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.

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