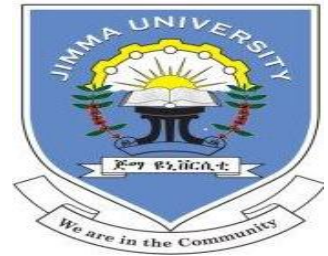


# **Users Operations**



## **Manual**



# **Audit Recommendation Tracking System (ARTS)**

**Office of the Federal Auditor General  
(OFAG) and Jimma University (JU)**

**August, 2017**

## Introduction

This User Manual contains all essential information for the user to make full use of the ARTS Application.

**Audit Recommendation Tracking System (ARTS)** is essential for a Supreme Audit Institution (SAI) to monitor the implementation and resolution of audit recommendations and also it is used to automate the processing, reporting and utilization of audit recommendations for their respective auditee's.

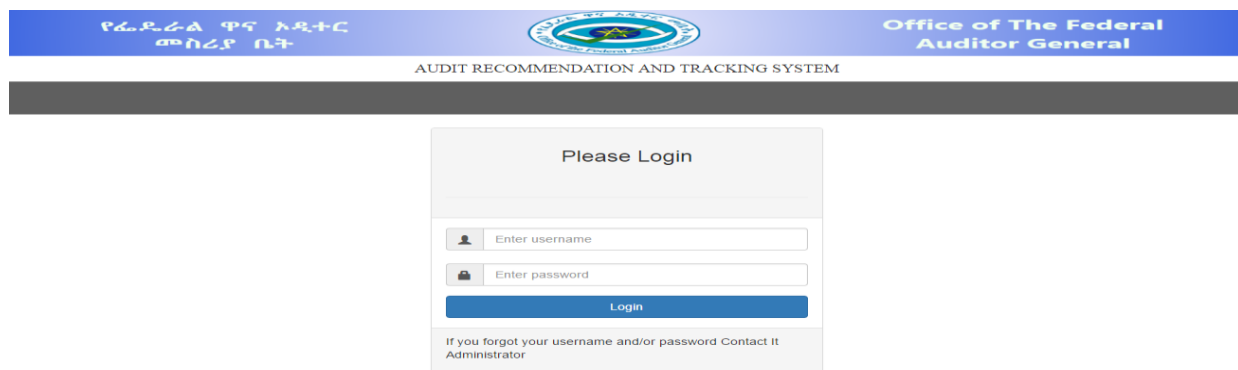
The system allows secure data entry, editing and storage of all details associated with all findings and recommendations processed. In addition, the system has a flexible search facility and flexible reporting environment that can be tailored for use by both 'novice' and 'expert' users.

## Login (Authentication) Page

The system provides secure access controls at the levels for each actor/user for accessing specific modules/activities within the ARTS application.

### Steps to Login to the system

- A user ID and password is required to log onto web interface/ARTS application. If you do not have an account or do not know your login name and password, please contact system administrator.
- Open your favorite web browser (Firefox, Chrome, Internet Explorer, etc.)
- To enter the ARTS application, a link should be inserted into the web browser to access the ARTS application server entry page. (Test site currently available on: [www.ofag.gov.et/ARTS](http://www.ofag.gov.et/ARTS)).
- Type the server address shown above and then you will see the login page (**Figure - 1**)



**Figure 1 - Login (Authentication) Page**

In the next step, user name and password must be entered to sign-in. These are provided by the system administrator prior to the use of the system.

Enter the following details:

