**CIS International Pvt Ltd**

**OPR for Preparation of CIS Code Creation – Audited Tracker**

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| **SUBJECT** | **OPR for Preparation of CIS Code Creation – Audited Tracker** |
| **DEPARTMENT** | **Audit** |
| **RECORDER (Name and Designation)** | **Sajini Perera, Audit Executive** |
| **APPROVED BY** |  |
| **CREATED DATE** | **09/06/2016** |
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| **PATH ON NETWORK FOLDER** |  |
| **NO OF PAGES INCLUDING THIS PAGE** | **02** |

**Introduction**

This OPR was prepared for the purpose of setting up a proper process that gives guidelines for Preparing CIS Code Creation – Audited Tracker.

**Objective**

The objective of the CIS Code Creation – Audited Tracker is to

1. ensure that all invoices are raised by order entry department with correct CIS Codes”.
2. ensure the completeness of the CIS Codes recorded relevant to each live item.
3. ensure the efficiency and accuracy level of the “Order Entry Department”.

**Process involved in preparation of CIS Code Creation – Audited Tracker**

1. Obtain all invoices relevant to the reporting week and compliance tracker prepared by order entry executive with relevant stock sheets.
2. Cross check recorded CIS Codes for each live item with relevant stock sheets and ensure the accuracy of the recorded CIS Codes.
3. Prepare Audit Report on examined invoices and conclude the accuracy and completeness level of the order entry department for the reporting week.

* Document noted issues under column “**Issues Found**”
* Document action taken under column “**Action Taken**”
* Document audit opinion whether status of the invoice is “**Good**”, “**Overall Good”** or **“Poor”.**

