Corporate Reporting

DATA ANALYTICS SOFTWARE QUESTIONS

Note: we have produced this document to help students understand how to use the Data Analytics Software when answering Corporate Reporting questions. The document should be read alongside the answer to the corresponding question.

This does not form part of the answer. *The Data Analytics Software screens cannot be cut and pasted from the software into your answer in the Corporate Reporting exam.*

Question 1

Requirement 1.1 does not require accessing the Data Analytics Software as there is sufficient information in the question to answer this requirement.

Requirement 1.2

Costs of sales account

In the *Explore* module, select 'Account view' and then 'Expense'.

Use the � icon to select only cost of sales. This should then show the screen below (scroll down to see all the transactions). From this, the sub accounts can be reviewed for significant changes, each of which may suggest high risk.

Expense

	ACCOUNT	PRIOR YEAR	FIELDWORK	DIFFERENCE		
⊞ 🗩	61010 - Products	-808	-2,037	-1,229	N/A	✅
⊞ 🗩	61017 - Deliveries	22,468	27,713	5,244	↑23%	✅
⊞ 🗩	61020 - Freelance/Consultancy	15,298	14,337	-961	↓6%	✅
⊞ 🗩	61030 - Photo Library	0	3,244	3,244	N/A	✅
⊞ 🗩	61035 - Materials	10,499	12,852	2,354	↑22%	✅
⊞ 🗩	61040 - Media Bookings	4,400	4,877	476	↑11%	✅
⊞ 🗩	61045 - Metal & Plastic	117	131	13	↑11%	✅
⊞ 🗩	61050 - Mock-Ups	50,460	75,141	24,681	↑49%	✅
⊞ 🗩	61055 - Other Direct Costs	64,867	66,235	1,368	↑2%	✅
⊞ 🗩	61060 - Photography	72,682	60,302	-12,380	↓17%	✅
⊞ 🗩	61065 - Packing & Wrapping	995	1,143	148	↑15%	✅
⊞ 🗩	61070 - Printing	280,064	272,785	-7,279	↓3%	✅
⊞ 🗩	61075 - Repro	26,654	27,526	872	↑3%	✅
⊞ 🗩	61085 - Travel & Subs on jobs	72,984	86,825	13,840	↑19%	✅
⊞ 🗩	61090 - Vehicle Hire / Mileage	10,057	9,709	-348	↓3%	✅
⊞ 🗩	61095 - Casual Labour	49,850	52,515	2,664	↑5%	✅
⊞ 🗩	61097 - New Media - External	65,984	91,981	25,997	↑39%	✅
⊞ 🗩	62010 - Motor Insurance	2,234	2,072	-162	↓7%	✅
⊞ 🗩	62020 - Vehicle Lease	500	0	-500	↓100%	✅
⊞ 🗩	62022 - Fuel & hire POS	4,981	5,765	785	↑16%	✅
⊞ 🗩	62025 - Trav Expenses	498	142	-356	↓72%	✅
⊞ 🗩	62026 - Trav Expenses - Other no jobs	13,266	14,891	1,625	↑12%	✅
⊞ 🗩	62039 - Fuel 1	99	108	10	↑10%	✅
⊞ 🗩	62040 - Fuel 2	25	0	-25	↓100%	✅
⊞ 🗩	62043 - Fuel 3	4,007	5,589	1,582	↑39%	✅
⊞ 🗩	62045 - Fuel 4	6,782	9,416	2,634	↑39%	✅
⊞ 🗩	62090 - Fuel 5	301	306	5	↑2%	✅
⊞ 🗩	62097 - Fuel 6	100	158	58	↑58%	✅
⊞ 🗩	62405 - Equipment Rental	22,686	29,177	6,491	↑29%	✅
⊞ 🗩	62410 - Canon Maint Copies	1,025	1,223	198	↑19%	✅

⊞	🗩	62415 - Images - Shutterstock	1,984	1,970	-14	↓1%	☑
⊞	🗩	63010 - Entertaining General	1,854	2,462	609	↑33%	☑
⊞	🗩	63015 - Entertaining Staff	2,745	2,906	161	↑6%	☑
		TOTAL SELECTED	809,659	881,464	71,805	↑9%	☰

Heat map

Still in the '*Account view*':
- select '*Expense*' (at the top of the screen)
- click on the ☰ icon
- select *Cost of Sales* (ie remove all other green ticks)
- click on *CONFIRM* (bottom right corner)
- click on the 'Heat Map' (shown below)
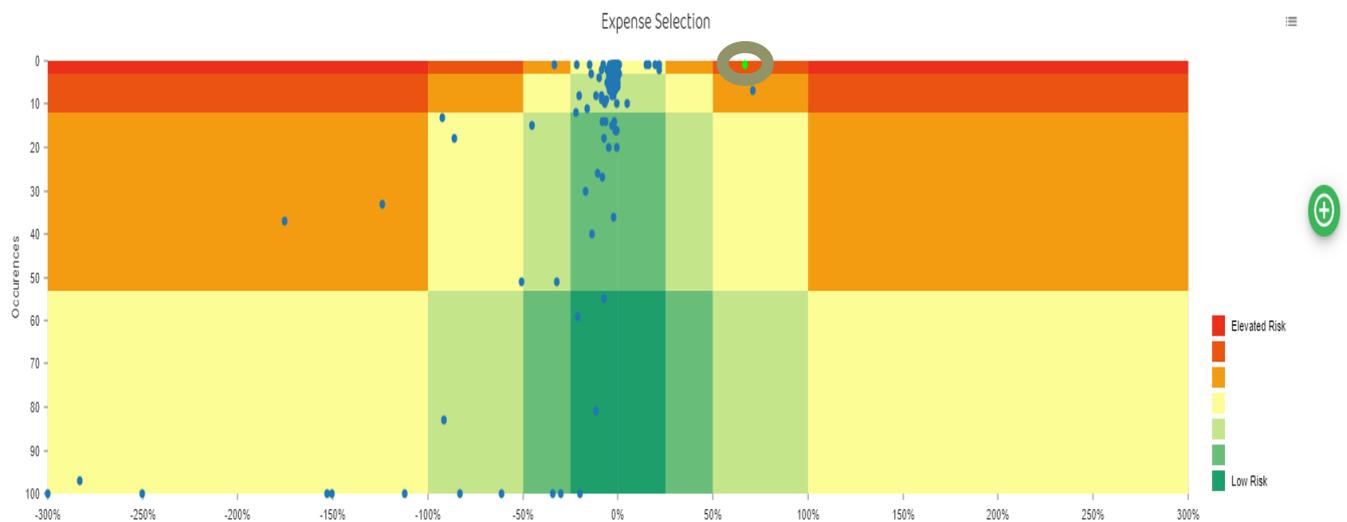
It can be seen that there is only one transaction (circled) in the orange/red areas (click on the second to highest elevated risk class bar chart on the right) so it goes green (as above). Alternatively, click on the dot itself to make it go green.

Click on the transactions icon ☰ , in the top right corner of the Heat Map above, to reveal the underlying transactions for the one high risk item (in green). This then shows the following:

Expense Transactions

Transaction Id	Description	Debit	Credit	Account Codes	Effective Dates	User Ids	Document Types	Created Dates	
SRC006972	Website dev	95,000	95,000	13020, 21010, 61060	29/09/2018	FWRIGHT	SRC - Sales Receipt	06/10/2018 09:44:22	☑

Show 10 ▾ lines   ‹ 1 ›

CANCEL   CREATE TEST

Clicking on the blue Tranaction ID in the above screen shows the double entry in the screen below.

Transaction 'SRC006972'

Transaction Id	Account Code	Amount	Effective Date	Document Type	Journal Description	User Id	Line Description	Created Date
SRC006972	13020	95,000	29/09/2018	SRC - Sales Receipt	Website dev	FWRIGHT		06/10/2018 09:44:22
SRC006972	61060	-20,000	29/09/2018	SRC - Sales Receipt	Photography	FWRIGHT		06/10/2018 09:44:22
SRC006972	21010	-75,000	29/09/2018	SRC - Sales Receipt	Digital Dreams Ltd	FWRIGHT		06/10/2018 09:44:22

Show 10 ▼ lines

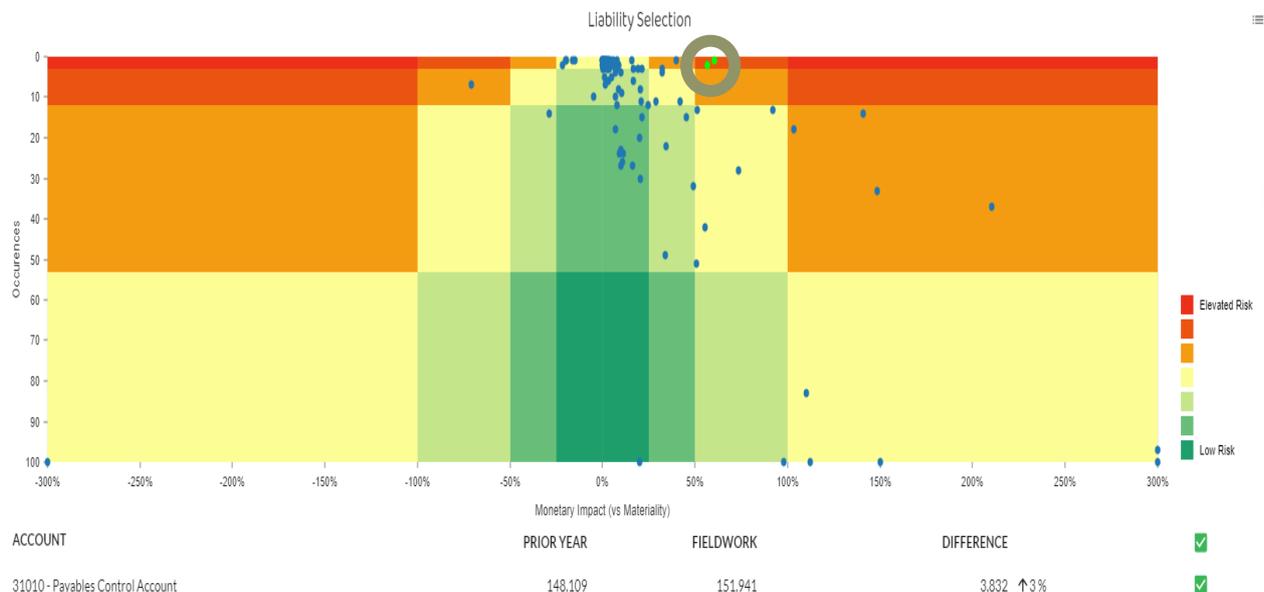Showing 1 to 3 of 3 lines ‹ **1** ›

Trade Payables

For trade payables, go to '*Account view'* then '*Liability'* then '*Trade payables'* (using ☰ icon and similar steps as for Cost of Sales above) click on the Heat Map, repeat the above routine (as for Cost of Sales).

However now there are two transactions in the orange/red zone (identified by clicking on the second to highest elevated risk class bar chart on the right).

Click on each dot individually to make each one green in turn - so the transactions can be identified separately for each (circled below):

Heat Map

ACCOUNT	PRIOR YEAR	FIELDWORK	DIFFERENCE	
31010 - Payables Control Account	148,109	151,941	3,832 ↑3%	✅

Now repeat the same routine for payables (ie, the same steps as for Cost of Sales above) to show the following:

Heat Map - trade payables – transaction 1

Clicking on the transactions icon ☰ for the first green dot, produces the screen below:

Liability Transactions

Transaction Id	Description	Debit	Credit	Account Codes	Effective Dates	User Ids	Document Types	Created Dates	
PIN030006	- PIN030006 - Posting Run Control	18,127	18,127	31010, 33020, 77030	10/08/2018	TPOTTS	PIN - Purchase Invoice	16/08/2018 17:43:55	✓

Show 10 ▾ lines   ‹ 1 ›

CANCEL   CREATE TEST

Clicking on the blue Tranaction ID in the above screen shows the double entry in the screen below.

Transaction 'PIN030006'

Transaction Id	Account Code	Amount	Effective Date	Document Type	Journal Description	User Id	Line Description	Created Date
PIN030006	77030	7,250	10/08/2018	PIN - Purchase Invoice	T301/NWB/KRM - TDG Holdings & TDG Brand Audit 2017	TPOTTS		16/08/2018 17:43:55
PIN030006	77030	4,600	10/08/2018	PIN - Purchase Invoice	T301/NWB/KRM - TDG Holdings & TDG Brand prep work 2017	TPOTTS		16/08/2018 17:43:55
PIN030006	33020	3,021	10/08/2018	PIN - Purchase Invoice	- PIN030006 - Posting Run Control	TPOTTS		16/08/2018 17:43:55
PIN030006	77030	1,600	10/08/2018	PIN - Purchase Invoice	T301/NWB/KRM - Corp Tax 2017	TPOTTS		16/08/2018 17:43:55
PIN030006	77030	700	10/08/2018	PIN - Purchase Invoice	T301/NWB/KRM - Discussing impact of NEL loan	TPOTTS		16/08/2018 17:43:55
PIN030006	77030	400	10/08/2018	PIN - Purchase Invoice	T301/NWB/KRM - Closure on appeal on assessment of tax demand	TPOTTS		16/08/2018 17:43:55
PIN030006	77030	300	10/08/2018	PIN - Purchase Invoice	T301/NWB/KRM - Drafting and filing dormant co accs	TPOTTS		16/08/2018 17:43:55
PIN030006	77030	150	10/08/2018	PIN - Purchase Invoice	T301/NWB/KRM - Revision of Corporation tax for prior year loss	TPOTTS		16/08/2018 17:43:55
PIN030006	77030	106	10/08/2018	PIN - Purchase Invoice	T301/NWB/KRM - travel/post/telephone etc	TPOTTS		16/08/2018 17:43:55
PIN030006	31010	-18,127	10/08/2018	PIN - Purchase Invoice	- PIN030006 - Posting Run Control	TPOTTS		16/08/2018 17:43:55

Show 10 ▾ lines   Showing 1 to 10 of 10 lines   ‹ 1 ›

Heat Map - trade payables – transaction 2

Liability Transactions

Transaction Id	Description	Debit	Credit	Account Codes	Effective Dates	User Ids	Document Types	Created Dates	
PIN029277	- PIN029277 - Posting Run Control	15,653	15,653	31010, 72020	02/02/2018	ABLOGGS	PIN - Purchase Invoice	08/02/2018 19:16:45	✓
PIN030667	- PIN030667 - Posting Run Control	1,367	1,367	31010, 72020	23/10/2018	FWRIGHT	PIN - Purchase Invoice	29/10/2018 10:07:58	✓

Show 10 ▾ lines

‹ 1 ›

CANCEL

CREATE TEST

Clicking on the first blue Transaction ID in the above screen shows the double entry in the screen below.