- USERNAME
- PASSWORD

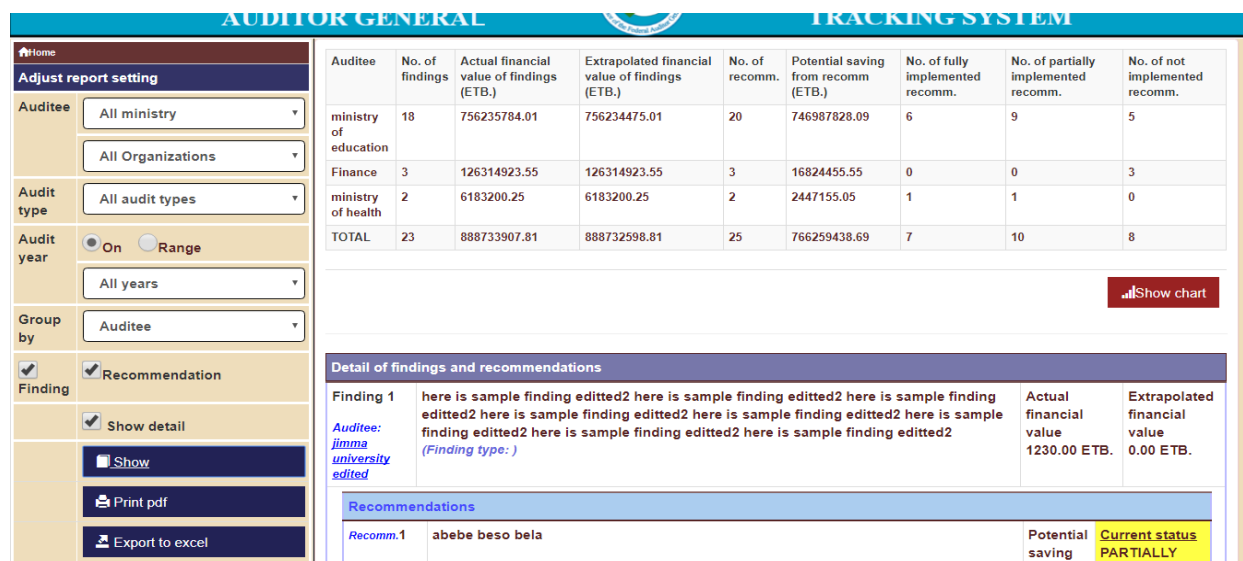
Then press “**Login**” button. If you provide the correct credentials, each user type will successfully login to the system and you will see the Main Window/Home Page (**Figure-2**, **Figure-3** and **Figure-4**)



**Figure 2 – Main Window/Home Page for Administrator**



**Figure 3 – Main Window/Home Page for Auditor/Record Officer**



ARTS have several subsystems. These tasks include:

- ✓ Administrator Subsystem (Technical manual for system administrator is available)
- ✓ Auditor/Record officer Subsystem
- ✓ Auditor General Subsystem
- ✓ PAC Subsystem

- ✓ **Account Setting**
  - Used to change logged-in user's password.
- ✓ **Activity Logs**
  - Used to view Audit History Trial.
  - Used to view Finding History Trial-who and when modified.
  - Used to view Recommendation Trial -who and when modified.
- ✓ **Take Backup**
  - Used to take a backup of the whole database to a secured location.
- ✓ **Auditee Page**
  - Used to display all general information about Ministries and organizations to be audited by OFAG are presented.
- ✓ **About OFAG**
  - Used to display all general information about the Office of the Federal Auditor General (OFAG) project and its goals.
- ✓ **Exit System**
  - When you are finished working, remember to logout and then close the web browser.

## Auditor/Record officer Subsystem

Auditor/record officer subsystem is one of the subsystems that include tasks performed by auditor/record officer. These tasks include:

- ✓ **Record Basic Audit Information**
  - Reference No.
  - Auditee
  - Audit Type
  - Audit Year
  - Audit Period
- ✓ **Record:**
  - Audit Prepared by
  - Audit Reviewed by
- ✓ **Record Audit Finding Details**
  - Finding Description
  - Finding Type
  - Actual Financial Value
  - Extrapolated Financial Value
  - Paper Work Reference
  - Source of Finding/Methodology
- ✓ **Record Audit Recommendation**
- ✓ **Record Action Plan**

- ✓ **Record Follow-up Information**
- ✓ **Account Setting**
  - Used to change logged-in user's password.
- ✓ **Auditee Page**
  - Used to display all general information about Ministries and organizations to be audited by OFAG are presented.
- ✓ **About OFAG**
  - Used to display all general information about the Office of the Federal Auditor General (OFAG) project and its goals.
- ✓ **Exit System**
  - When you are finished working, remember to logout and then close the web browser.

## Auditor General Subsystem / PAC Subsystem

Auditor General Subsystem/ PAC Subsystem is one of the subsystems that include tasks performed by auditor general and PAC. These tasks include:

- ✓ **Audit Details**
  - Search Audits
  - View Audit Details
- ✓ **Generating Report**
  - Generate report based on Ministerial Auditee for specific organization or all organizations.
  - Generate report based on audit type.
  - Generate report based on a single year or range of years.
  - Generate report that can be grouped by audit type, finding type, audit year and Auditee.
  - Generate report of finding only, recommendation only or both and shows detail.
  - A graphical report can be generated.
  - Report can be printed to PDF or exported to excel.
- ✓ **Account Setting**
  - Used to change logged-in user's password.
- ✓ **Auditee Page**
  - Used to display all general information about Ministries and organizations to be audited by OFAG are presented.
- ✓ **About OFAG**
  - Used to display all general information about the Office of the Federal Auditor General (OFAG) project and its goals.
- ✓ **Exit System**

- When you are finished working, remember to logout and then close the web browser.

