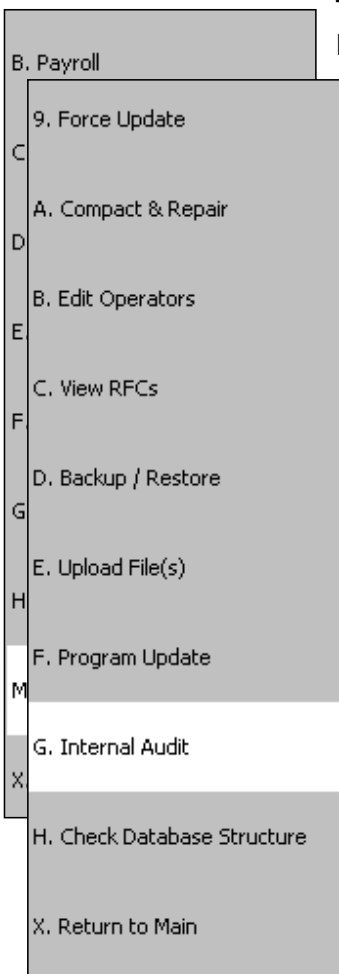




A Division of Harris Computer Systems

GENERAL ENTRY: INTERNAL AUDIT

The following information details the newly added ability to run an Internal Audit on all TRIO databases. This process provides a summary of information about each module, which in turn can be used to make sure that there are no issues with the data that should be addressed. It is recommended that this process be run on a regular basis – monthly, or even weekly.



To run an Internal Audit, from the *General Entry Menu*, select **M. System Maintenance > G. Internal Audit**. This will bring up a window showing the modules that can process an internal audit. Check off the modules that should be processed and click on *File > Process (F12)* to continue. The following is a summary of what information is included for each TRIO module:

Budgetary

- **Invalid Account List** – Displays any accounts that have been used in a journal that are not on the Valid Accounts List.
- **Bad Account List** – Shows any accounts that have been used that are not set up in the Chart of Accounts.
- **Fund Balancing List** – Shows Assets, Liabilities, Fund Balance, and Net totals for each fund and a flag showing if the fund is out of balance or not.
- **Control Account Balancing List** – Displays the Expense and Revenue Control account totals for each fund versus the actual totals for Expense and Revenue accounts. If these figures do not match, a flag is checked showing this fact.
- **Liability Accounts List** –The Beginning Balance, Total Debits, Total Credits, and Balance for each G/L Liability account will display. This is useful for making sure that accounts are not “building up” and have not been paid out recently.
- **Account Activity List** – Shows a breakdown of totals by Expense Department, Expense, and Revenue Department. It will list the total number of entries and a total dollar value for each one.
- **Vendors Summary** –The total number of journal entries that have been paid to vendors will display.
- **Check Rec Summary** – Displays and totals the number of check reconciliation entries that are Issued, Outstanding, and Cashed by Type (i.e. A/P, Payroll, etc.).
- **Check Rec Summary – Amount** – Shows the same information as the Check Rec Summary, except with dollar values instead of the number of entries.

Cash Receipts

- **Receipt Type Summary** – Shows and totals the number of transactions and dollar values for each receipt type in the Current Receipt File – archived receipts will not be included.

General Entry: Internal Audit *CONTINUED*

Tax Collections

- **O/S Bill Summary** – Shows the number of Personal Property and Real Estate bills and dollar value for each tax year. It also shows a dollar value from the corresponding General Ledger taxes receivable account and the difference between the totals in Collections and Budgetary. Those years that do not match will be flagged as such.
- **O/S Lien Summary** – Shows the same information as the O/S Bill Summary except for just liened R/E accounts.

E911

- **E911 Summary** – Displays the number of accounts entered in E911.

Fixed Assets

- **Asset Summary** – Shows and totals the number of entries, Original Values, Depreciation, and Net Value for all items, broken down by year.

Motor Vehicle

- **Registration Summary** – Lists and totals the number of registrations by Status (Active, Pending, Terminated, and Expired) and Plate Class (PC, CO, TL, etc.).
- **Excise Tax Summary** – Shows a monthly breakdown of dollars collected for Excise Tax in Motor Vehicle versus the amount showing in the General Ledger Excise Tax account, as well as the difference between the two.

Personal Property

- **Personal Property Summary** – The total dollar value for each category, as well as totals for the number of accounts, valuation, exemption, and net value will display.

Real Estate

- **Real Estate Summary** – Shows the total number of accounts and the Billing and Calculated values for Land, Building, Exemption, and Net. Also, if the Short Maintenance screen is used, acreage and values for Soft, Hard, Mixed Wood, and Other will show.

Utility Billing

- **O/S Bill Summary** – Displays the Bill Date, Number of Bills, and total Values for all Sewer and Water bills and liens, sorted by Bill Date. Also shows the General Ledger Utility account totals from Budgetary and the difference between what is in Utility Billing and Budgetary. If these totals do not match, a flag is checked showing this.
- **Category Summary** – The total number of Sewer and Water accounts by Category Type will display.