Transaction 'PIN029277'

Transaction Id	Account Code	Amount	Effective Date	Document Type	Journal Description	User Id	Line Description	Entered Date
PIN029277	72020	15,653	02/02/2018	PIN - Purchase Invoice	6906459815 - Rates 01/04/15 - 31/3/16	ABLOGGS		02/02/2018
PIN029277	31010	-15,653	02/02/2018	PIN - Purchase Invoice	- PIN029277 - Posting Run Control	ABLOGGS		02/02/2018

Show 10 ▾ lines

Showing 1 to 2 of 2 lines ‹ 1 ›

CANCEL

Question 2

Requirement 2.1

Highlighting Income in Account View reveals the underlying accounts and can be used to identify those accounts with significant changes.

	Asset	1.84M (↑47.9%)	Liability	876K (↓0.9%)	Equity	360K (↓1903.3%)	Income	3.08M (↑13.6%)

Income

ACCOUNT	PRIOR YEAR	FIELDWORK	DIFFERENCE	
51010 - Domestic Sales	1,839,676	2,011,834	172,158 ↑9%	✅
51020 - Overseas Sales	788,813	930,329	141,516 ↑18%	✅
52010 - Interest Received	31	33	2 ↑5%	✅
52030 - Grants	7,530	4,097	-3,433 ↓46%	✅
54800 - Other Income	70,589	129,706	59,117 ↑84%	✅

Requirement 2.2

Having selected Income in Account View, select the Heat Map and highlight the highest category of Elevated Risk

Heat Map
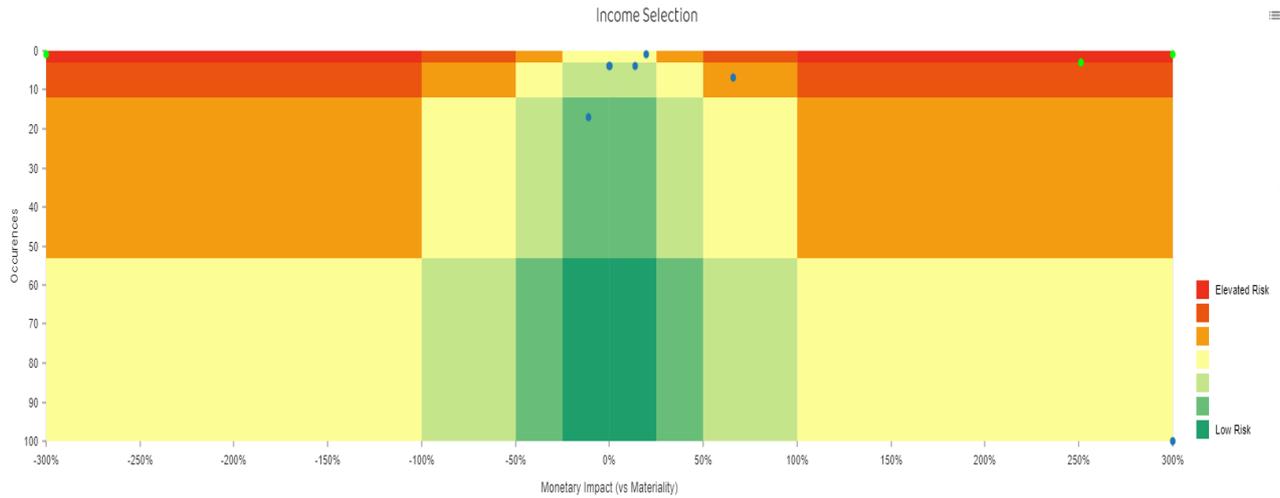
Income Selection

ACCOUNT	PRIOR YEAR	FIELDWORK	DIFFERENCE	
51010 - Domestic Sales	1,839,676	2,011,834	172,158 ↑9%	✅
51020 - Overseas Sales	788,813	930,329	141,516 ↑18%	✅
52010 - Interest Received	31	33	2 ↑5%	✅
52030 - Grants	7,530	4,097	-3,433 ↓46%	✅
54800 - Other Income	70,589	129,706	59,117 ↑84%	✅

To see transactions, click on ☰

Income Transactions

Transaction Id	Description	Debit	Credit	Account Codes	Effective Dates	User Ids	Document Types	Created Dates	
NOM061348	Correct Q1 sales	15,000	15,000	990, 51010	31/03/2018	FWRIGHT	NOM - Nominal Journal	11/05/2018 11:32:48	
NOM062034	Correct Q2 sales	27,000	27,000	990, 51010	30/06/2018	FWRIGHT	NOM - Nominal Journal	10/08/2018 14:38:12	
NOM062456	Adjust Q3 sales	33,333	33,333	990, 51010	30/09/2018	FWRIGHT	NOM - Nominal Journal	16/11/2018 16:00:04	
SRC006973	Overseas receivable	100,000	100,000	21020, 51020	01/12/2018	FWRIGHT	SRC - Sales Receipt	07/12/2018 15:18:32	
SRC006974	Reversal of un-invoiced sales in December 2017 now invoiced in sept 2018	170,294	170,294	22200, 54800	17/12/2018	TPOTTS	SIN - Sales Invoice	23/09/2018 10:10:10	
SRC006975	Sales invoice	300,000	300,000	23040, 54800	18/12/2018	ABLOGGS	SIN - Sales Invoice	24/12/2018 12:55:08	

Show 10 ▾ lines   ‹ 1 ›

Click on Transaction ID of each transaction in turn to show double entry, eg for the final item:

Transaction 'SRC006975'

Transaction Id	Account Code	Amount	Effective Date	Document Type	Journal Description	User Id	Line Description	Created Date
SRC006975	23040	300,000	18/12/2018	SIN - Sales Invoice	Sales invoice	ABLOGGS		24/12/2018 12:55:08
SRC006975	54800	-300,000	18/12/2018	SIN - Sales Invoice	Sales accrued reverse in January 2019	ABLOGGS		24/12/2018 12:55:08

Show 10 ▾ lines   Showing 1 to 2 of 2 lines   ‹ 1 ›

Requirement 2.3

Transaction narrative: Rent -Newcastle

Select Liability *in A*ccount View and tick 34030 - Accruals Control A/C

		ACCOUNT	PRIOR YEAR	FIELDWORK	DIFFERENCE		
		Asset 1.84M (↑47.9%)		**Liability** 876K (↓0.9%)		**Equity** 360K (↓1903.3%)	
⊞	🗩	31010 - Payables Control Account	148,109	151,941	3,832	↑3%	☐
⊞	🗩	31025 - HP Creditors	3,942	0	-3,942	↓100%	☐
⊞	🗩	31800 - Other loans	0	0	0	N/A	☐
⊞	🗩	32010 - Social Security Liability	37,292	30,250	-7,042	↓19%	☐
⊞	🗩	32020 - Tax liability	-53,818	-10,894	42,924	N/A	☐
⊞	🗩	33010 - Sales Tax Output Control Account	5,784,774	6,171,262	386,488	↑7%	☐
⊞	🗩	33020 - Sales Tax Input Control Account	-2,857,669	-3,026,917	-169,248	N/A	☐
⊞	🗩	33030 - Sales Tax Payments/Refunds	-2,900,550	-3,076,902	-176,352	N/A	☐
⊞	🗩	34030 - Accruals Control A/C	326,943	106,153	-220,790	↓68%	☑
⊞	🗩	34500 - Other Accruals	0	0	0	N/A	☐
⊞	🗩	35041 - Pension Loan 2	114,112	0	-114,112	↓100%	☐
⊞	🗩	35042 - Loan payable	280,557	215,339	-65,217	↓23%	☐
⊞	🗩	35043 - Pension Loan 3	0	315,501	315,501	N/A	☐
		TOTAL SELECTED	326,943	106,153	-220,790	↓68%	☰

To see transactions, click on ☰

Liability Transactions

Transaction Id	Description	Debit	Credit	Account Codes	Effective Dates	User Ids	Document Types	Created Dates	
NOM059639	2017 accruals revers - Accruals	216,075	0	34030	01/12/2018	FWRIGHT	NOM - Nominal Journal	07/12/2018 17:16:03	✓
NOM059642	2017 accruals revers - Accruals	0	328,125	34030	01/12/2018	FWRIGHT	NOM - Nominal Journal	07/12/2018 08:04:01	✓
NOM059643	2017 accruals revers - Accruals	328,125	0	34030	01/12/2018	FWRIGHT	NOM - Nominal Journal	07/12/2018 11:08:29	✓
NOM061774	RE 2017 accruals - Being 2017 accrual reversal re D Batey	0	1,182	34030	31/05/2018	FWRIGHT	NOM - Nominal Journal	06/06/2018 19:56:16	✓
SRC006968	Year End Accruals Posting	5,897	0	34030	29/11/2018	FWRIGHT	SRC - Sales Receipt	05/12/2018 16:30:26	✓

Show 10 ▾ lines   ‹ 1 ›

Transaction narrative: Invoice 23910 – Executive Search Ltd

Select Expense in Account View and tick 71080 – Recruitment & Selection

Asset	1.84M (↑47.9%)	Liability	876K (↓0.9%)	Equity	360K (↓1903.3%)	Income	3.08M (↑13.6%)	Expense	2.47M (↑6.3%)

Expense

	ACCOUNT	PRIOR YEAR	FIELDWORK	DIFFERENCE		
⊞ ☷	71000 - Admin Salaries	98,364	107,291	8,927	↑9%	☐
⊞ ☷	71005 - Admin NI	6,424	6,932	509	↑8%	☐
⊞ ☷	71025 - Compensation	2,598	8,932	6,334	↑244%	☐
⊞ ☷	71060 - Pension Contributions	22,037	24,429	2,393	↑11%	☐
⊞ ☷	71070 - Training, Staff	9,782	10,164	382	↑4%	☐
⊞ ☷	71080 - Recruitment & Selection	20	0	-20	↓100%	☑
⊞ ☷	71090 - Artwork Manager	55	-1,016	-1,071	N/A	☐
⊞ ☷	71500 - Directors Salaries	105,068	108,198	3,130	↑3%	☐
⊞ ☷	71510 - Directors NI	10,795	26,363	15,567	↑144%	☐
⊞ ☷	72000 - Rent charge	75,000	82,622	7,622	↑10%	☐
⊞ ☷	72007 - Water Rates	1,125	1,248	123	↑11%	☐
⊞ ☷	72020 - Rates	21,593	20,845	-748	↓3%	☐
⊞ ☷	72030 - Rep & Maint - Machinery	2,653	5,927	3,274	↑123%	☐
⊞ ☷	72031 - Small Tools	457	235	-222	↓49%	☐
⊞ ☷	72035 - Rep & Maint - Property	7,968	3,203	-4,765	↓60%	☐
⊞ ☷	72040 - Service Charges (Cleaning etc)	12,569	15,129	2,560	↑20%	☐

To see transactions, click on ☰

Expense Transactions

Transaction Id	Description	Debit	Credit	Account Codes	Effective Dates	User Ids	Document Types	Created Dates	
				No transactions found					