## User Management Page

Click on the “**User Management**” link located on the top-left pane of the main page. In this section, disabling, modification and creation of user accounts are available and this section should be protected and accessible only by the administrator.



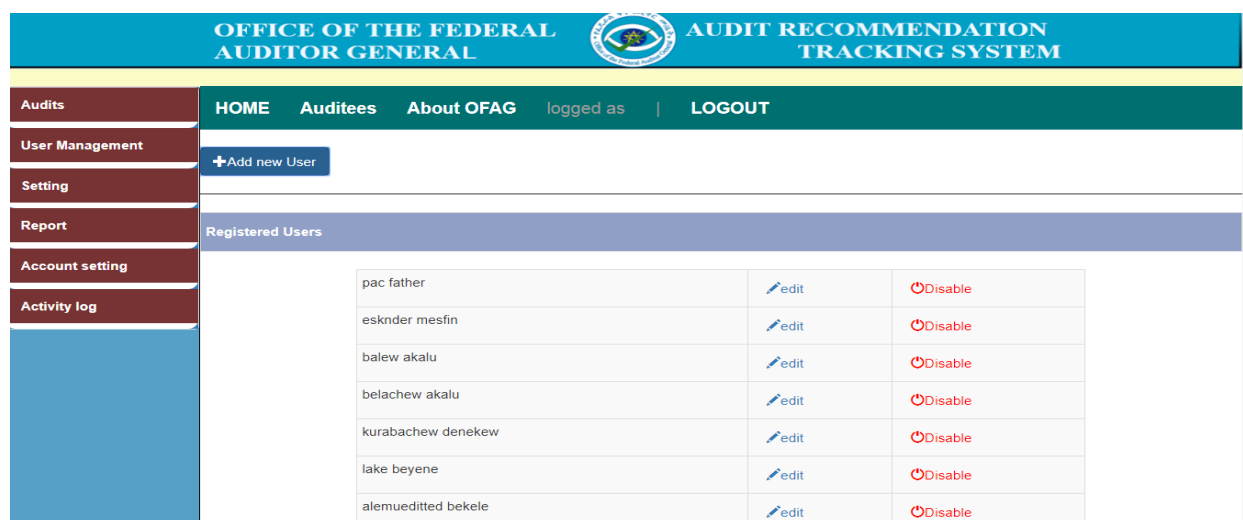
**Figure 5 – User Management Page**

To create new user, click “**Add New User**” button in the user management page. User account role can be created for Auditor, Administrator, PAC and Auditor General.

User details include:

- First Name
- Last Name
- Rank/role
- Username (automatically generated by the system but can be modified if needed)
- Password

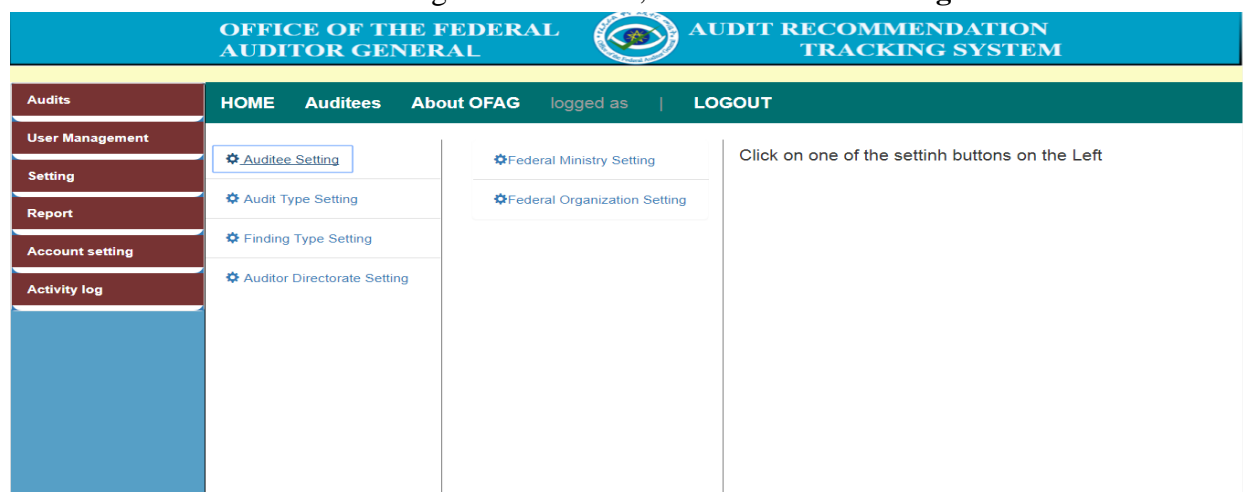
All fields are required to create a new user and then click “**ADD**” button. If you have entered the appropriate data, the system saves the information in to the database and displays successfully created message.



