspring page has option to export to excel or print the information.



# Example - Excel export of Heat Map



Assessing Organization/Age	Risk Statement*	Identified Risk Question	Specific Risk Examples*	Impact	Likelihood	Residual Risk
00001	Key assets are not all recorded at the proper amount, in the pi	3	Recording - Cash (e.g. credit card, lockbox collections, cash	High	High	High
00001	Key assets are not all recorded at the proper amount, in the pi	5	Recording - Receivables are not all included in the accounting	High	High	Low
00001	Key assets are not all recorded at the proper amount, in the pi	6	Recording - Receivables are not recorded at the correct amo	High	High	Low

# Example - Excel export of Specific Risk Example Steps



Agency ID	Agency Name	Related Risk Question Library Record	Specific Risk Examples*	Inherent Risk	Likelihood	Impact	Residual Risk	Updated By	Updated Date
00001	Test Org	2	Recording - Cash (e.g. credit card, lockbox collections, cash on hand,	High	Low	Low	Low		3/20/2020 1:54 PM
00001	Test Org	3	Recording - Cash (e.g. credit card, lockbox collections, cash on hand,	High	High	High	High		3/11/2020 2:59 PM
00001	Test Org	4	Recording - Cash (e.g. credit card, lockbox collections, cash on hand,	Medium	Low	Medium	Low		3/11/2020 2:59 PM
00001	Test Org	5	Recording - Receivables are not all included in the accounting records.	High	High	High	Low		3/12/2020 7:18 AM
00001	Test Org	6	Recording - Receivables are not recorded at the correct amounts in the	High	High	High	Low		3/12/2020 7:18 AM
00001	Test Org	7	Recording - Receivables that are not valid (such as receivables that are	High	High	High	Low		3/12/2020 7:18 AM
00001	Test Org	8	Recording - Receivables are not recorded in the correct chartfields in	High	High	High	Low		3/12/2020 7:18 AM
00001	Test Org	9	Recording - Receivables, by fund type, are not recorded in accordance	Medium					3/11/2020 2:59 PM
00001	Test Org	10	Recording - Inventory is not all included in the accounting records.	High	Medium	Medium	Low		3/11/2020 2:59 PM
00001	Test Org	11	Recording - Inventory is not recorded at the correct amounts in the	High	Medium	Medium	Low		3/11/2020 2:59 PM
00001	Test Org	12	Recording - Inventory that is not valid is included in the accounting records (such as amounts are included that do not physically						3/11/2020 2:59 PM



# Where to Find Information



The Green Book is available on GAO's website at:

[www.gao.gov/greenbook](http://www.gao.gov/greenbook)

SAO's website:

<https://sao.georgia.gov/policies-and-procedures/internal-controls>

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