Show 10 ▾ lines   ‹ ›

CANCEL   CREATE TEST

Question 3

Requirement 3.1

From Account View click on ☰ to select Land, buildings & improvement in Financial Statements view and click CONFIRM
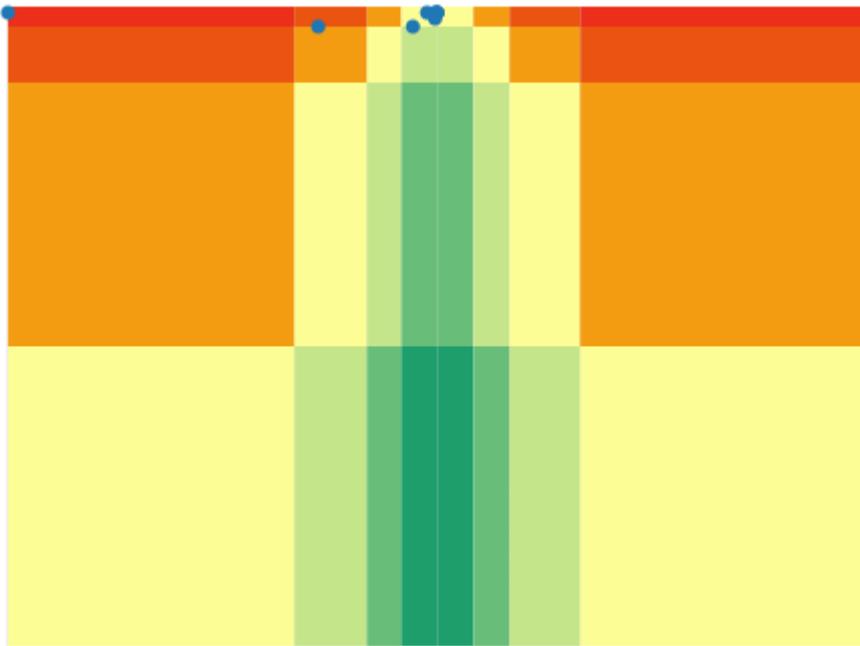
Select Categories (Asset)

Intangible Assets ☐	Property, Plant & Equipment ▬	Investments ☐	Inventory Work in Progress ☐
Development costs ☐	Land, buildings & improvement ☑	Investments in subsidiaries ☐	Raw materials and supplies ☐
Patents, licences & trade marks ☐	Machinery & equipment ☐	Investments in joint ventures ☐	Work in progress ☐
Goodwill ☐	Motor Vehicles ☐	Investments in associates ☐	Finished goods and goods for resale ☐
	Other property, plant & equipment ☐	Other investments ☐	
	Assets under construction ☐		
	Investment properties ☐		

Other Assets ☐	Trade Receivables ☐	Cash at Bank and in Hand ☐	Intercompany Receivables ☐
Other receivables ☐	Trade receivables ☐	Cash at bank ☐	Intercompany trade receivables ☐
Prepaid expenses ☐		Cash in hand ☐	Intercompany loans receivable ☐
Accrued income ☐		Short-term investments ☐	

CONFIRM

Account information indicates large annual increase in excess of materiality.

Asset

ACCOUNT	PRIOR YEAR	FIELDWORK	DIFFERENCE		☑
13010 - Fixtures & Fittings	24,278	50,736	26,457	↑ 109 %	☑
13020 - Office Equipment	183,432	286,101	102,669	↑ 56 %	☑

Heat Map for land, buildings and improvement indicates two higher risk entries in the top two categories of elevated risk .
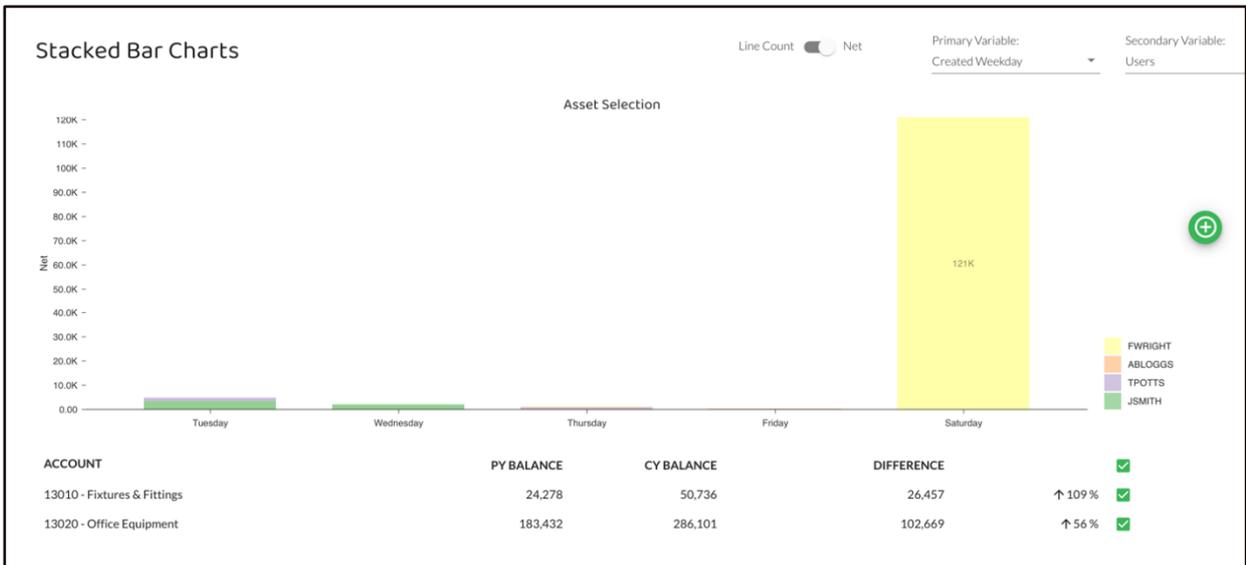
Requirement 3.2

Select two top categories of Elevated Risk (or click on relevant dots to highlight) and click on ☰ to see transaction analysis showing three transactions other than SRC006972.

Asset Transactions

Transaction Id	Description	Debit	Credit	Account Codes	Effective Dates	User Ids	Document Types	Created Dates	
NOM061350	Adj Q1 Suspense	5,000	5,000	990, 13010	31/03/2018	FWRIGHT	NOM - Nominal Journal	12/05/2018 11:32:48	
NOM062036	Adj Q2 Suspense	9,000	9,000	990, 13010	30/06/2018	FWRIGHT	NOM - Nominal Journal	11/08/2018 14:38:12	
NOM062458	Adj Q3 Suspense	11,111	11,111	990, 13010	30/09/2018	FWRIGHT	NOM - Nominal Journal	17/11/2018 16:00:04	
SRC006972	Website dev	95,000	95,000	13020, 21010, 61060	29/09/2018	FWRIGHT	SRC - Sales Receipt	06/10/2018 09:44:22	

Show 10 ▾ lines   ‹ **1** ›

In Stacked Bar Charts set Primary Variable to Created Weekday and Secondary Variable to which shows vast majority of increase posted on Saturdays by Frank Wright

Stacked Bar Charts

Line Count ⚪ Net | Primary Variable: Created Weekday | Secondary Variable: Users

Asset Selection

ACCOUNT	PY BALANCE	CY BALANCE	DIFFERENCE		
13010 - Fixtures & Fittings	24,278	50,736	26,457	↑109%	☑
13020 - Office Equipment	183,432	286,101	102,669	↑56%	☑

Double clicking on bar for transaction analysis shows four large entries

Asset Transactions filtered by created weekday Saturday

Transaction Id	Description	Debit	Credit	Account Codes	Effective Dates	User Ids	Document Types	Created Dates	
NOM061350	Adj Q1 Suspense	5,000	0	13010	31/03/2018	FWRIGHT	NOM - Nominal Journal	12/05/2018 11:32:48	✓
NOM062036	Adj Q2 Suspense	9,000	0	13010	30/06/2018	FWRIGHT	NOM - Nominal Journal	11/08/2018 14:38:12	✓
NOM062234	Ikea - Ikea Tables & legs(Studio)	448	0	13010	16/08/2018	FWRIGHT	NOM - Nominal Journal	25/08/2018 06:01:36	✓
NOM062458	Adj Q3 Suspense	11,111	0	13010	30/09/2018	FWRIGHT	NOM - Nominal Journal	17/11/2018 16:00:04	✓
PIN030115	2573 - 1 x 42u Server cabinet & 2 shelves - ú472	556	0	13020	04/09/2018	FWRIGHT	PIN - Purchase Invoice	08/09/2018 17:51:26	✓
SRC006972	Website dev	95,000	0	13020	29/09/2018	FWRIGHT	SRC - Sales Receipt	06/10/2018 09:44:22	✓

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Click on Transaction Id to reveal double entry for Adj Q3 suspense (same for the other two 'Adj' transactions) showing entry to account 990 Suspense

Transaction 'NOM062458'

Transaction Id	Account Code	Amount	Effective Date	Document Type	Journal Description	User Id	Line Description	Entered Date
NOM062458	13010	11,111	30/09/2018	NOM - Nominal Journal	Adj Q3 Suspense	FWRIGHT		17/11/2018
NOM062458	990	-11,111	30/09/2018	NOM - Nominal Journal	Adj Q3 Suspense	FWRIGHT		17/11/2018

Show 10 ▾ lines   Showing 1 to 2 of 2 lines   ‹ 1 ›

In Account View select Other P&L to show account 990 Suspense

Other P&L

	ACCOUNT	PRIOR YEAR	FIELDWORK	DIFFERENCE		
⊞ ⬚	990 - Suspense Account	0	0	0	N/A	☑

Click on ☰ to view transactions and scan to find higher value amounts previously identified going through 13010 Fixtures and fittings

Other Profit and Loss Transactions

Transaction Id	Description	Debit	Credit	Account Codes	Effective Dates	User Ids	Document Types	Created Dates	
NOM062036	Adj Q2 Suspense	0	9,000	990	30/06/2018	FWRIGHT	NOM - Nominal Journal	11/08/2018 14:38:12	✓
NOM062037	Adj Q2 Suspense	0	9,000	990	30/06/2018	FWRIGHT	NOM - Nominal Journal	10/08/2018 14:38:12	✓
NOM062353	Johnstones Trade Cen - CJ Sept/Decorating materials	842	0	990	21/08/2018	EDAVIDS	NOM - Nominal Journal	27/08/2018 11:54:10	✓
NOM062416	British Gas - British gas payment re meter move	280	0	990	28/08/2018	FWRIGHT	NOM - Nominal Journal	03/09/2018 16:50:14	✓
NOM062456	Adjust Q3 sales	33,333	0	990	30/09/2018	FWRIGHT	NOM - Nominal Journal	16/11/2018 16:00:04	✓
NOM062457	Adj Q3 Suspense	0	11,111	990	30/09/2018	FWRIGHT	NOM - Nominal Journal	16/11/2018 16:00:04	✓
NOM062458	Adj Q3 Suspense	0	11,111	990	30/09/2018	FWRIGHT	NOM - Nominal Journal	17/11/2018 16:00:04	✓
NOM062459	Adj Q3 Suspense	0	11,111	990	30/09/2018	FWRIGHT	NOM - Nominal Journal	16/11/2018 16:00:04	✓
NOM062460	Suspense clear out	0	304	990	31/10/2018	FWRIGHT	NOM - Nominal Journal	17/11/2018 10:12:32	✓
NOM062903	TFR	1,493	0	990	28/09/2018	EDAVIDS	NOM - Nominal Journal	04/10/2018 19:16:46	✓

Show 10 ▾ lines   ‹ 1 **2** 3 4 5 … 6 ›

Evident that 'Adj Q3 suspense' credit entries totalling £33,333 are matched by debit with narrative Adjust Q3 sales. Click on transactions ID for analysis of double entry for this transaction. (Same can be done for similar entries related to Q1 and Q2).

Transaction 'NOM062456'

Transaction Id	Account Code	Amount	Effective Date	Document Type	Journal Description	User Id	Line Description	Created Date
NOM062456	990	33,333	30/09/2018	NOM - Nominal Journal	Adjust Q3 sales	FWRIGHT		16/11/2018 16:00:04
NOM062456	51010	-33,333	30/09/2018	NOM - Nominal Journal	Adjust Q3 sales	FWRIGHT		16/11/2018 16:00:04

Show 10 ▾ lines   Showing 1 to 2 of 2 lines   ‹ **1** ›

CANCEL

Question 4

For requirement 4.1

Select accounts shown in question from Account View:

	Asset	1.84M (↑47.9%)	Liability	876K (↓0.9%)	Equity	360K (↓1903.3%)

Asset

ACCOUNT	PRIOR YEAR	FIELDWORK	DIFFERENCE		
21200 - Employee Loan	22,733	19,933	-2,800	↓12%	☐
21210 - Formstat	315,297	315,297	0	0%	☐
22200 - Accrued income	170,294	0	-170,294	↓100%	☑
23040 - Pre-Payments Control A/C	51,066	300,000	248,934	↑487%	☑
24000 - Other Prepayments	0	0	0	N/A	☐
26500 - Car Loan 1	24,422	98,822	74,400	↑305%	☐

Select Heat Map and select only Accrued income:

Heat Map
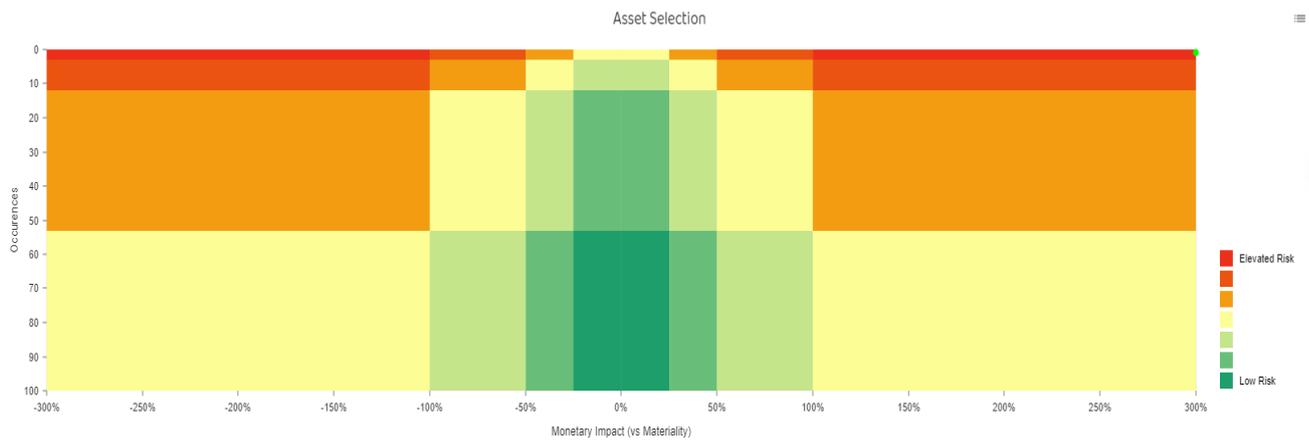
ACCOUNT	PRIOR YEAR	FIELDWORK	DIFFERENCE	
22200 - Accrued income	170,294	0	-170,294 ↓ 100 %	☑
23040 - Pre-Payments Control A/C	51,066	300,000	248,934 ↑ 487 %	☐
24000 - Other Prepayments	0	0	0 N/A	☐