**Figure 6 – Add New Users/Create Account Page**

## Auditee Setting Page

Click on the "**Setting**" link located on the left pane of the main page. This section holds the information about different settings. From the list, click "**Auditee Setting**" link.



**Figure 7 –Auditee Setting Page**

**Auditee Setting** can be used for adding Auditee at Ministry Level and the Federal Organization Level in the selected ministry.

- ✓ Users can add new ministry by clicking on the "**Federal Ministry Setting**" link located at the middle pane of the main page and then

Fill the following detail:

- Directorate/Ministry Name

Then click "**ADD**" button.

E.g. Ministry of Education





**Figure 8 –Add New Federal Ministry Page**

✓ Additionally the user can record new Auditee by clicking on the “**Federal Organization Setting**” link at the middle pane of the main page and then the user fills and selects the following details:

- Enter “Title of the Auditee”
- Select “Ministry of Auditee”

To save the settings “**ADD**” button has to be clicked.



**Figure 9 – Record New Auditee Page**

## Audit Type Setting Page

This page helps the user to add new audit type to the system and to provide option to add additional entries at setting for future use and scalability.

Some examples of audit type could be:

- ✓ Regularity Audit
- ✓ Performance Audit
- ✓ IT Audit
- ✓ Forensic Audit
- ✓ Special Investigation Audit
- ✓ Compliance Audit
- ✓ Environment Audit
- ✓ OTHER

Click on the **"Setting"** link located on the left pane of the main page. This section holds the information about different settings. From the list, click **"Audit Type Setting"** link and then Enter the following detail:

- Name of the Audit Type

Then click **"ADD"** button. If you have entered the appropriate data, the system saves the information in to the database and displays successfully added message.

**Figure 10 - Audit Type Setting Page**

All audit types can be modified or deleted by clicking Edit or Delete option at the beginning of each row shown.

## Finding Type Setting Page

This page helps user to add new finding type to the system and to provide option to add additional entries at setting for future use and scalability.

Some examples of finding type could be:

- ✓ Non compliance
- ✓ Internal control weakness
- ✓ Cash shortages
- ✓ Failure to account for receipts
- ✓ Overdue receivables
- ✓ Payments Exceeding Budget Allocation
- ✓ Under spending of Budget
- ✓ Procurement Irregularities
- ✓ Fixed Assets

- ✓ Fraudulent activity
- ✓ Lack of economy
- ✓ Lack of efficiency
- ✓ Lack of effectiveness
- ✓ OTHER

Click on the "**Setting**" link located on the left pane of the main page. This section holds the information about different settings. From the list, click "**Finding Type Setting**" link and then Enter the following detail:

- Name of Finding Type

Then click "**ADD**" button. If you have entered the appropriate data, the system saves the information in to the database and displays successfully added message.

The screenshot shows the 'Finding Type Setting' page. The top navigation bar includes 'HOME', 'Auditees', 'About OFAG', 'logged as', and 'LOGOUT'. The sidebar on the left has links for 'Audits', 'User Management', 'Setting', 'Report', 'Account setting', and 'Activity log'. The 'Setting' link is highlighted. The main content area has a sub-header 'HOME Auditees About OFAG logged as | LOGOUT'. Below this is a section titled 'Add New Finding Type' with a text input field 'Name of Finding Type' and an 'Add' button. Below the form is a table titled 'Saved Finding Types' with four rows, each containing an edit icon, a delete icon, and the finding type name.

