

# Audit Report for Audit ID - AU00472-1

## VA-Purchase Commercial & Accounting


Audit Score

79/100

### Details

Audit	AU00472
Scheduled Audit	AU00472-1
Location	Visakhapatnam
Hotel	GreenPark Hotel- GPV
Department	Purchase
Checklist	VA-Purchase Commercial & Accounting
Audit Type	External
Auditor	Venkat Associates
Start Date	18-04-2019
End Date	24-04-2019
Submitted Date	19-04-2019
Status	Completed
Assigned By	Administrator Account
Non-Compliance	6
Chronic Issues	0

## Comparison

GREENPARK HOTEL- GPV VA-PURCHASE COMMERCIAL & ACCOUNTING				
VA-PURCHASE COMMERCIAL & ACCOUNTING		Apr 2019	VARIANCE	% of Increase / Decrease (-/ +)
S.No	Sections	SCORE OBTAINED		
1	Commercial Accounting	79	-	-
Audit Score		 79	-	-

	80-100 = Green	Good / Excellent
	61-79 = Yellow	Average
	60 below is Red	Poor / Fair

## Non-Compliance

### Section: Commercial Accounting

#### Subsection: Purchase Requisitions

1: Whether all the PR's are converted to PO's and if not whether reasons are documented with approvals? **NC**

Rating: 7

Attachments :

QUE114\_DOC\_20190419\_160052.xlsx

Observation Text :

In 55 instances, Purchase requisitions were pending to be closed for a maximum of 181 days as on 21-Mar-19. No reasons & approval were documented.

2: whether appropriate reasons are documented with approvals for any unusual delay in converting PR's to PO's? **NC**

Rating: 7

Attachments :

QUE115\_DOC\_20190419\_160150.xlsx

Observation Text :

Delays ranging from 32-128 days in raising the purchase orders from the date of requisition in 27 instances. No reasons & approval were documented.

### Section: Commercial Accounting

#### Subsection: Purchase Orders

1: Whether regular follow-ups made with the vendors are documented, if the materials are not supplied within the agreed time as per PO? **NC**

Rating: 0

Observation Text :

No documentation available only through phone calls

2: Any delay in raising the GRN after the material receipt **NC**

Rating: 7

Attachments :

QUE123\_DOC\_20190419\_160543.xlsx

Observation Text :

In 22 instances, delay in raising the GRN after the material receipt

3: Whether any material pending to be received from the vendors towards POs raised **NC**

Rating: 7

Attachments :

QUE126\_DOC\_20190419\_161045.xlsx

Observation Text :

In 10 purchase orders worth Rs. 0.92 lakhs are pending to be supplied for a

maximum of 186 days as on 21-Mar-19

**Section:** Commercial Accounting

**Subsection:** Material Inwarding Controls

1: Whether GRN accounted into corresponding account head. **NC**

Rating: 7

Attachments :

QUE128\_DOC\_20190419\_160942.xlsx

Observation Text :

Pending GRN as on 18-Mar-19

## Chronic

No chronic issues found

# Audit Questionnaire

**Section:** Commercial Accounting

**Subsection:** Purchase Requisitions

1: Whether all the Purchase requisitions made are approved by the user department head

Rating: 9

Observation Text :

All the purchase requisition are approved by the user department head.

2: Whether all the PR's are serially numbered and in case of missing number, whether the reasons are documented with approvals?

Rating: 9

Observation Text :

Yes all the PR are serially number

3: Whether all the PR's are converted to PO's and if not whether reasons are documented with approvals? **NC**

Rating: 7

Attachments :

QUE114\_DOC\_20190419\_160052.xlsx

Observation Text :

In 55 instances, Purchase requisitions were pending to be closed for a maximum of 181 days as on 21-Mar-19. No reasons & approval were documented.

4: whether appropriate reasons are documented with approvals for any unusual delay in converting PR's to PO's? **NC**

Rating: 7

Attachments :

QUE115\_DOC\_20190419\_160150.xlsx

Observation Text :

Delays ranging from 32-128 days in raising the purchase orders from the date of requisition in 27 instances. No reasons & approval were documented.

5: Whether all unwanted PR's are closed at a frequency as defined by the SOP?

Rating: 9

Observation Text :

Yes all the unwanted PR are closed frequently

**Section:** Commercial Accounting

**Subsection:** Purchase Orders

1: Whether all the PO's are serially numbered and in case of missing number, whether the reasons are documented with approvals?

Rating: 9

Observation Text :

All the PO's are serially numbered.

2: Whether all the Purchase Orders made are approved by the user department head & Unit head

Rating: 9

Observation Text :

All the Purchase order are approved by the user department head and Unit Head.

3: Whether regular follow-ups made with the vendors are documented, if the materials are not supplied within the agreed time as per PO? **NC**

Rating: 0

Observation Text :

No documentation available only through phone calls

4: Any delay in approving the Pos?

Rating: 9

Observation Text :

No delay in authorizing Pos

5: Any delay in raising the PO after the material receipt

Rating: 9

Observation Text :

No Pos were raised after the material receipt

6: For any of the emergency purchases, whether reasons are documented with appropriate approvals? Any delay in raising the GRN after the material receipt

Rating: 9

Observation Text :

For emergency purchase reason and appropriate approval is available

7: Any delay in raising the GRN after the material receipt **NC**

Rating: 7

Attachments :

QUE123\_DOC\_20190419\_160543.xlsx

Observation Text :

In 22 instances, delay in raising the GRN after the material receipt

8: Any difference in stock as per GRN and Bill

Rating: 9

Observation Text :

No difference in the GRN and bills.

9: Any Short / Excess charged as per PO and bill

Rating: 9

Observation Text :

No short & excess charges as per PO and Bill

10: Whether any material pending to be received from the vendors towards POs raised

**NC**

Rating: 7

Attachments :

QUE126\_DOC\_20190419\_161045.xlsx

Observation Text :

In 10 purchase orders worth Rs. 0.92 lakhs are pending to be supplied for a maximum of 186 days as on 21-Mar-19

**Section:** Commercial Accounting

**Subsection:** Material Inwarding Controls

1: Whether the unit has the practice to inward expired gas cylinders as per information or guidelines regarding the expiry date of the cylinders mentioned in the SOP.

Rating: 9

Observation Text :

No expired gas cylinders

2: Whether GRN accounted into corresponding account head. **NC**

Rating: 7

Attachments :

QUE128\_DOC\_20190419\_160942.xlsx

Observation Text :

Pending GRN as on 18-Mar-19