Select transaction on Heat Map for Accrued income

Asset Transactions

Transaction Id	Description	Debit	Credit	Account Codes	Effective Dates	User Ids	Document Types	Created Dates	
SRC006974	Reversal of un-invoiced sales in December 2017 now invoiced in sept 2018	0	170,294	22200	17/12/2018	TPOTTS	SIN - Sales Invoice	23/09/2018 10:10:10	

Show 10 ▾ lines   ‹ 1 ›

Click on transaction ID for double entry

Transaction 'SRC006974'

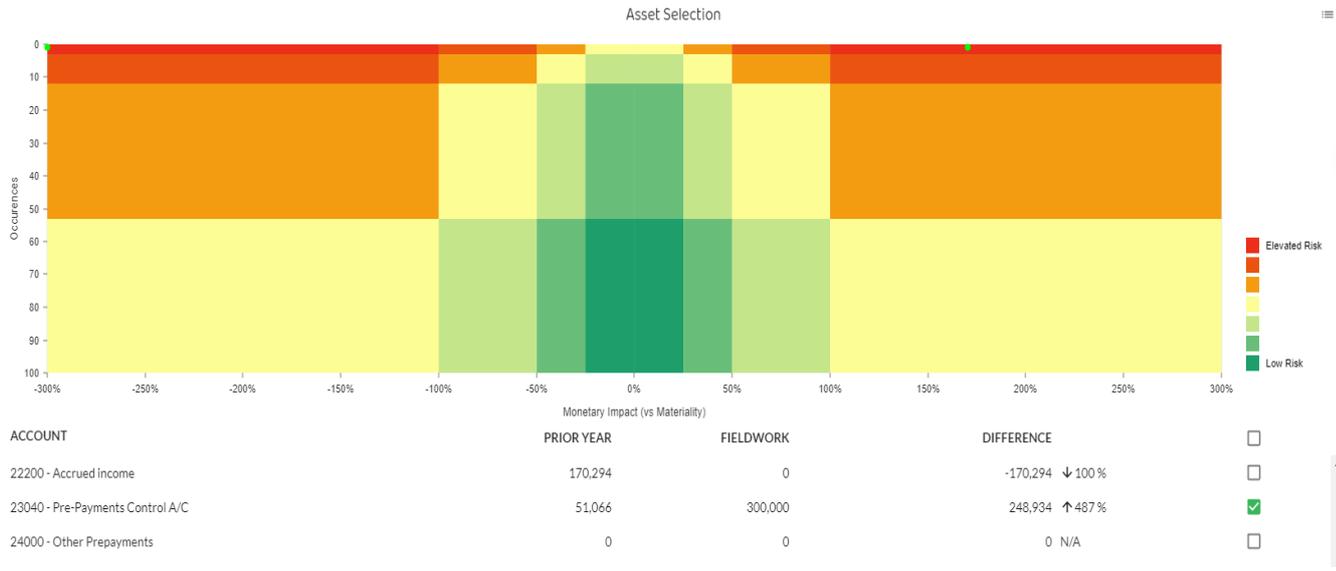| Transaction Id	Account Code	Amount	Effective Date	Document Type	Journal Description	User Id	Line Description	Created Date
SRC006974	54800	170,294	17/12/2018	SIN - Sales Invoice	Sales invoice	TPOTTS		23/09/2018 10:10:10
SRC006974	22200	-170,294	17/12/2018	SIN - Sales Invoice	Reversal of un-invoiced sales in December 2017 now invoiced in sept 2018	TPOTTS		23/09/2018 10:10:10

Show 10 ▾ lines   Showing 1 to 2 of 2 lines   ‹ 1 ›

CANCEL

Select Heat Map and select only Pre-Payments Control A/C selected

Heat Map

ACCOUNT	PRIOR YEAR	FIELDWORK	DIFFERENCE	
22200 - Accrued income	170,294	0	-170,294 ↓ 100 %	☐
23040 - Pre-Payments Control A/C	51,066	300,000	248,934 ↑ 487 %	☑
24000 - Other Prepayments	0	0	0 N/A	☐

Select elevated risk transactions shown on Heat Map

Asset Transactions

Transaction Id	Description	Debit	Credit	Account Codes	Effective Dates	User Ids	Document Types	Created Dates	
NOM059638	2017 Prepay reversal - Prepayments	51,066	51,066	23040, 62010, 62405, 72000, 72007, 72020, 72060, 72065, 72070, 72510, 73040, 73060, 73070, 77010	01/12/2018	FWRIGHT	NOM - Nominal Journal	07/12/2018 06:49:58	✓
SRC006975	Sales invoice	300,000	300,000	23040, 54800	18/12/2018	ABLOGGS	SIN - Sales Invoice	24/12/2018 12:55:08	✓

Show 10 ▾ lines

‹ 1 ›

Click on transaction ID 'SRC006975' for double entry

Transaction 'SRC006975'

Transaction Id	Account Code	Amount	Effective Date	Document Type	Journal Description	User Id	Line Description	Created Date
SRC006975	23040	300,000	18/12/2018	SIN - Sales Invoice	Sales invoice	ABLOGGS		24/12/2018 12:55:08
SRC006975	54800	-300,000	18/12/2018	SIN - Sales Invoice	Sales accrued reverse in January 2019	ABLOGGS		24/12/2018 12:55:08

Show 10 ▾ lines   Showing 1 to 2 of 2 lines ‹ **1** ›

Note: The nature of Data Analytics Software means that it often offers more than one way to get to information. Given the small number of transactions in accounts 22200 and 23040 you could also have clicked on ☰ to show all transactions from Account View shown above as follows:

Asset Transactions

Transaction Id	Description	Debit	Credit	Account Codes	Effective Dates	User Ids	Document Types	Created Dates	
NOM059638	2017 Prepay reversal - Prepayments	0	51,066	23040	01/12/2018	FWRIGHT	NOM - Nominal Journal	07/12/2018 06:49:58	
SRC006974	Reversal of un-invoiced sales in December 2017 now invoiced in sept 2018	0	170,294	22200	17/12/2018	TPOTTS	SIN - Sales Invoice	23/09/2018 10:10:10	
SRC006975	Sales invoice	300,000	0	23040	18/12/2018	ABLOGGS	SIN - Sales Invoice	24/12/2018 12:55:08	

Show 10 ▾ lines   ‹ **1** ›

Requirement 4.4

There is more that on way to identify the £75,000 Dr described in Exhibit 2 we will look at two of these.

1. Using the Detect module to examine large items

In the detect module select Visualise under Large Value

Amount Routines

▾ Large Value Versus Average ⓘ	2%	🟩
▾ Unusual Value ⓘ	0.08%	🟩
▾ Round Sum Value ⓘ	2%	🟩
▾ Profit Value: Line Level ⓘ	0.2%	🟩
▾ Large Value ⓘ	2%	🟩

📊 Visualise
▤ Detail   utines
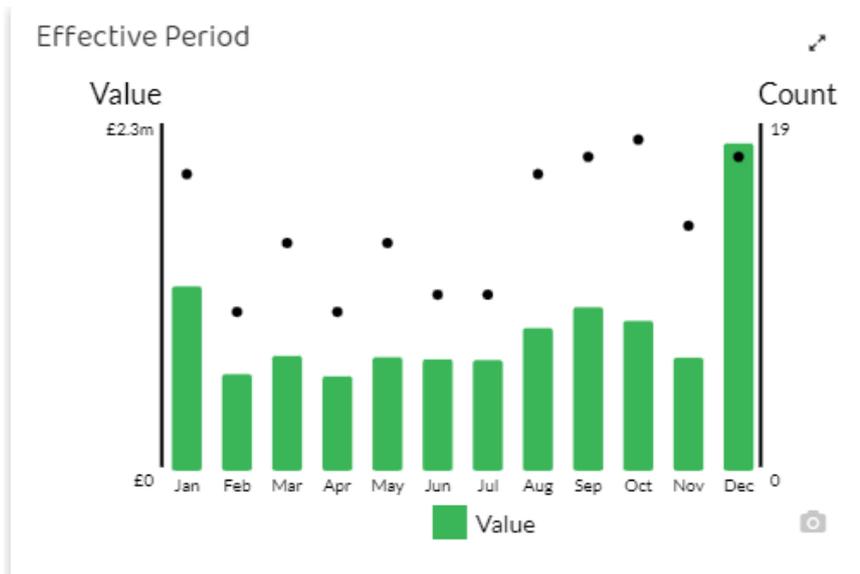💬 Client Notes   1% 🟩

| ▾ Blank Description ⓘ | 0.01% | 🟩 |

Of the available graphs Users, Effective period or GL account could be used.

Graphs ⓘ

We choose the Effective Period graph and click on the relevant part of the graph (December) to reveal underlying large transactions.

A £75,000 debit to account number 20010 is visible on the second page.

Transactions filtered by effective period Dec ⓘ

Transaction Id	Description	Debit	Credit	Account Codes	Effective Dates	User Ids	Document Types	Created Dates	
NOM059639	2017 accruals revers - Accruals	216,075	216,075	34030, 61010, 62100, 62105, 62120, 62125, 71000, 71005, 71025, 71070, 71090, 72050, 73030, 73035, 77020, 77030, 77035	01/12/2018	FWRIGHT	NOM - Nominal Journal	07/12/2018 17:16:03	✓
NOM059642	2017 accruals revers - Accruals	328,125	328,125	34030, 61010, 62100, 62105, 62120, 62125, 71000, 71005, 71025, 71070, 71090, 72000, 72050, 73030, 73035, 77020, 77030, 77035	01/12/2018	FWRIGHT	NOM - Nominal Journal	07/12/2018 08:04:01	✓
NOM059643	2017 accruals revers - Accruals	328,125	328,125	34030, 61010, 62100, 62105, 62120, 62125, 71000, 71005, 71025, 71060, 71090, 72000, 72050, 73030, 73035, 77020, 77030, 77035	01/12/2018	FWRIGHT	NOM - Nominal Journal	07/12/2018 11:08:29	✓
SRC006592	18000 - 18000	32,564	32,564	20021, 21010	19/12/2018	FWRIGHT	SRC - Sales Receipt	25/12/2018 16:26:27	✓
SRC006971	Cash from invoice finance company	75,000	75,000	20010, 20021	29/12/2018	ABLOGGS	SRC - Sales Receipt	04/01/2019 14:12:08	✓
SRC006973	Overseas receivable	100,000	100,000	21020, 51020	01/12/2018	FWRIGHT	SRC - Sales Receipt	07/12/2018 15:18:32	✓
SRC006974	Reversal of un-invoiced sales in December 2017 now invoiced in sept 2018	170,294	170,294	22200, 54800	17/12/2018	TPOTTS	SIN - Sales Invoice	23/09/2018 10:10:10	✓
SRC006975	Sales invoice	300,000	300,000	23040, 54800	18/12/2018	ABLOGGS	SIN - Sales Invoice	24/12/2018 12:55:08	✓

Show 10 ▾ lines   ‹ 1 2 ›

Clicking on the blue Transaction Id reveals the narrative is incorrectly and it has been posted to 20021 Invoice Finance account.

Transaction 'SRC006971'

Transaction Id	Account Code	Amount	Effective Date	Document Type	Journal Description	User Id	Line Description	Created Date
SRC006971	20010	75,000	29/12/2018	SRC - Sales Receipt	Cash from invoice finance company	ABLOGGS		04/01/2019 14:12:08
SRC006971	20021	-75,000	29/12/2018	SRC - Sales Receipt	Cash from invoice finance company	ABLOGGS		04/01/2019 14:12:08

Show 10 ▾ lines   Showing 1 to 2 of 2 lines   ‹ 1

2. Using the Explore module

Select account 20010 - Bank, Current Account in Account View as we know the debit of £75,000 was made to this account.

