

Summary of Administrative Payments Vendor File

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Objective

To determine whether the Social Security Administration's (SSA) vendor file controls were effective to mitigate the risk of improper payments.

Background

The Social Security Online Accounting and Reporting System (SSOARS) is SSA's system for financial reporting. The SSOARS Supplier File includes payment delivery records for SSA employees, State and local government agencies, and corporate and individual vendors who provide goods or services to SSA. This vendor file contains a complete record for each vendor and SSA employee.

SSA's Division of Administrative Payment Services (DAPS) directs SSA's administrative payment operations and develops related operating policies and procedures. In Fiscal Year 2011, DAPS processed about 1.6 million vendor transactions resulting in payments totaling approximately \$1.8 billion.

Our Findings

SSA's vendor file controls were effective to mitigate the risk of improper payments. Established controls help ensure active vendor files contained valid vendor information and prevented creation of fictitious vendor files.

We performed various tests of the vendor file data to determine whether the controls over the file were working as intended. For example, we identified and reviewed cases where multiple vendor records listed the same (1) business name, (2) address, (3) telephone number, (4) taxpayer identification number, or (5) bank routing and account numbers. We also identified and reviewed cases where multiple vendor records listed the same vendor number but different (1) business addresses, (2) business telephone numbers, (3) taxpayer identification numbers, and (4) bank routing and account numbers.

Review of these cases revealed that, in every instance, available information indicated the vendor records were valid.

Our Conclusion

Our review identified no reportable conditions. As such, we made no recommendations. SSA was pleased with the findings and had no further comment.