

# **CIS International Pvt Ltd**

## **OPR for Preparation of Audit Control Log For Finance Department**

<b>SUBJECT</b>	<b>OPR for Preparation Audit Control Log For Finance Department (TFI, SIAM, CIS, ASI and Lions Rock)</b>
<b>DEPARTMENT</b>	<b>Audit</b>
<b>RECORDER (Name and Designation)</b>	<b>Shehabdeen, Audit Executive</b>
<b>APPROVED BY</b>	
<b>CREATED DATE</b>	<b>05/01/2019</b>
<b>LAST UPDATED</b>	
<b>PATH ON NETWORK FOLDER</b>	
<b>NO OF PAGES INCLUDING THIS PAGE</b>	

### **Introduction**

This OPR was prepared for the purpose of set up a proper process that gives guidelines for Preparing **Audit Control Log For Finance Department (TFI, SIAM, CIS, ASI and Lions Rock)**

### **Objective**

The objective of the **Audit Control Log For Finance Department** is to Analysis the performance level of the Finance Department and help to monitoring the Finance issues and solved the issues.

When it comes to Order Fill Rate there are 1 component to be considered.

1. before the due date the issue is whether it is rectified or not.

Audit Control Log for Finance Department Report will be Analyzed for TFI, SIAM, CIS, ASI and Lions Rock Companies wise

### **Source Information Needs to be obtained**

1. Confirmation email of the ratification of the weekly finance issue



## 2. The same way to allother companies.

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Audit Control Log For Finance Department									
Employee Name: Deepika			Number of Ticket Assigned for the Period		Number of Ticket Closed		% Of Completion		
Period: 03.18.2019 - 03.22.2019			13		10		77%		
Number of Ticket	Date	Ticket Number	Issues Identified	Name & Date of Audit Report where Issues Recorded		Issues Rised By:	Deadline given for Solution	Completion Status On DeadLine Date	Reason Provided for Non - Completion on deadline
				Name	Date				
4	02.12.2019	DT-WFAR-2018-W5-3	3.Supples Office & Warehouse expanse - Unlock Phone expanse Amounting \$69.99 has been duplicated please rectify and explanation is needed.	Weekly Finance Audit	2/26/2019	Sanoos	2/14/2019	0	Pending
5	03.01.2019	DT-WFAR-2018-W7-1	1. Dry Inventory Tracker INVTDR_THU_20190214_1 Not have been Entered to the QB and the total Amounting \$ 955.54 and need to enter into QB And explanation is needed.	Weekly Finance Audit	2/26/2019	Sanoos	2/14/2019	0	yes
6	03.01.2019	DT-WFAR-2018-W7-2	4.The Food and New paper expanse are not have been entered into the QB. the Amounting \$447.34 and need to rectify and explanation is needed. (INVTDR_MON_20190218 and INVTDR_TUE_20190219).	Weekly Finance Audit	2/26/2019	Sanoos	2/14/2019	0	yes
7	03.05.2019	DT-WFAR-2018-W9-1	1.Sales income - Not have been recorded the sales income of last week in QB amounting \$ 323,991, need to rectify and Explanation is needed.	Weekly Finance Audit	3/5/2019	Sanoos	3/8/2019	100%	yes

Summary | Deepika(DT) | Dilruchi(DR) | Thilini (TT) | Deepika(DT) (AS) | Nisansala (Lions roc ... | 86%

Circular References: S17

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## 3. When get the rectify mail from the finance Dept needs to closed the Tickets and the % of closed tickets Should be mention on the working sheet

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4. All companies Number of Ticket Closed and Number of Ticket Assigned and % Of Completion summaries in the Summary Sheet.

The screenshot shows an Excel spreadsheet with the following data:

Accounts	Responsible person	Number of Ticket Assigned	Number of Ticket Closed	% Of Completion
CIS USA Account	Deepika	13	10	77%
TFI SL Account	Dilrukshi / Dushan	9	4.7	52%
SIAM Tropical Account	Thilini Madushani	10	2	20%
ASI USA Account	Deepika	6	4	67%
Lions Rock	Nisansala	1	0	0%

The spreadsheet also includes a 'Summary' sheet at the bottom, which lists the responsible persons for each account: Deepika(DT), Dilrukshi(DR), Thilini (TT), Deepika(DT) (ASI), and Nisansala (Lions rock).

5. Updated **Audit Control Log for Finance Department** should be sent to Finance dept and Audit Dept through ETF in every Friday

The screenshot shows the 'Owner's Report Panel' on the eTropicalFish.Com website. It includes a search bar, a 'Report Day' dropdown, and a table of reports. Below the table is a 'Suggestion Panel' with input fields for report details and a 'Save Suggestion' button.

Report Code	Report Name	Day	Supervisor	Send By/Status	Report Date	Select
ACLD	Audit Control Log For Finance Department	FRI	Suja Mohamad	U Pending	05/10/2019	Select
BPMS	BETTA PROJECT MONITORING SYSTEM	THU	Suja Mohamad	U Pending	05/09/2019	Select
BPMPR	Betta Project Progress Monitoring Report	THU	Suja Mohamad	U Pending	05/09/2019	Select
FWMOFR	Fresh Water Monthly Orderfill Report	13	Suja Mohamad	U Pending		Select
SWMOR	Salt Water Monthly Orderfill Report	13	Suja Mohamad	U Pending		Select
TFISPQAR	Weekly Shipment Efficiency Review of CIS Group	MON	Suja Mohamad	U Pending	05/06/2019	Select

The 'Suggestion Panel' includes the following fields:

- Select Report: -- Select --
- Report Name: [Text Input]
- Report Code: [Text Input]
- Supervisor: [Text Input]
- Add Suggestion: [Text Area]
- Save Suggestion: [Button]