	Asset	1.84M (↑47.9%)	Liability	876K (↓0.9%)	Equity	360K (↓1903.3%)

Asset

		ACCOUNT	PRIOR YEAR	FIELDWORK	DIFFERENCE		☐
⊞	⌨	20010 - Bank, Current Account	-2,424	189,528	191,952	N/A	✅
⊞	⌨	20011 - Tracker Account	95	95	0	↑0%	☐
⊞	⌨	20012 - Bank account 2	650	715	65	↑10%	☐
⊞	⌨	20014 - Bank account 3	23,106	53,104	29,998	↑130%	☐

Using the Stacked Bar Charts with the primary variable set to Effective Period and the secondary variable to Users select the segment of the December bar related to ABLOGGS.
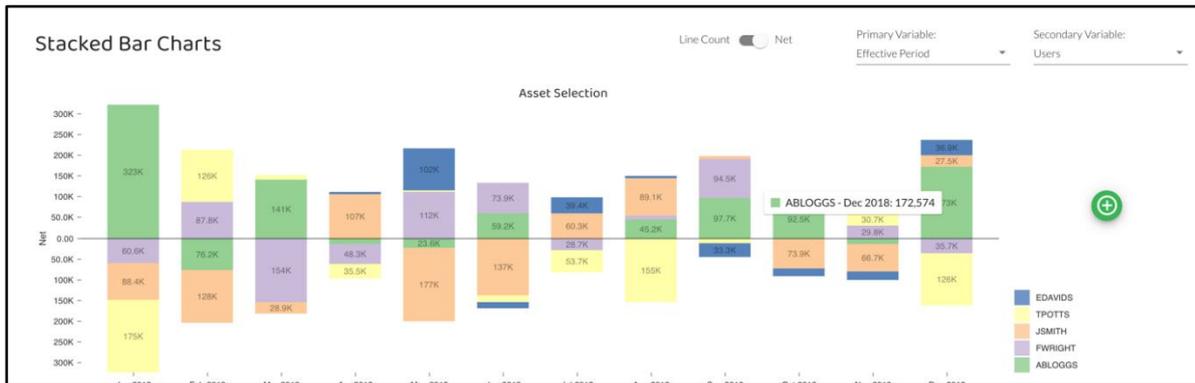
The entry is visible on page 4 and the details can be revealed by clicking on the Transaction Id as above.

Question 5

Analysis of three income streams by using Users' responsibilitiies
The key skill is to assimilate the total for each income stream by adding the totals for the postings by the relevant Users for each income stream. To do this:
Go into Explore module
Go into 'Account View'
Select 'Income' (on top row)
Select green ticks for:
- Account 51010 (Domestic Income)
  and then
- Account 51020 (Overseas Income)

Select Stacked Bar Chart (with 'Users' for both the Primary and Secondary variables). This gives the diagrams below.

Account 51010 (Domestic Income only)

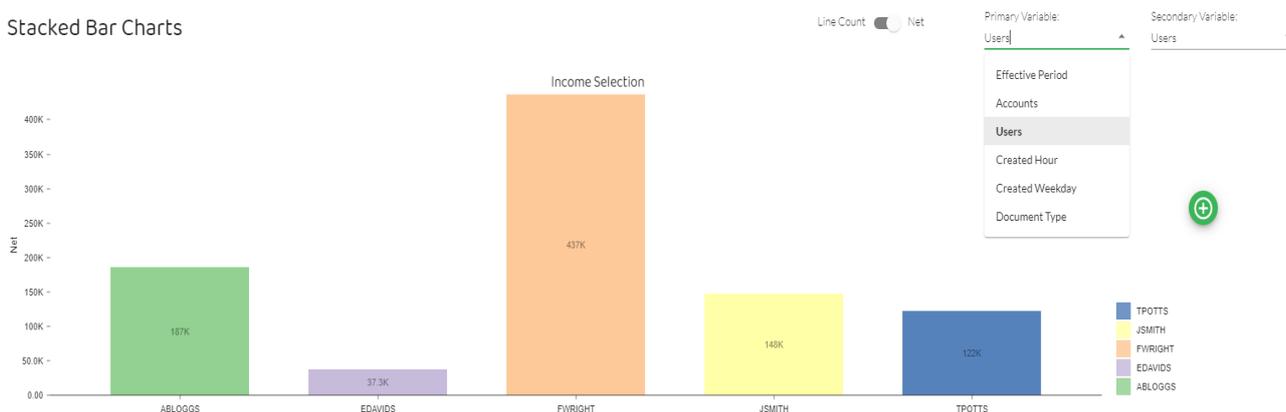| ACCOUNT	PY BALANCE	CY BALANCE	DIFFERENCE		
51010 - Domestic Sales	1,839,676	2,011,834	172,158	↑ 9 %	☑
51020 - Overseas Sales	788,813	930,329	141,516	↑ 18 %	☐
52010 - Interest Received	31	33	2	↑ 5 %	☐
52030 - Grants	7,530	4,097	-3,433	↓ 46 %	☐
54800 - Other Income	70,589	129,706	59,117	↑ 84 %	☐

Enter the figures on the coloured blocks above, into the table below (which links the users to the income streams from the information given in the question).

Domestic income streams

	Contract £000	Exhibition £000	Other £000	Total £000
Frank Wright	821			
Emma Davids	166			
Jo Smith		423		
Tanya Potts			211	
Andrea Bloggs			391	
Total	**987**	**423**	**602**	**2,012**

Account 51020 (Overseas Income only)

ACCOUNT	PY BALANCE	CY BALANCE	DIFFERENCE		
51010 - Domestic Sales	1,839,676	2,011,834	172,158	↑ 9 %	☐
51020 - Overseas Sales	788,813	930,329	141,516	↑ 18 %	☑
52010 - Interest Received	31	33	2	↑ 5 %	☐
52030 - Grants	7,530	4,097	-3,433	↓ 46 %	☐
54800 - Other Income	70,589	129,706	59,117	↑ 84 %	☐

Overseas income streams

	Contract £000	Exhibition £000	Other £000	Total £000
Frank Wright	437			
Emma Davids	37			
Jo Smith		148		
Tanya Potts			122	
Andrea Bloggs			187	
Total	**474**	**148**	**309**	**931**

Total (Domestic and Overseas Income)

The total of account 51010 (Domestic Income) and 51020 (Overseas Income) gives the following:

| ACCOUNT	PY BALANCE	CY BALANCE	DIFFERENCE	
51010 - Domestic Sales	1,839,676	2,011,834	172,158	↑ 9 % ✓
51020 - Overseas Sales	788,813	930,329	141,516	↑ 18 % ✓
52010 - Interest Received	31	33	2	↑ 5 % ☐
52030 - Grants	7,530	4,097	-3,433	↓ 46 % ☐
54800 - Other Income	70,589	129,706	59,117	↑ 84 % ☐
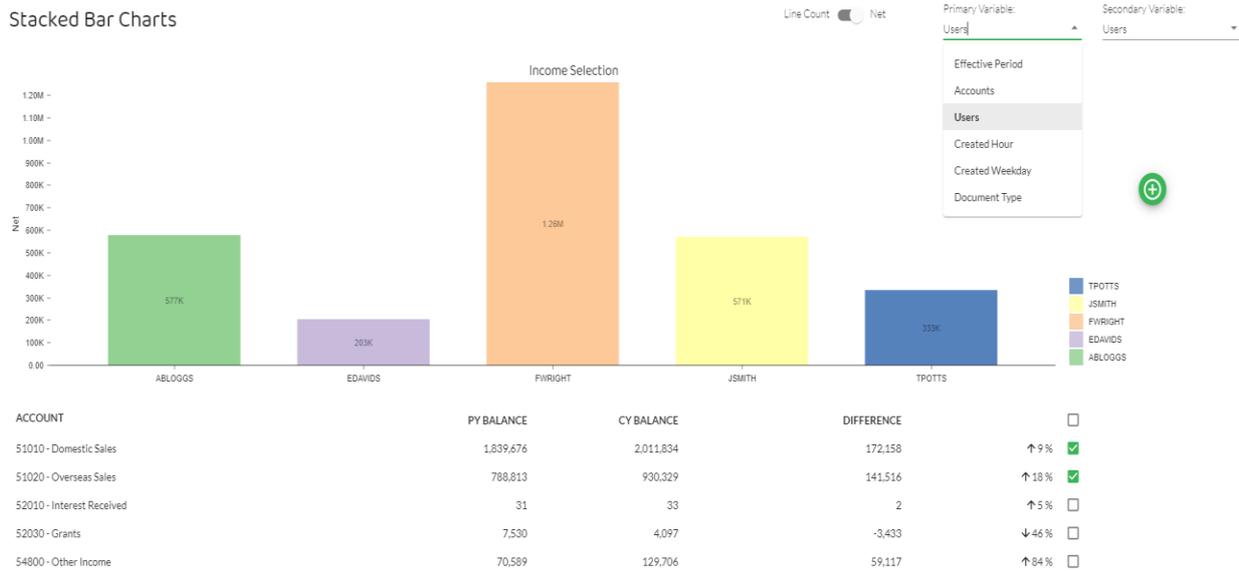
Total income streams (Domestic and Overseas)	Contract £000	Exhibition £000	Other £000	Total £000
Frank Wright	1,258			
Emma Davids	203			
Jo Smith		571		
Tanya Potts			333	
Andrea Bloggs			577	
Total	**1,461**	**571**	**910**	**2,942**

Note:
- *there are rounding errors.*
- *the figures are before adjustments in the question.*

Intra year (month by month) comparisons of Income (Domestic and Overseas) and direct payroll accounts
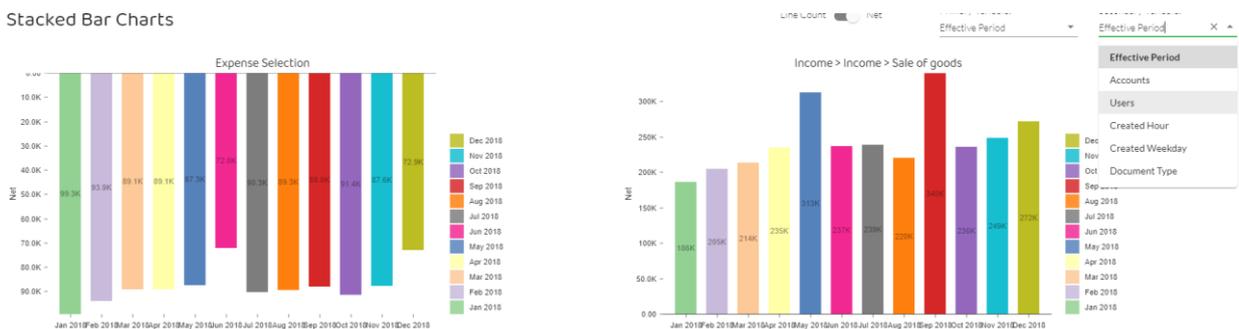
Intra year comparisons can be made for Income (Domestic and Overseas) and direct payroll accounts using Explore module to highlight movements between months in the relevant accounts. (Effective period is used for both the primary and secondary variables).

Comparisons between income and payroll are however weak. This is because income is largely recognised on contract completion, but payroll is recognised as incurred.

Nevertheless, some peaks in income, such as September 2018, can be identified and highlighted to make inquiries of management. Similarly, January 2018 is a low month for income, which requires explanation from management.

Requirement 3

New internal Control

Use the Detect module, with the 'Large Value' function. Use the small arrow on the left to select 'Visualise' as follows:

Amount Routines

▾ Large Value Versus Average ⓘ	2%	🟩
▾ Unusual Value ⓘ	0.08%	▮
▾ Round Sum Value ⓘ	2%	🟩
▾ Profit Value: Line Level ⓘ	0.2%	▮
▾ Large Value ⓘ	2%	🟩
📊 Visualise		
📋 Detail		
💬 Client Notes	1%	▮
▾ Blank Description ⓘ	0.01%	▮

Graphs ⓘ
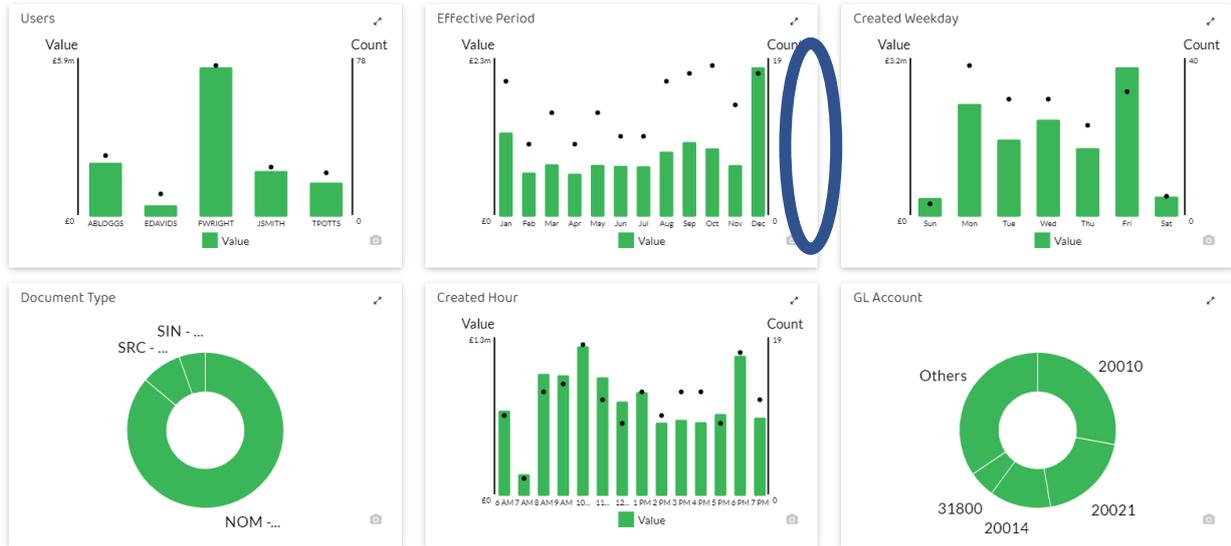
Click on December 2018 transactions column (circled above):

