

# Application Controls Audits

## Introduction

Applications are software programs that facilitate an organisation's key business processes including finance, human resources, case management, licensing and billing. Applications also facilitate specialist functions that are unique and essential to individual entities.

Each year we review a selection of important applications that agencies rely on to deliver services. We focus on the key controls that ensure data is completely and accurately captured, processed and maintained. Failings or weaknesses in these controls have the potential to affect other organisations and the public. Impacts range from delays in service and loss of information, to possible fraudulent activity and financial loss.

## Audit focus and scope

We reviewed key business applications at 5 agencies. Each application is important to the operations of the agency and may affect stakeholders, including the public, if the application and related processes are not managed appropriately.

The 5 agency applications we reviewed were:

1. **Image and Infringement Processing System (IIPS)** – Western Australian Police
2. **Navigate** – Department of Racing, Gaming and Liquor
3. **Laboratory Information Management Systems (LIS)** – Chemistry Centre
4. **Case Management and Intelligence System (CMIS)** – Corruption and Crime Commission
5. **Project and Contract Management (PACMAN)** – Department of Finance

Our application reviews look at the systematic processing and handling of data in the following categories:

1. **Policies and procedures** – are appropriate and support reliable processing of information
2. **Security of sensitive information** – controls exist to ensure integrity, confidentiality and availability of information at all times
3. **Data input** – information entered is accurate, complete and authorised
4. **Backup and recovery** – is appropriate and in place in the event of a disaster
5. **Data output** – online or hard copy reports are accurate and complete
6. **Data processing** – information is processed as intended, in an acceptable time
7. **Segregation of duties** – no staff perform or can perform incompatible duties
8. **Audit trail** – controls over transaction logs ensure history is accurate and complete
9. **Masterfile maintenance, interface controls, data preparation** – controls over data preparation, collection and processing of source documents ensure information is accurate, complete and timely before the data reaches the application.

# Information System Audit Report

**Ying-Ying Zheng**



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## **Table of Contents Information System Audit Report**

1. Understanding the eBook Information System Audit Report
  - The Rise of Digital Reading Information System Audit Report
  - Advantages of eBooks Over Traditional Books
2. Identifying Information System Audit Report
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Information System Audit Report
  - User-Friendly Interface
4. Exploring eBook Recommendations from Information System Audit Report
  - Personalized Recommendations
  - Information System Audit Report User Reviews and Ratings
  - Information System Audit Report and Bestseller Lists
5. Accessing Information System Audit Report Free and Paid eBooks
  - Information System Audit Report Public Domain eBooks
  - Information System Audit Report eBook Subscription Services

- Information System Audit Report Budget-Friendly Options
- 6. Navigating Information System Audit Report eBook Formats
  - ePub, PDF, MOBI, and More
  - Information System Audit Report Compatibility with Devices
  - Information System Audit Report Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Information System Audit Report
  - Highlighting and Note-Taking Information System Audit Report
  - Interactive Elements Information System Audit Report
- 8. Staying Engaged with Information System Audit Report
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Information System Audit Report
- 9. Balancing eBooks and Physical Books Information System Audit Report
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Information System Audit Report
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Information System Audit Report
  - Setting Reading Goals Information System Audit Report
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Information System Audit Report
  - Fact-Checking eBook Content of Information System Audit Report
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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