



# Office of the County Auditor

Internal Audit Division

## Utah County Journal Entry Audit

May 4, 2023

Rodney Mann, Utah County Auditor  
100 East Center Street Suite 3611  
Provo, UT 84606

Dear Mr. Mann:

The Internal Audit Division (“Division”) performed an audit of Utah County Financial Information Systems (“CoFIS”) journal entries for the period of October 1, 2022, through December 31, 2022. We performed the following procedures:

1. Sampled 20 CoFIS journal entry numbers and tested for valid documentation.
2. Tested population of CoFIS cancelled journal entries for valid documented reason.
3. Sampled 20 CoFIS General Ledger Module users with DEPT security and tested the ability of each user to finalize any journal entry.
4. Sampled 20 CoFIS General Ledger Module users with DOALL security and tested the ability of each user to finalize their own created journal entry.
5. Tested population of CoFIS General Ledger Module users with REVIEW security for the ability of each user to create a journal entry.
6. Tested population of CoFIS General Ledger Module users with AUDITOR security for the ability of each user to create a journal entry.
7. Within a CoFIS software testing environment, viewed an Information Systems Department employee independently verify that:
  - a. A user with DEPT security cannot finalize any journal entry.
  - b. A user with DOALL security cannot finalize their own created journal entity.
  - c. A user with REVIEW security cannot create a journal entry.
  - d. A user with AUDITOR security cannot create a journal entry.
  - e. A finalized journal entity cannot be cancelled.

We did not discover any material internal control weaknesses in journal entry creation, finalization, and cancellation; nor did we discover any material findings regarding finalized journal entry documentation. We discovered two other matters and provide recommendations that may improve the control of cancelled journal entries and reused journal entries, respectively. The Division appreciates the courtesy and assistance extended to us by Finance Division and Information Systems Department personnel during the audit process. We look forward to a continued professional relationship.

Sincerely,

Utah County Internal Audit Division

CC: Jeremy Walker, Utah County Director of Financial Services  
Danene Jackson, Utah County Controller

## **Utah County Journal Entry Audit** **Finding(s) and Other Matter(s)**

### **Other Matter: Journal Entry Cancellation Reason**

#### **Condition**

Ten of nineteen cancelled journal entries did not include a cancellation reason on the journal entry details page.

#### **Recommendation**

While acknowledging lowered financial misstatement risk, due to CoFIS preventing a finalized journal entry's cancellation, we recommend a journal entry cancellation reason be entered as a user comment at the bottom of the journal entry details page for all cancelled journal entries.

#### **Management Response**

We agree with the recommendation. We have requested a programming change from the Information Systems Department so CoFIS will require users to provide a reason when cancelling a journal entry and cancellation information will be visible on the journal entry detail screen. We expect this recommended system change to be implemented by July 31, 2023.

### **Other Matter: Journal Entry Data Duplication**

#### **Condition**

Two cancelled journal entries, which were created by reusing previously finalized journal entries, had "Set to W" (i.e., waiting) and "Set to F" (i.e., finalized) date stamps from the original journal entries from which the new journal entries were created, then cancelled. This made these cancelled journal entries appear to have been: (1) created after they were finalized and (2) cancelled after they were finalized. The first issue is impossible, and the second issue is prevented by CoFIS.

#### **Recommendation**

We recommend the Finance Division work with the Information Systems Department to configure CoFIS to ensure when an already finalized journal entry is duplicated to be reused for a new journal entry, the "Created by," "Set to W," and "Set to F" date stamps are deleted, not copied, from the original journal entry.

#### **Management Response**

We agree with the recommendation. We have requested a programming change from the Information Systems Department so that duplicated journal entries do not also duplicate the "Set to W" and "Set to F" dates and user IDs from the previous journal entries. We expect this recommended system change to be implemented by July 31, 2023.