Search for transactions over £100,000 posted by the three accounts assistants (Tanya, Andrea, Emma)

This investigation reveals three transactions equal to, or in excess of £100,000, posted by accounts assistants in December 2018. These are as follows:

Transactions filtered by effective period Dec ⓘ

Transaction Id	Description	Debit	Credit	Account Codes	Effective Dates	User Ids	Document Types	Created Dates
NOM058832	TFR	50,000	50,000	20010, 20021	07/12/2018	FWRIGHT	NOM - Nominal Journal	13/12/2018 16:28:20
NOM058840	TFR	67,695	67,695	20010, 20014	07/12/2018	FWRIGHT	NOM - Nominal Journal	13/12/2018 15:08:44
NOM059020	TFR	37,292	37,292	20010, 32010	19/12/2018	TPOTTS	NOM - Nominal Journal	25/12/2018 14:05:43
NOM059033	TFR	38,732	38,732	20010, 20014	19/12/2018	FWRIGHT	NOM - Nominal Journal	25/12/2018 11:37:27
NOM059051	TFR	60,412	60,412	20010, 20021	21/12/2018	FWRIGHT	NOM - Nominal Journal	27/12/2018 18:34:20
NOM059069	TFR	53,983	53,983	20010, 20014	21/12/2018	FWRIGHT	NOM - Nominal Journal	27/12/2018 15:48:18
NOM059201	TFR	100,000	100,000	20010, 20021	30/12/2018	ABLOGGS	NOM - Nominal Journal	05/01/2019 09:50:31
NOM059202	TFR	78,347	78,347	20010, 31800	30/12/2018	TPOTTS	NOM - Nominal Journal	05/01/2019 10:16:04
NOM059282	Salary Jnl Jan 2017 - January 2017 salary journal	120,574	120,574	21200, 26500, 26520, 26530, 26561, 32010, 62100, 62105, 62120, 62125, 62130, 62135, 71000, 71060, 71500, 71510, 91060, 31800	31/12/2018	JSMITH	NOM - Nominal Journal	06/01/2019 18:53:56
NOM059638	2017 Prepay reversal - Prepayments	51,066	51,066	23040, 62010, 62405, 72000, 72007, 72020, 72060, 72065, 72070, 72510, 73040, 73060, 73070, 77010	01/12/2018	FWRIGHT	NOM - Nominal Journal	07/12/2018 06:49:58

Show 10 ▾ lines

‹ 1 2 ›

Transactions filtered by effective period Dec ⓘ

Transaction Id	Description	Debit	Credit	Account Codes	Effective Dates	User Ids	Document Types	Created Dates
NOM059639	2017 accruals revers - Accruals	216,075	216,075	34030, 61010, 62100, 62105, 62120, 62125, 71000, 71005, 71025, 71070, 71090, 72050, 73030, 73035, 77020, 77030, 77035	01/12/2018	FWRIGHT	NOM - Nominal Journal	07/12/2018 17:16:03
NOM059642	2017 accruals revers - Accruals	328,125	328,125	34030, 61010, 62100, 62105, 62120, 62125, 71000, 71005, 71025, 71070, 71090, 72000, 72050, 73030, 73035, 77020, 77030, 77035	01/12/2018	FWRIGHT	NOM - Nominal Journal	07/12/2018 08:04:01
NOM059643	2017 accruals revers - Accruals	328,125	328,125	34030, 61010, 62100, 62105, 62120, 62125, 71000, 71005, 71025, 71060, 71090, 72000, 72050, 73030, 73035, 77020, 77030, 77035	01/12/2018	FWRIGHT	NOM - Nominal Journal	07/12/2018 11:08:29
SRC006592	18000 - 18000	32,564	32,564	20021, 21010	19/12/2018	FWRIGHT	SRC - Sales Receipt	25/12/2018 16:26:27
SRC006971	Cash from invoice finance company	75,000	75,000	20010, 20021	29/12/2018	ABLOGGS	SRC - Sales Receipt	04/01/2019 14:12:08
SRC006973	Overseas receivable	100,000	100,000	21020, 51020	01/12/2018	FWRIGHT	SRC - Sales Receipt	07/12/2018 15:18:32
SRC006974	Reversal of un-invoiced sales in December 2017 now invoiced in sept 2018	170,294	170,294	22200, 54800	17/12/2018	TPOTTS	SIN - Sales Invoice	23/09/2018 10:10:10
SRC006975	Sales invoice	300,000	300,000	23040, 54800	18/12/2018	ABLOGGS	SIN - Sales Invoice	24/12/2018 12:55:08

Show 10 ▾ lines   ‹ 1 **2** ›

Click on the blue Transaction ID to identify relevant entries for each large posting identified, as follows:

Transaction 'NOM059201'

Transaction Id	Account Code	Amount	Effective Date	Document Type	Journal Description	User Id	Line Description	Created Date
NOM059201	20010	100,000	30/12/2018	NOM - Nominal Journal	TFR	ABLOGGS	014142_004	05/01/2019 09:50:31
NOM059201	20021	-100,000	30/12/2018	NOM - Nominal Journal	TFR	ABLOGGS	014155_004	05/01/2019 09:50:31

Show 10 ▾ lines   Showing 1 to 2 of 2 lines ‹ **1** ›

Transaction 'SRC006975'

Transaction Id	Account Code	Amount	Effective Date	Document Type	Journal Description	User Id	Line Description	Created Date
SRC006975	23040	300,000	18/12/2018	SIN - Sales Invoice	Sales invoice	ABLOGGS		24/12/2018 12:55:08
SRC006975	54800	-300,000	18/12/2018	SIN - Sales Invoice	Sales accrued reverse in January 2019	ABLOGGS		24/12/2018 12:55:08

Show 10 ▾ lines   Showing 1 to 2 of 2 lines ‹ **1** ›

Transaction 'SRC006974'

Transaction Id	Account Code	Amount	Effective Date	Document Type	Journal Description	User Id	Line Description	Created Date
SRC006974	54800	170,294	17/12/2018	SIN - Sales Invoice	Sales invoice	TPOTTS		23/09/2018 10:10:10
SRC006974	22200	-170,294	17/12/2018	SIN - Sales Invoice	Reversal of un-invoiced sales in December 2017 now invoiced in sept 2018	TPOTTS		23/09/2018 10:10:10

Show 10 ▾ lines   Showing 1 to 2 of 2 lines ‹ **1** ›

Requirement 4 – Audit matter (Exhibit 2)
For the audit matter identified by the audit assistant (Exhibit 2):
- **Set out and explain the financial reporting treatment in Elephant's financial statements for the year ended 31 December 2018. Include relevant journal entries.**
- **Set out key audit procedures that Smith & Ives should perform.**

The transaction relates to income, so:

      Go into Explore module

      Go into 'Account View'

      Select 'Income' (on top row)

      Select green ticks for:

- Account 51010 (Domestic Income) and then
- Account 51020 (Overseas Income)

      Select transactions icon

Use filter icon (top right) to filter by the month of the transaction given in the question.

      Use the transaction ID (which are in numerical order) to search for the transaction.

      Click on the blue transaction ID number to show the double entry for each of the three transactions (see below):

Part one - Inv 18405 January 2018 £31,000

To produce Switched Back video part 1

Transaction 'SIN018405'

Transaction Id	Account Code	Amount	Effective Date	Document Type	Journal Description	User Id	Line Description	Created Date
SIN018405	21010	37,200	28/01/2018	SIN - Sales Invoice	- SIN018405 - Posting Run Control	JSMITH		03/02/2018 09:39:53
SIN018405	33010	-6,200	28/01/2018	SIN - Sales Invoice	- SIN018405 - Posting Run Control	JSMITH		03/02/2018 09:39:53
SIN018405	51010	-31,000	28/01/2018	SIN - Sales Invoice	56112 - To produce 'I Switched Back' video part 1	JSMITH		03/02/2018 09:39:53

Show 10 ▾ lines   Showing 1 to 3 of 3 lines ‹ **1** ›

Part two - Inv 19262 September 2018 £32,606

Design, build and deliver exhibition stand

Transaction 'SIN019262'

Transaction Id	Account Code	Amount	Effective Date	Document Type	Journal Description	User Id	Line Description	Created Date
SIN019262	21010	39,127	21/09/2018	SIN - Sales Invoice	- SIN019262 - Posting Run Control	JSMITH		27/09/2018 18:29:43
SIN019262	33010	-6,521	21/09/2018	SIN - Sales Invoice	- SIN019262 - Posting Run Control	JSMITH		27/09/2018 18:29:43
SIN019262	51010	-32,606	21/09/2018	SIN - Sales Invoice	56758 - To design build and deliver exhibition stand	JSMITH		27/09/2018 18:29:43

Show 10 ▾ lines   Showing 1 to 3 of 3 lines ‹ **1**

Part three - Inv 19347 September 2018 £21,920

2,000 boxed kits

Transaction 'SIN019347'

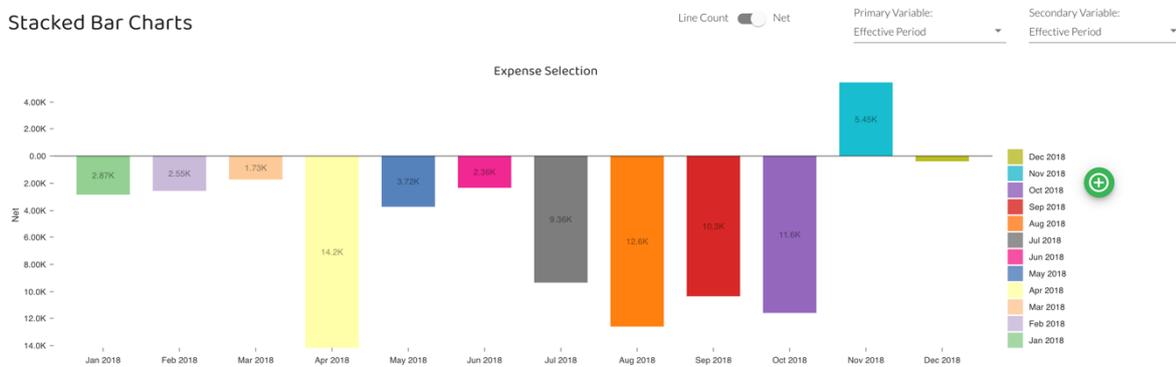| Transaction Id	Account Code	Amount	Effective Date	Document Type	Journal Description	User Id	Line Description	Created Date
SIN019347	21010	26,304	30/09/2018	SIN - Sales Invoice	- SIN019347 - Posting Run Control	JSMITH		06/10/2018 11:52:56
SIN019347	33010	-4,384	30/09/2018	SIN - Sales Invoice	- SIN019347 - Posting Run Control	JSMITH		06/10/2018 11:52:56
SIN019347	51010	-21,920	30/09/2018	SIN - Sales Invoice	57206 - To produce 2000 boxed kits consisting of	JSMITH		06/10/2018 11:52:56

Show 10 ▾ lines   Showing 1 to 3 of 3 lines ‹ **1** ›

Question 6

Issue 1

Select the Other Direct Costs within Expenses in Account View.

⊞	🗐	61030 - Photo Library	0	3,244	3,244	N/A	☐
⊞	🗐	61035 - Materials	10,499	12,852	2,354	↑ 22 %	☐
⊞	🗐	61040 - Media Bookings	4,400	4,877	476	↑ 11 %	☐
⊞	🗐	61045 - Metal & Plastic	117	131	13	↑ 11 %	☐
⊞	🗐	61050 - Mock-Ups	50,460	75,141	24,681	↑ 49 %	☐
⊞	🗐	61055 - Other Direct Costs	64,867	66,235	1,368	↑ 2 %	☑
⊞	🗐	61060 - Photography	72,682	60,302	-12,380	↓ 17 %	☐
⊞	🗐	61065 - Packing & Wrapping	995	1,143	148	↑ 15 %	☐
⊞	🗐	61070 - Printing	280,064	272,785	-7,279	↓ 3 %	☐
⊞	🗐	61075 - Repro	26,654	27,526	872	↑ 3 %	☐

In stacked bar charts set both variables to effective period and click on May

Scroll through list of transactions to identify transaction for £3,200

Expense Transactions

Transaction Id	Description	Debit	Credit	Account Codes	Effective Dates	User Ids	Document Types	Created Dates	
NOM061299	Highrise - JG Jun/Highrise	32	0	61055	31/05/2018	TPOTTS	NOM - Nominal Journal	06/06/2018 10:00:15	✓
NOM061301	Envato.com - CJ Jun/Skrill	13	0	61055	31/05/2018	FWRIGHT	NOM - Nominal Journal	06/06/2018 13:20:08	✓
NOM061302	Smyths Toys - CJ Jun/Indoninus Rex	30	0	61055	26/05/2018	TPOTTS	NOM - Nominal Journal	01/06/2018 17:20:01	✓
NOM061303	Argos - CJ Jun/Indominus Rex & Velociraptors	44	0	61055	31/05/2018	TPOTTS	NOM - Nominal Journal	06/06/2018 17:56:58	✓
NOM061304	MailChimp - CJ Jun/Emailer software system	2	0	61055	31/05/2018	JSMITH	NOM - Nominal Journal	06/06/2018 18:03:28	✓
NOM061395	Empire Cinema - GM Jun/cinema	19	0	61055	22/05/2018	TPOTTS	NOM - Nominal Journal	28/05/2018 19:42:38	✓
PIN029468	6040000677 - 3 Night Holiday for two people to Monte Carlo with	3,200	0	61055	03/05/2018	ABLOGGS	PIN - Purchase Invoice	09/05/2018 17:49:32	✓
PIN029480	65176 - Lomg wheel base transit 2 day hire	81	0	61055	11/05/2018	FWRIGHT	PIN - Purchase Invoice	17/05/2018 16:18:46	✓

Show 10 ▾ lines   ‹ 1 2 ›

Follow same procedure highlighting 61085 – Travel and Subs on jobs, clicking in March in Stacked Bar Charts for to identify transaction details for the other two transactions with inadequate documentation.