Saved Finding Types		
		new other finding
		new finding type
		effectiveness
		expenche edited

**Figure 11 - Finding Type Setting Page**

All finding types can be modified or deleted by clicking Edit or Delete option at the beginning of each row shown.

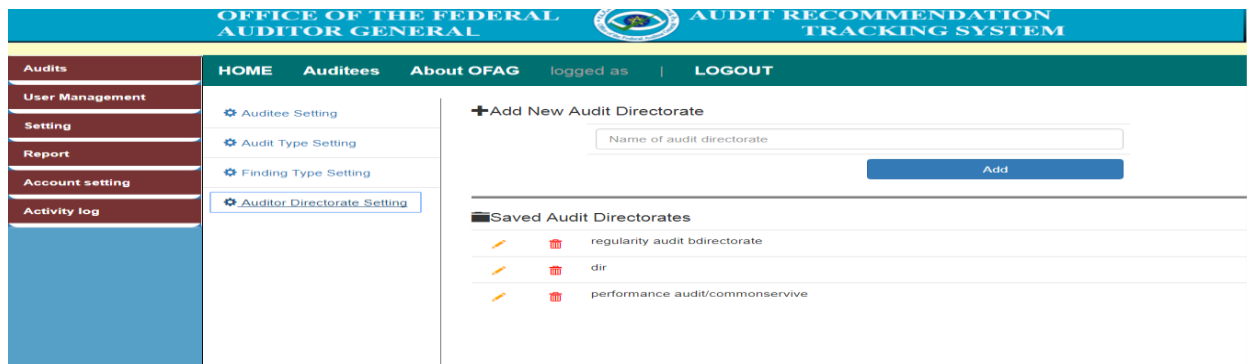
## Audit Directorate Setting Page

Click on the "**Setting**" link located on the left pane of the main page. This section holds the information about different settings. From the list, click "**Audit Directorate Setting**" link and then you can add and modify audit directorate.

Enter the following detail:

- Name of Audit Directorate

Then click "**ADD**" button. If you have entered the appropriate data, the system saves the information in to the database and displays successfully added message.














































































































































































**Figure 12 – Audit Directorate Setting Page**

All audit directorates can be modified or deleted by clicking Edit or Delete option at the beginning of each row shown.

## Activity Logs Page

Click on the "**Activity Logs**" link located on the left pane of the main page. This section holds the information about different trials.

- Used to view Audit History Trial.
- Used to view Finding History Trial-who and when modified.
- Used to view Recommendation Trial -who and when modified.

OFFICE OF THE FEDERAL AUDITOR GENERAL				AUDIT RECOMMENDATION TRACKING SYSTEM	
Audits		HOME		Auditees	
User Management		About OFAG		logged as   LOGOUT	
Setting		 History		 Active users	
Report		Audit history		Recommendation history	
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Activity log		 <a href="#">audit Information [insert]</a>		 <a href="#">Recommendation [update]</a>	
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**Figure 13 – Activity Logs Page**

All activity logs' details can be viewed by clicking "Detail" button at the beginning of each row shown.

## Take Backup Page

The backup system is used to take a backup of the whole database to a secured location. This page helps system administrator to take backup by clicking on the "**Take Backup**" link located on the left pane of the main page.



**Figure 14 – Take Backup Page**

## Audits Page

Click on the "Audits" link located on the left pane of the main page. This page helps auditor/record officer to show saved audits that are still in progress and not finalized and hence not ready for report generation. The user can open unfinished audits and record remaining details about that audit by clicking "Open" button at the beginning of each row shown.

In addition, the system has a flexible search facility. So using this, the user can search for audit information by using criteria such as Auditee Name, Audit Type and Audit Year.



**Figure 15 – Saved Audits Page**

Moreover, the system enables users to record new audit information by clicking on the "Record New Audit" button located on the second pane of the main page and then the user fills and selects the following details:

- Enter Reference No.
- Select Auditee
- Select Audit Type
- Select Audit Year
- Select Audit Period

Then click “Save” button.

The screenshot shows the 'Audit Recommendation Tracking System' interface. The header is blue with the text 'OFFICE OF THE FEDERAL AUDITOR GENERAL' and 'AUDIT RECOMMENDATION TRACKING SYSTEM'. Below the header is a green navigation bar with links: HOME, Auditees, About OFAG, logged as, and LOGOUT. The main content area is titled 'Audit Information' and contains a form with the following fields:

- Reference No.: Text input field with placeholder 'Reference number'.
- Auditee: Dropdown menu.
- Audit Type: Dropdown menu.
- Audit year: Dropdown menu.
- Audit Period: Two sub-fields, 'Start date' and 'End date', both with date format placeholders 'mm/dd/yyyy'.

