



City of San Antonio

Agenda Memorandum

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Agenda Item Number: 13

Agenda Date: December 6, 2022

In Control: Audit and Accountability Committee Meeting

DEPARTMENT: Office of the City Auditor

DEPARTMENT HEAD: Kevin Barthold

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Acceptance of the Office of the City Auditor Report AU21-F02 Follow-Up Audit of Finance Vendor Master File

SUMMARY:

Determine if prior audit recommendations are successfully implemented and working as intended. Additionally, determine if adequate controls are in place for the transmission and storage of vendor data.

BACKGROUND INFORMATION:

Background

On March 4, 2020, the Office of the City Auditor completed an audit of the Finance Vendor Master File. The objective of the audit was to determine if proper internal controls are in place to ensure the City's Vendor Master File is reliable and disbursements are accurate.

In the original audit, the Office of the City Auditor concluded there were opportunities to improve the change management process. Adequate documentation to support vendor record changes was not maintained. In addition, potential issues with vendor records such as blank required fields and duplicate vendor records were identified. Lastly, user access was not appropriate for users with access to vendor maintenance roles.

Audit Scope and Methodology

The audit scope was limited to the recommendations and corrective action plans made in the original report for the time frame from March 2020 through October 2021. Additionally, the scope included the Division's controls in place for the transmission and storage of vendor data.

Audit Conclusions

Finance implemented user access reviews and modified SAP roles accordingly to comply with the least privilege principle. However, two action plans were not fully implemented. Comprehensive policies and procedures have not been developed to reflect currently accepted practices for vendor master maintenance. Additionally, Finance has not developed procedures to detect and investigate all issues identified in the previous audit. Furthermore, there were opportunities to develop controls over vendor data transmission and security.

Finance Management agreed with the audit findings and has developed positive action plans to address them.

ISSUE:

This item is presented for acceptance by the Audit and Accountability Committee.

FISCAL IMPACT:

None

ALTERNATIVES:

N/A

RECOMMENDATION:

Staff recommends acceptance of this audit report.