Expense Transactions

Transaction Id	Description	Debit	Credit	Account Codes	Effective Dates	User Ids	Document Types	Created Dates	
NOM060349	Welcome Break - MT/Welcome Break	7	0	61085	15/03/2018	ABLOGGS	NOM - Nominal Journal	21/03/2018 13:35:56	✓
NOM060350	Welcome Break KFC - MT/KFC	9	0	61085	20/03/2018	FWRIGHT	NOM - Nominal Journal	26/03/2018 18:00:53	✓
NOM060352	B&M - MT/B&M sound bars	50	0	61055	21/03/2018	FWRIGHT	NOM - Nominal Journal	27/03/2018 10:00:26	✓
NOM060353	The Range - MT/Champagne buckets	16	0	61055	21/03/2018	ABLOGGS	NOM - Nominal Journal	27/03/2018 17:39:23	✓
NOM060355	Little Chef - MT/Little Chef	13	0	61085	08/03/2018	ABLOGGS	NOM - Nominal Journal	14/03/2018 14:30:42	✓
NOM060356	Holiday Inn - MT Holiday Inn - Food	10	0	61085	09/03/2018	FWRIGHT	NOM - Nominal Journal	15/03/2018 18:21:05	✓
NOM060357	Holiday Inn - MT/Holiday Inn - Food	11	0	61085	09/03/2018	FWRIGHT	NOM - Nominal Journal	15/03/2018 09:08:56	✓
NOM060367	Grange Holborn Hotel - JH/ Grange Holborn Hotel - private travel	167	0	61085	06/03/2018	ABLOGGS	NOM - Nominal Journal	12/03/2018 14:21:41	✓
NOM060369	Holiday Inn Exp - JH/ Holiday Inn	66	0	61085	08/03/2018	FWRIGHT	NOM - Nominal Journal	14/03/2018 08:31:18	✓
NOM060370	Holiday Inn Exp - JH/ Holiday Inn	5	0	61085	09/03/2018	ABLOGGS	NOM - Nominal Journal	15/03/2018 16:07:21	✓

Show 10 ▾ lines   < 1 ... 4 **5** 6 ... 14 >

Expense Transactions

Transaction Id	Description	Debit	Credit	Account Codes	Effective Dates	User Ids	Document Types	Created Dates	
NOM060378	56292 . Auto Cl - ú 56292.NOM060305: . 56292 . Auto Cl	20	20	61055 , 61085	23/03/2018	JSMITH	NOM - Nominal Journal	29/03/2018 14:15:55	✓
NOM060382	Premier Inn - JH/ Private travel 11 April	154	0	61085	11/03/2018	ABLOGGS	NOM - Nominal Journal	17/03/2018 17:11:19	✓
NOM060383	Curry's - JH/ Curry's 2 x monitors	300	0	61055	16/03/2018	ABLOGGS	NOM - Nominal Journal	22/03/2018 10:57:40	✓
NOM060384	Virgin train - JH/ Private travel	1	0	61085	15/03/2018	ABLOGGS	NOM - Nominal Journal	21/03/2018 17:17:47	✓
NOM060385	Virgin train - JH/ Private travel	6	0	61085	16/03/2018	JSMITH	NOM - Nominal Journal	22/03/2018 17:34:16	✓
NOM060386	Easyjet JH - JH Easyjet Geneva 20th April	231	0	61085	16/03/2018	ABLOGGS	NOM - Nominal Journal	22/03/2018 19:52:54	✓
NOM060387	ON Hotels - JH/ On hotels JH stay in Geneva 20th April	103	0	61085	20/03/2018	JSMITH	NOM - Nominal Journal	26/03/2018 12:05:26	✓
NOM060390	SD Expenses	180	0	61085	23/03/2018	FWRIGHT	NOM - Nominal Journal	29/03/2018 17:20:55	✓
NOM060411	BW Expenses	267	0	61085	27/03/2018	JSMITH	NOM - Nominal Journal	02/04/2018 19:33:13	✓
NOM060416	Petty Cash - M Thompson Exps	22	0	61085	28/03/2018	FWRIGHT	NOM - Nominal Journal	03/04/2018 10:07:04	✓

Show 10 ▾ lines   < 1 ... 5 **6** 7 ... 14 >

Select the four accounts sampled by Tracey in Expenses in Account View

⊞ 🗩	61055 - Other Direct Costs	64,867	66,235	1,368	↑2%	☑
⊞ 🗩	61060 - Photography	72,682	60,302	-12,380	↓17%	☐
⊞ 🗩	61065 - Packing & Wrapping	995	1,143	148	↑15%	☐
⊞ 🗩	61070 - Printing	280,064	272,785	-7,279	↓3%	☐
⊞ 🗩	61075 - Repro	26,654	27,526	872	↑3%	☐
⊞ 🗩	61080 - Signage	0	150	150	N/A	☐
⊞ 🗩	61085 - Travel & Subs on jobs	72,984	86,825	13,840	↑19%	☑
⊞ 🗩	61090 - Vehicle Hire / Mileage	10,057	9,709	-348	↓3%	☐
⊞ 🗩	61095 - Casual Labour	49,850	52,515	2,664	↑5%	☐
⊞ 🗩	61097 - New Media - External	65,984	91,981	25,997	↑39%	☐
⊞ 🗩	62010 - Motor Insurance	2,234	2,072	-162	↓7%	☐
⊞ 🗩	62020 - Vehicle Lease	500	0	-500	↓100%	☐
⊞ 🗩	62022 - Fuel & hire POS	4,981	5,765	785	↑16%	☐
⊞ 🗩	62025 - Trav Expenses	498	142	-356	↓72%	☑
⊞ 🗩	62026 - Trav Expenses - Other no jobs	13,266	14,891	1,625	↑12%	☑
⊞ 🗩	62039 - Fuel 1	99	108	10	↑10%	☐
	TOTAL SELECTED	**151,616**	**168,093**	**16,477**	↑**11%**	☰

Click on [≣] to reveal transactions and click on [🔻] to filter for Andrea Bloggs' postings

Expense Transactions

Transaction Id	Description	Debit	Credit	Account Codes	Effective Dates	User Ids	Document Types		
NOM058837	TFR	13	0	61085	09/12/2018	ABLOGGS	NOM - Nominal Journa		
NOM058988	TFR	89	0	61085	19/12/2018	ABLOGGS	NOM - Nominal Journa		
NOM058991	TFR	148	0	61085	19/12/2018	ABLOGGS	NOM - Nominal Journa		
NOM059058	J Gibson Exps - John's Exps 14 Jan	72	0	61085	19/12/2018	ABLOGGS	NOM - Nominal Journal	25/12/2018 10:12:02	◔

Filters ▼
Effective Period
Please Select ▼
Document Type
Please Select ▼
Users
ABLOGGS ▼
✖ Clear Filters

Scrolling through reveals frequent clusters of transactions mentioning JH e.g.

NOM059483	Wetherby Costa - JH Jan/Wetherby Costa	6	0	61085	07/12/2018	ABLOGGS	NOM - Nominal Journal	13/12/2018 09:15:56	◔
NOM059493	Fellow Restaurant - JH Jan/Fellow Restaurant	112	0	62026	23/12/2018	ABLOGGS	NOM - Nominal Journal	29/12/2018 17:38:09	◔
NOM059498	Parking Stevenage - JH Jan/Parking	4	0	61085	02/01/2018	ABLOGGS	NOM - Nominal Journal	08/01/2018 19:41:57	◔
NOM059500	LUL Ticket Machine - JH Jan/LUL ticket machine	20	0	61085	02/01/2018	ABLOGGS	NOM - Nominal Journal	08/01/2018 13:33:48	◔
NOM059931	Parking Payment - JH Mar/Parking	5	0	61085	07/02/2018	ABLOGGS	NOM - Nominal Journal	13/02/2018 09:34:42	◔
NOM059933	Premier Inn - JH Mar/Jerry & Paul's hotel 9 Mar	132	0	61085	02/02/2018	ABLOGGS	NOM - Nominal Journal	08/02/2018 09:40:10	◔
NOM059936	Virgin Trains.Co.Uk - JH Mar/Jerry to Ldn 16 Mar	103	0	62026	10/02/2018	ABLOGGS	NOM - Nominal Journal	16/02/2018 11:35:29	◔
NOM059944	Gatwick Exp.Com - JG Mar/Gatwick Express	18	0	61085	07/02/2018	ABLOGGS	NOM - Nominal Journal	13/02/2018 14:58:09	◔

[**Note:** Prior to attempting the question all transactions posted by Andrea in the four sampled accounts in the 11-month data could also have been downloaded by clicking on [⬇] and specifying the four sampled accounts and Andrea as the user.]

Configure Download

Results will include any transaction where any line of the transaction matches all of your filters.

⚖️ **Accounts**

To filter by general ledger accounts, please select one (or more) accounts from the list:

○ All accounts
● Custom accounts

INCLUDE ⬤

| 61055 - Other Direct Costs ⊗ | 61085 - Travel & Subs On Jobs ⊗ |
| 62025 - Trav Expenses ⊗ | 62026 - Trav Expenses - Other No Jobs ⊗ | ▼ |

👤 **Users**

To filter by the user creating the transaction, please select one (or more) user from the list:

○ All users
● Custom users

INCLUDE ⬤

ABLOGGS ⊗ | ▼

Selecting excel as the format exports the transactions in this form in an Excel spreadsheet

Select Format

📄 Excel (.xlsx)

📄 Tab Delimited (.tsv)

CANCEL

These transactions are then available for scrutiny as per the extract below
(Note that reports from the AI 11-month data can only be downloaded for scrutiny prior to the examination, not in the examination itself.)

The Detect module could be used to search for transactions with a description including the word 'private'. First in Detect click on ⚙️ then select Configure Settings in the menu

Configure Detect ⚙

➕ **Create Testing**

⚙ **Configure Settings**

🔤 **Risk Slider Recommendation**

🎚 **Edit Risk Sliders**

⚖ **Configure Benchmarking**

➡ **Release Dashboard to Client**

ℹ **1 routine could not be run**

📖 **Download Guidance**
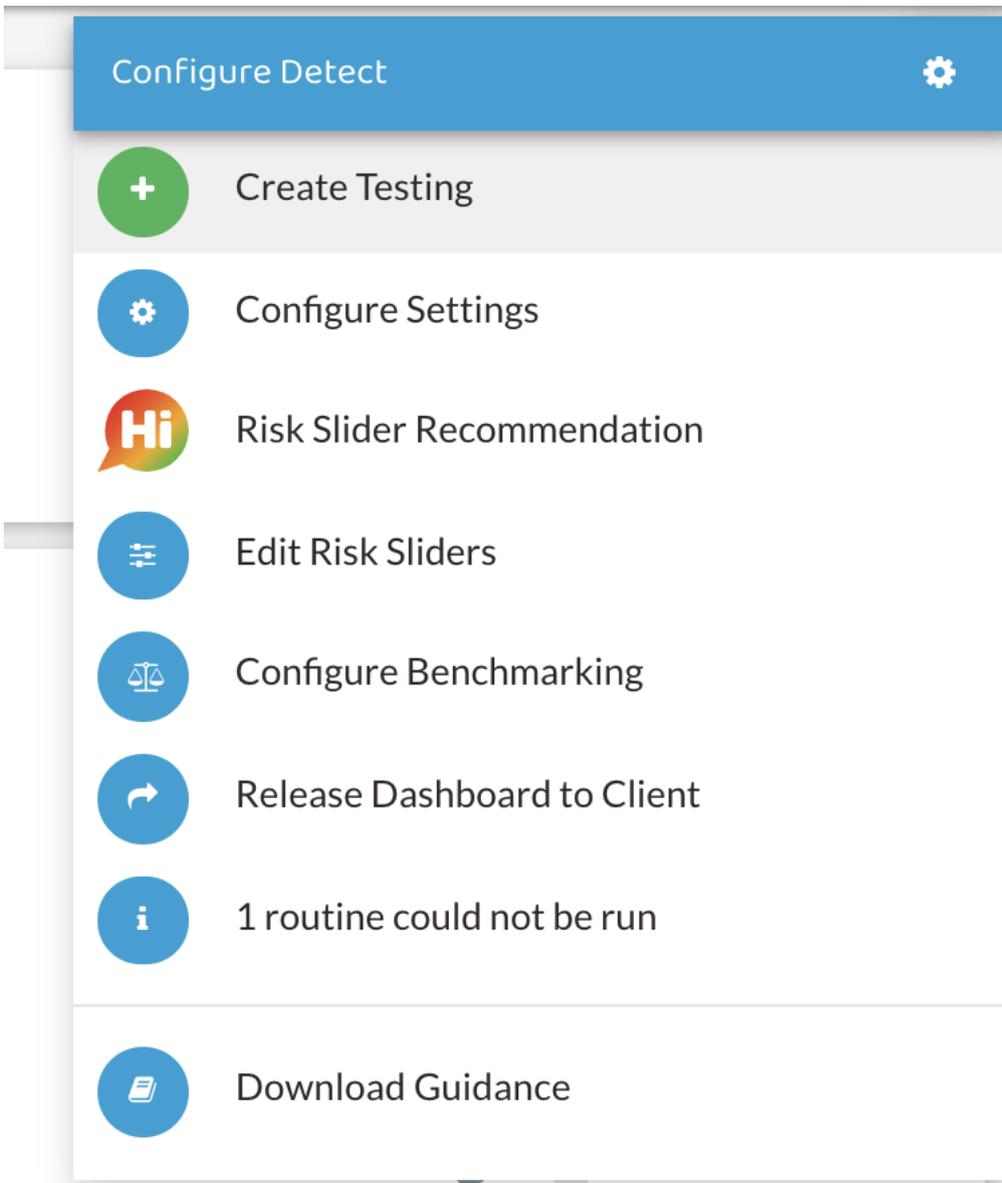
Then specify 'Private' as a Keyword and click confirm.