**Figure 16 – Record Basic Audit Information Page**

## Record Audit Prepared by and Audit Reviewed by Page

In this section, the system enables users to Record Audit Prepared by and Audit Reviewed by details by clicking on the “Add” button located on the second pane of the main page and then the user fills and selects the following details:

### Audit Prepared by

- Fill the following detail:
  - First Name
  - Last Name
  - Select Rank
  - Select directorate

Then click “ADD” button.

**Figure 16 –Record Audit Prepared by Page**

### Audit Reviewed by

- Fill the following detail:
  - First Name
  - Last Name
  - Select Rank
  - Enter Date of Review

Then click “ADD” button.

**Figure 16 –Record Audit Reviewed by Page**

## Record Audit Finding Details Page

Click on the **"Record New Finding"** link located on the main page. This page helps user to record particulars of findings that will enable to address WHO/WHAT/WHEN/WHERE as a single Text-area.

The user fills and selects the following details:

- Finding Description
- Select Finding Type
- Actual Financial Value
- Extrapolated Financial Value
- Paper Work Reference
- Source of Finding/Methodology

Then click **"Save"** button.

The screenshot displays the 'Record new finding' form on the left and a 'Saved Findings' table on the right.

**Record new finding form:**

- Write Finding Description here...**: A large text area for the finding description.
- Finding type**: A dropdown menu with 'expenditure edited' selected.
- Actual financial value of finding (for Regularity audit)**: A text input field with '10000000.00' and 'ETB.' below it.
- Extrapolated financial value of finding (for Regularity audit)**: A text input field with '10000000.00' and 'ETB.' below it.
- Paper work reference**: A text input field with 'paper work reference no for the finding'.
- Source of the finding/methodology**: A dropdown menu with 'Through interview', 'Substantive testing', 'Analytical review', 'Observation', and 'new source of finding/methodology'.

**Saved Findings table:**

		Findings	Actual financial value	Extrapolated financial value
3				
		newedited	12.00ETB	21.00ETB
		ከ2006 በጀት ዓመት የዘረ ከወጪ ቀሬ ብር 41,324,376.59 እና በበጀት አመቱ የተገኘ ብር 264,237,256.53 በፊት-ብር 305,561,633.12 የውስጥ ገቢና የፕሮጀክት ሂሳብ የከፈ ሲሆን ከዚህ ውስጥ ብር 9,235,291.92 የውስጥ ገቢ እንደሆነ ለገንዘብና ኢኮኖሚ ትብብር ሚኒስቴር ፊርማ የተደረገ ቢሆንም ቀሬው ብር 296,326,341.20 የውስጥ ገቢ እና የፕሮጀክት ሂሳብ ተለይቶ ባለመያዩ ከውስጥ ገቢ የተሰበሰበው የገንዘብ መጠን በተለይ ለማወቅ አልተቻለም፡፡	296326341.20ETB	296326341.20ETB
		1	1.00ETB	1.00ETB

**Figure 17 - Record Audit Finding Page**

All audit finding details can be modified or deleted by clicking Edit or Delete option at the beginning of each row shown at the right pane under the **"Saved Findings"** lists.

## Record Audit Recommendation Page

This page helps user to record audit recommendation for each finding, there is a text box that will capture the auditor's recommendation. Click on each audit findings to record audit recommendations shown from the **"Audit Findings"** lists.

The user fills and selects the following details:

- Audit Recommendation
- Potential savings from recommendations
- Status of Recommendation

Then click **"Save"** button.

