



REVIEW FOR DUPLICATE PAYMENT OF INVOICES

For invoices paid between
10/1/2016 – 12/31/2016

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INTRODUCTION

This review was performed in order to detect and identify any invoices that were incorrectly paid in duplicate. The MUNIS financial system has a built-in control for preventing unwanted duplicate payments, based on invoice numbers that are entered by clerks at the time of accounts payable invoice entry. However, this control is dependent upon the accuracy and consistency of invoice numbers as they are entered.

This review was performed by analyzing a listing of all invoices paid during the testing period (10/01/2016 – 12/31/2016). All items with duplicate amounts, vendor numbers, and invoice dates were identified with software tools; these results were then visually scrutinized to identify possible duplicate payments. Documentation in the accounts payable file was reviewed to determine whether payment duplication had occurred.

FINDINGS

During the testing period we noted 4 payments below which were verified to be duplicate. We have notified the applicable department(s) of the duplicate payment(s) with the expectation that proper credit will be pursued if not already provided.

ABM Parking	\$1,650.00
ABM Parking	\$2,904.00
J. Sundberg	\$750.00
Finn Psychology	\$750.00