Configure

ℹ Fieldwork Detect Materiality	30000		Working Time	From: 07:00:00 🕐 To: 19:00:00 🕐	

Keywords   [Private ✕]   ▾
To add a keyword, press the 'Enter' key after typing.

👥 Related Individuals ⬆   🏛 Related Businesses ⬆

First Name   Last Name   Name

CANCEL   CONFIRM

The list of transactions including 'Private' will be available under the Keyword in Description routine.

Description Routines

Keywords In Description ⓘ   0.06% |

- Visualise
- Detail
- Client Notes

     0.01% |

Click on Detail to reveal transactions.

Transactions ⓘ

Transaction Id	Description	Debit	Credit	Account Codes	Effective Dates	User Ids	Document Types	Created Dates	
NOM060367	Grange Holborn Hotel - JH/ Grange Holborn Hotel - private travel	391	391	20040, 33020, 61085, 62026	06/03/2018	ABLOGGS	NOM - Nominal Journal	12/03/2018 14:21:41	✓
NOM060371	Archduke Restaurant - JH/ Private food	160	160	20040, 26530	10/03/2018	ABLOGGS	NOM - Nominal Journal	16/03/2018 14:34:00	✓
NOM060382	Premier Inn - JH/ Private travel 11 April	154	154	20040, 61085	11/03/2018	ABLOGGS	NOM - Nominal Journal	17/03/2018 17:11:19	✓
NOM060384	Virgin train - JH/ Private travel	1	1	20040, 61085	15/03/2018	ABLOGGS	NOM - Nominal Journal	21/03/2018 17:17:47	✓
NOM060385	Virgin train - JH/ Private travel	6	6	20040, 61085	16/03/2018	JSMITH	NOM - Nominal Journal	22/03/2018 17:34:16	✓

Show 10 ▾ lines   ‹ 1 ›

[**Note:** Reports based on changes to configuration will take time for Inflo to prepare and thus are best performed on the 11-month data prior to the examination.]

Issue 2

Select the three Car loan accounts identified by Tracey in Account View

	ACCOUNT	PRIOR YEAR	FIELDWORK	DIFFERENCE		
	21200 - Employee Loan	22,733	19,933	-2,800	↓ 12 %	☐
	21210 - Formstat	315,297	315,297	0	0 %	☐
	22200 - Accrued income	170,294	0	-170,294	↓ 100 %	☐
	23040 - Pre-Payments Control A/C	51,066	300,000	248,934	↑ 487 %	☐
	24000 - Other Prepayments	0	0	0	N/A	☐
	26500 - Car Loan 1	24,422	98,822	74,400	↑ 305 %	☐
	26505 - Car Loan 2 RPB RJ13 OMT	40,554	46,293	5,739	↑ 14 %	✅
	26506 - Car Loan 3	0	11,231	11,231	N/A	☐
	26510 - Other loan receivable	8,361	16,723	8,361	↑ 100 %	☐
	26520 - Car Loan 5	49,953	116,061	66,108	↑ 132 %	☐
	26524 - Car Loan 6	15,495	25,004	9,509	↑ 61 %	✅
	26530 - Car Loan 7	46,846	111,385	64,539	↑ 138 %	☐
	26537 - Car Loan 8	24,330	37,113	12,783	↑ 53 %	✅
	26560 - Car Loan 9	-3,113	-3,113	0	N/A	☐
	26561 - Car Loan 10	-2,048	-4,621	-2,572	N/A	☐
	29999 - Other Temp	0	0	0	N/A	☐
	TOTAL SELECTED	**80,379**	**108,410**	**28,031**	↑ 35 %	☰

Click on ☰ to reveal transactions and scroll through to note prevalence of transactions related to fuel etc.

Asset Transactions

Transaction Id	Description	Debit	Credit	Account Codes	Effective Dates	User Ids	Document Types	Created Dates	
NOM060116	Volvo Car Leasing - Volvo Car Leasing/NG13 KZD	534	0	26524	28/02/2018	TPOTTS	NOM - Nominal Journal	06/03/2018 09:57:29	✓
NOM060126	Lex Autolease - Lex Autolease/YA08 APY	419	0	26537	01/03/2018	JSMITH	NOM - Nominal Journal	07/03/2018 12:07:35	✓
NOM060193	Whitemare Pool SS - JH Mar/Fuel	64	0	26537	25/02/2018	ABLOGGS	NOM - Nominal Journal	03/03/2018 18:11:40	✓
NOM060252	FGA Contracts - FGA Contracts/NL14 RZO	360	0	26505	10/03/2018	ABLOGGS	NOM - Nominal Journal	16/03/2018 16:02:57	✓
NOM060265	North Road SS - GM Apr/Fuel	21	0	26524	05/03/2018	FWRIGHT	NOM - Nominal Journal	11/03/2018 18:19:39	✓
NOM060268	North Road SS - GM Apr/Fuel	70	0	26524	07/03/2018	JSMITH	NOM - Nominal Journal	13/03/2018 10:59:34	✓
NOM060303	DD/AQ Car - AQ Car Loan - Mercedes Finance	128	0	26505	15/03/2018	ABLOGGS	NOM - Nominal Journal	21/03/2018 06:57:35	✓
NOM060368	Shell - JH - JH/Shell fuel	33	0	26537	08/03/2018	FWRIGHT	NOM - Nominal Journal	14/03/2018 12:02:45	✓
NOM060379	Applegren fuel - JH/ Fuel	45	0	26537	12/03/2018	FWRIGHT	NOM - Nominal Journal	18/03/2018 13:14:59	✓
NOM060381	Redwood SS - JH/ Fuel	62	0	26537	14/03/2018	JSMITH	NOM - Nominal Journal	20/03/2018 12:39:14	✓

Show 10 ▾ lines   ‹ 1 2 3 **4** 5 … 15 ›
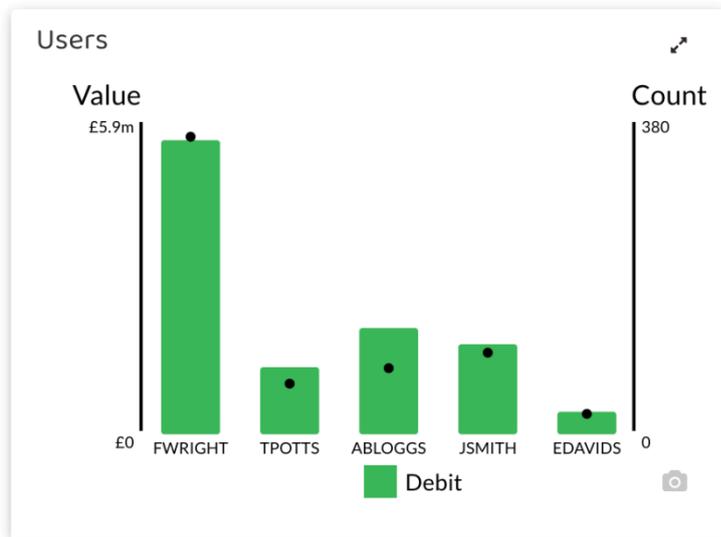
Issue 3

Use Large Value routine and select Visualise

Amount Routines

- ▾   Large Value Versus Average ⓘ

- ▾   Unusual Value ⓘ

- ▾   Round Sum Value ⓘ

- ▾   Profit Value: Line Level ⓘ

- ▾   Large Value ⓘ

  - 📊 Visualise

  - ☰ Detail

  - 💬 Client Notes

- ▾   Blank Description ⓘ

...tines

...tion ⓘ

In Graph by User click on bar corresponding to Emma Davids.

Graphs ⓘ

This reveals all transactions posted by Emma of £30,000 or more.

Transactions filtered by users EDAVIDS ⓘ

Transaction Id	Description	Debit	Credit	Account Codes	Effective Dates	User Ids	Document Types	Created Dates	
NOM060874	TFR	30,000	30,000	20010, 20021	03/05/2018	EDAVIDS	NOM - Nominal Journal	09/05/2018 15:17:17	✓
NOM061116	TFR	30,451	30,451	20010, 32010	19/05/2018	EDAVIDS	NOM - Nominal Journal	25/05/2018 19:40:17	✓
NOM061233	BPA transfer - BPA transfer	87,945	87,945	20010, 20014	30/05/2018	EDAVIDS	NOM - Nominal Journal	05/06/2018 12:56:17	✓
NOM061650	TFR	30,000	30,000	20010, 20021	04/07/2018	EDAVIDS	NOM - Nominal Journal	10/07/2018 11:20:15	✓
NOM062780	TFR	39,811	39,811	20010, 20014	25/09/2018	EDAVIDS	NOM - Nominal Journal	01/10/2018 18:04:25	✓
NOM062930	TFR	50,000	50,000	20010, 20021	03/10/2018	EDAVIDS	NOM - Nominal Journal	09/10/2018 15:45:07	✓
NOM063167	TFR	30,409	30,409	20010, 32010	19/10/2018	EDAVIDS	NOM - Nominal Journal	25/10/2018 15:50:56	✓
NOM063174	TFR	30,409	30,409	20010, 20014	19/10/2018	EDAVIDS	NOM - Nominal Journal	25/10/2018 06:54:39	✓
NOM063189	TFR	44,099	44,099	20010, 20014	20/10/2018	EDAVIDS	NOM - Nominal Journal	26/10/2018 13:15:22	✓
NOM063349	TFR	31,892	31,892	20010, 20014	30/10/2018	EDAVIDS	NOM - Nominal Journal	05/11/2018 19:15:32	✓
NOM063490	HMRC re-fund - HMRC corporation tax refund	46,295	46,295	20010, 32020	06/11/2018	EDAVIDS	NOM - Nominal Journal	12/11/2018 16:15:55	✓

Show 25 ▾ lines

‹ 1 ›

In Assets in Account View an account 21020 – Overseas Receivable can be identified.

Asset

		ACCOUNT	PRIOR YEAR	FIELDWORK	DIFFERENCE		
⊞	💬	13010 - Fixtures & Fittings	24,278	50,736	26,457 ↑ 109 %	☐
⊞	💬	13020 - Office Equipment	183,432	286,101	102,669 ↑ 56 %	☐
⊞	💬	13025 - Office Equipment Depreciation	-141,653	-116,542	25,111 N/A	☐
⊞	💬	20010 - Bank, Current Account	-2,424	189,528	191,952 N/A	☐
⊞	💬	20011 - Tracker Account	95	95	0 ↑ 0 %	☐
⊞	💬	20012 - Bank account 2	650	715	65 ↑ 10 %	☐
⊞	💬	20014 - Bank account 3	23,106	53,104	29,998 ↑ 130 %	☐
⊞	💬	20017 - Overseas bank account	100	100	0 0 %	☐
⊞	💬	20021 - Invoice Finance account	54,578	-425,414	-479,992 N/A	☐
⊞	💬	20030 - Petty Cash	400	400	0 0 %	☐
⊞	💬	20040 - Credit card	-13,013	-11,000	2,013 N/A	☐
⊞	💬	21010 - Receivables Control Account	364,641	610,382	245,741 ↑ 67 %	☐
⊞	💬	21020 - Overseas Receivable	0	100,000	100,000 N/A	✅
⊞	💬	21040 - Floats	100	100	0 0 %	☐

Click on ▤ to reveal transaction

Asset Transactions

Transaction Id		Description	Debit	Credit	Account Codes	Effective Dates	User Ids	Document Types	Created Dates	✏
SRC006973	View	Overseas receivable	100,000	0	21020	01/12/2018	FWRIGHT	SRC - Sales Receipt	07/12/2018 15:18:32	✓

Show 10 ▾ lines   ‹ 1 ›

Click on transaction Id to identify double entry

Transaction 'SRC006973'

Transaction Id	Account Code	Amount	Effective Date	Document Type	Journal Description	User Id	Line Description	Entered Date
SRC006973	21020	100,000	01/12/2018	SRC - Sales Receipt	Overseas receivable	FWRIGHT		07/12/2018
SRC006973	51020	-100,000	01/12/2018	SRC - Sales Receipt	Deposit on Brand maangement contract with Spooks	FWRIGHT		07/12/2018

Show 10 ▾ lines   Showing 1 to 2 of 2 lines   ‹ 1 ›

[**Note:** As is often the case with Inflo there are several other ways that this transaction could have been found. For example, by using the Large Value routine in Detect selecting Visualise and then examining the large value transactions relating to December.]