[Back](#)
[Audits](#)
[Report](#)
[Account setting](#)

Auditee recommendation action to be taken

Show all action plans

Click on recommendations to record action plan

1

h2006 በጀት ዓመት የዘረ ከወጪ ተራ ብር 41,324,376.59 እና በበጀት አመቱ የተገኘ ብር 264,237,256.53 በድምር ብር 305,561,633.12 የውስጥ ገቢና የፕሮጀክት ሂሳብ የነበረ ሲሆን ከዚህ ውስጥ ብር 9,235,291.92 የውስጥ ገቢ እንደሆነ ለገንዘብና ኢኮኖሚ

Recommendation

h2006 በጀት ዓመት የዘረ ከወጪ ተራ ብር 41,324,376.59 እና በበጀት አመቱ የተገኘ ብር 264,237,256.53 በድምር ብር 305,561,633.12 የውስጥ ገቢና የፕሮጀክት ሂሳብ የነበረ ሲሆን ከዚህ ውስጥ ብር 9,235,291.92 የውስጥ ገቢ እንደሆነ ለገንዘብና ኢኮኖሚ

Action plan

c 305,561,633.12 የውስጥ ገቢና የፕሮጀክት ሂሳብ የነበረ ሲሆን ከዚህ ውስጥ ብር 9,235,291.92 የውስጥ ገቢ እንደሆነ ለገንዘብና ኢኮኖሚ

Action plan date

07/25/2017

Save action plan

**Figure 18 - Record Audit Recommendation Page**

All audit recommendation details can be modified or deleted by clicking Edit or Delete option at the beginning of each row shown at the right pane under the “**Saved Recommendations**” lists.

## Record Action Plan Page

This page helps user to record action plan by clicking on each audit recommendation shown from the “**Audit Recommendation**” lists. For each recommendation, there is a text box that will be used to record the action plan.

The user fills and selects the following details:

- Action Plan
- Action Plan Date

Then click “**Save Action Plan**” button.

[Back](#)
[Audits](#)
[Report](#)
[Account setting](#)

Auditee recommendation action to be taken

Show all action plans

Click on recommendations to record action plan

1

h2006 በጀት ዓመት የዘረ ከወጪ ተራ ብር 41,324,376.59 እና በበጀት አመቱ የተገኘ ብር 264,237,256.53 በድምር ብር 305,561,633.12 የውስጥ ገቢና የፕሮጀክት ሂሳብ የነበረ ሲሆን ከዚህ ውስጥ ብር 9,235,291.92 የውስጥ ገቢ እንደሆነ ለገንዘብና ኢኮኖሚ

Recommendation

h2006 በጀት ዓመት የዘረ ከወጪ ተራ ብር 41,324,376.59 እና በበጀት አመቱ የተገኘ ብር 264,237,256.53 በድምር ብር 305,561,633.12 የውስጥ ገቢና የፕሮጀክት ሂሳብ የነበረ ሲሆን ከዚህ ውስጥ ብር 9,235,291.92 የውስጥ ገቢ እንደሆነ ለገንዘብና ኢኮኖሚ

Action plan

c 305,561,633.12 የውስጥ ገቢና የፕሮጀክት ሂሳብ የነበረ ሲሆን ከዚህ ውስጥ ብር 9,235,291.92 የውስጥ ገቢ እንደሆነ ለገንዘብና ኢኮኖሚ

Action plan date

07/25/2017

Save action plan

**Figure 19 – Record Action Plan Page**

All action plan details can be modified or deleted by clicking Edit or Delete option at the beginning of each row shown at the right pane under the “**Saved Action Plans**” lists.



## Record Follow-up Information Page

This page helps user to record follow-up information by clicking on the “**Record Follow-up**” button located on the second pane of the main page and then the user fills and selects the following details:

- Fill the following detail:
  - Follow up date
  - Assigned ....
  - Auditor Next Step

Then click “**Save**” button.

**Figure 19 – Record Follow-up Page**

All Follow-up information details can be modified or deleted by clicking Edit or Delete option at the beginning of each row shown at the right pane under the “**Follow up Details**”.

## Audit Details Page

Click on the "**Audits**" link located on the left pane of the main page. The system has a flexible search facility. So using this, the user can search for audit information by using criteria such as Auditee Name, Audit Type and Audit Year.

Select the desired criteria and then click “**Search**” button. If you have selected the appropriate data, the system displays the following information:

The screenshot shows a web application interface for searching audits. On the left is a sidebar with links: Audits, Report, and Account setting. The top navigation bar includes HOME, Auditees, About OFAG, logged as, and LOGOUT. The main content area is titled 'Search Audit' and contains three dropdown menus for 'Auditee' (set to 'All auditees'), 'Audit Type' (set to 'All audit types'), and 'Audit Year' (set to 'ALL year'). A 'Search' button is to the right of these filters. Below the filters, a 'Search result' section displays a table of audit records.

Audit title	Auditee name	Audit type	Audit year
title	jimma university edited	Regularity Audit	2017
addis abeba	addis ababa university	It audit	2017
title	medicin	Regularity Audit	2017
አዲስ	jimma university edited	Regularity Audit	2017
this is the title of some sample audit.	jimma university edited	Regularity Audit	2016
sample title	jimma university edited	Regularity Audit	2015

**Figure 20 – Search Audits Page**

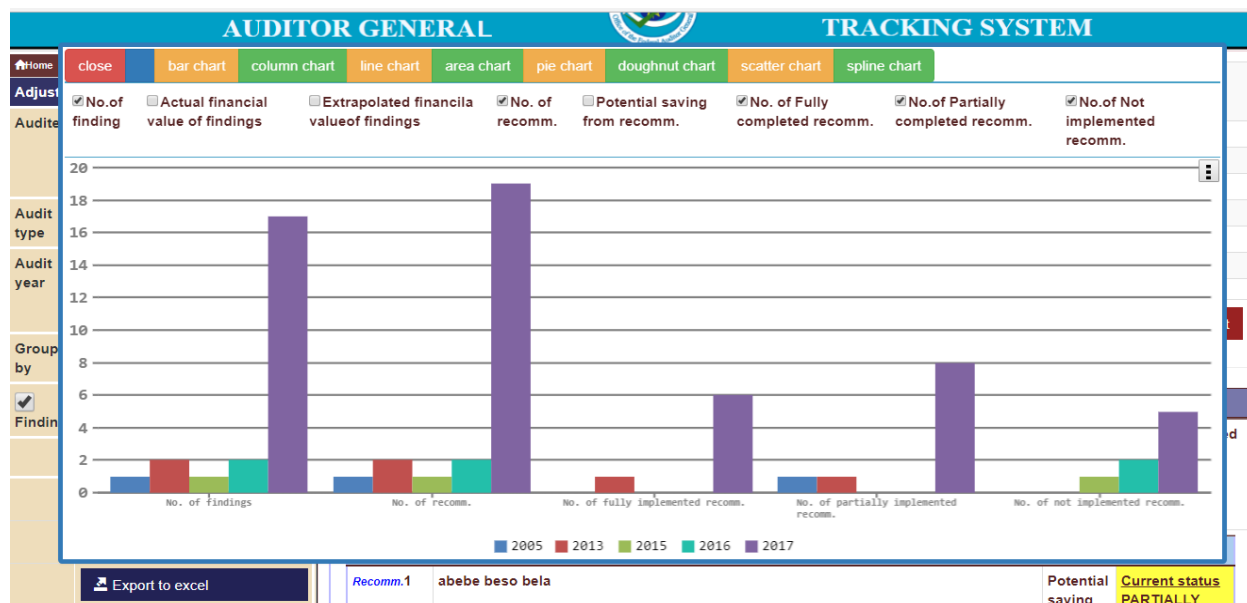
After searching audit information by the desired criteria, users can view audit details by clicking on “Detail” button shown at the beginning of each row. Finally, the system displays the following information:



- Then click “**Show**” button. If you have selected the appropriate data, the system displays a tabular report on screen.

### Figure 23 – Tabular Report Page

Additionally, a graphical report can be generated by the system by clicking “**Show Chart**” button in the tabular report page.



**Figure 24 – Graphical Report Page**

The system enables users can generate different charts by selecting chart type and also the user can select other criteria by clicking the checkbox shown next to chart type bar on the graphical report page.

## Account Setting Page

This page helps users to change his/her login password. First, the users should sign in to the Web Interface and then can change login password by clicking on the **"Account Setting"** link located on the left pane of the main page. Then you enter the old password, new password, and confirmed password and click on the **"Change Password"** button. If you have entered the appropriate old and new passwords you will successfully change your old password.

**Figure 25 – Account Setting Page**

## Auditee Page

In the Auditee tab, all general information about Ministries and organizations to be audited by OFAG are presented. Click on the "**Auditee**" link located on the top of the main page.

**Figure 25 – Auditee Page**

### **About OFAG Page**

In the about OFAG tab, all general information about the Office of the Federal Auditor General (OFAG) project and its goals are presented. Click on the "**About OFAG**" link located on the top of the main page.

**Figure 26 – About OFAG Page**

### **Exit System**

When you are finished work, please remember to logout. Click the "**Logout**" link located on the top-right of the main page and then close the web browser.

**Figure 27 – Logout Button Page**