

From: Auditor of State's Center for Audit Excellence

To: All IPA Firms

Subject: Computer Controls for WebGAAP

Date: June 24, 2023

The 2023 Computer Controls for Web GAAP is attached.

The AOS Data & Information Technology Audit (DITA) department performed testing of the Web GAAP system for the period from April 1, 2022 through March 31, 2023. The Web GAAP software is owned by the AOS; however, it was developed by and is maintained by the State Software Development Team (SSDT) through a contract between the AOS and the Management Council (MC). This memo applies to audits of Web GAAP compilations for audit periods ending 12/31/22 and 06/30/23.

The memo provides an overview of Web GAAP and describes the scope of DITA's testing.

Please review this ADAM at your earliest convenience.

Questions can be directed to the Center for Audit Excellence.



INTEROFFICE MEMORANDUM

To: Audit Division Staff, Office Managers

From: Data and Information Technology Audit (DITA)

Date: June 21, 2023

Subject: Computer Controls for Web GAAP

DITA performed testing of the Web GAAP application system for the period from April 1, 2022 through March 31, 2023.

The AOS owns the Web GAAP software; however, the Statewide Software Development Team (SSDT) developed and continues to maintain the Web GAAP software through a contract between AOS and the Management Council (MC). Web GAAP is a stand-alone, web-based application that currently resides on servers housed at State of Ohio Computer Center (SOCC). Refer to the SOCC SOC 1 report for a description of the physical security Control procedures over the Web GAAP servers. The SOC 1 review of MC includes IT General Controls identified for the Web GAAP application. Refer to the MC SOC 1 report for a description of the IT General Control procedures. This memo applies to audits of Web GAAP compilations for audit periods ending 12/31/22 and 06/30/23.

Web GAAP Application Overview

Web GAAP is a web-based application that resides on servers at the SOCC. It is a stand-alone application used by Ohio schools, counties, cities and other governmental entities to convert from cash basis accounting to modified and full accrual for GAAP reporting requirements. The application was originally designed to assist school districts and/or their GAAP converters in preparing GAAP-based financial statements according to the GAAP reporting requirements. The Web GAAP application consists of a program to upload cash basis data from a client-generated file, a journal entry system, trial balance calculation (i.e., posting GAAP conversion journal entries), and reports. The financial statement GAAP conversion structure is defined by

the Auditor of State's Local Government Services (LGS) section. Each entity type uses a different chart of accounts: school, county, or city. In addition, users have a limited ability to customize some of the aesthetics for an entity's reports.

DITA's procedures provide assurance for certain trial balance procedures listed in the AOS Specimen Audit Program, *Financial Statements - Other*:

- Auditors can be assured that Web GAAP generated reports will properly reflect all cash transactions, once uploaded. The attached Complementary User Entity Control (CUEC) describes a method for our auditors to compare total (i.e., all funds') cash postings for school consortia entities. However, these procedures will not work for counties, cities, or other non-consortia school districts. Audit staff must develop other procedures to help assure there are no errors when "non-school" entities upload cash transactions into Web GAAP. Because of the inherent consistency IT processing provides, this testing for "non-school" entities need not be extensive. However, audit staff should trace totals, and certain funds' account totals from the "non-school" entity's cash system into the Web GAAP system.
- Auditors can also be assured that Web GAAP generated reports accurately cross-foot GAAP conversion and other journal entries, and roll up fund statements into the entity wide statements. The DITA procedures can also reduce the extent of substantive testing required, in that auditors need not spend time footing and cross-footing Web GAAP generated reports. In other words, auditors need not apply report accuracy testing to Web GAAP reports.

Scope of DITA work

DITA tested relevant IT general controls using the control objectives listed in the Record of Computer Environment and Controls (RCEC). DITA also tested relevant application controls using the control assertions listed in the Record of Controls (RoC).

In addition, DITA obtained the "manual" cash transactions from one "other entity type" and the original cash upload file for one school district. Using audit software, and manual procedures, DITA performed work to meet the following objectives:

- 1. Confirm the cash transactions in the Web GAAP system matched the cash upload file produced by the entity. (Applicable only to the school district tested because the other entity type entered their cash transactions manually.)
- 2. Confirm the proper classification of cash transactions based on the entity's fund classification and the transaction listing.
- 3. Confirm the Journal Entry reports footed and transactions were in balance (i.e. debits equal credits).

- 4. Confirm the Trial Balance related journal entries rolled up to the trial balances based on the same parameters used to test the cash transactions.
- 5. Confirm the cash and accrual journal entries rolled up to the respective fund level statements based on the same parameters used to test the cash transactions and trial balances.
- 6. Confirm the cash, accrual journal and governmental activity journal entries rolled up to the entity-wide statements based on the same parameters used to test the cash transactions, trial balances, and fund level statements.
- 7. Confirm the prior year ending balance sheet detail is carried forward to the current year's prior year balance sheet when a new year is opened.
- 8. Confirm the cash upload file produced by the school district as an option in the USAS-R application was a complete listing of cash transactions in USAS-R. (Applicable only to school districts.)
- 9. Confirm the proper classification of cash-only transactions based on the school district's fund classification and the transaction listing as shown in the legacy cash reports. (Applicable only to school districts.)
- 10. Confirm the 'Other' legacy cash reports, available only to school districts, summarize data as intended. (Applicable only to school districts.)

Complementary User Entity Control Consideration for Clients using USAS-R

The following additional testing should be performed for audits of entities using USAS-R (i.e., school districts, ESCs, some community schools).

• There is a risk the file generated from USAS-R could be altered or corrupted before it is uploaded into Web GAAP; therefore, auditors should compare selected USAS-R totals to Web GAAP uploaded totals to ensure they agree.

Include comparisons of ending fund balances because this helps ensure other line items are accurate. The subsequent pages of this document illustrate reports that may be used for this testing.

Please direct all questions regarding this Memo to your consultant in the Center for Audit Excellence.

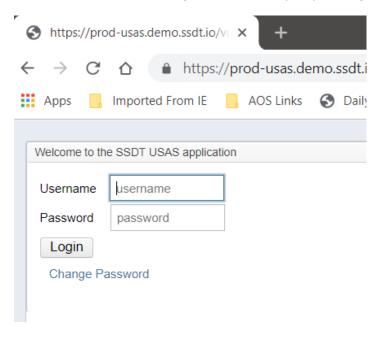
USAS-R (USAS Redesign) Instructions for obtaining Cash Summary USAS-R Report:

Contact the district to request the Cash Summary USAS R Report.

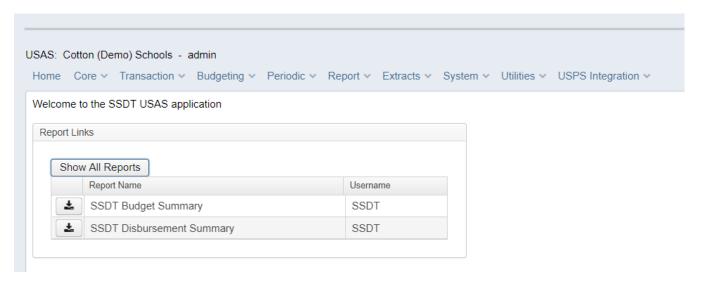
The Cash Summary Report is a summary of cash accounts detailing the fund beginning balance, year-to-date expenditures and receipts, current fund balance, current encumbrances and the unencumbered fund balance.

The following instructions can be provided to the district contact to generate the Cash Summary Report:

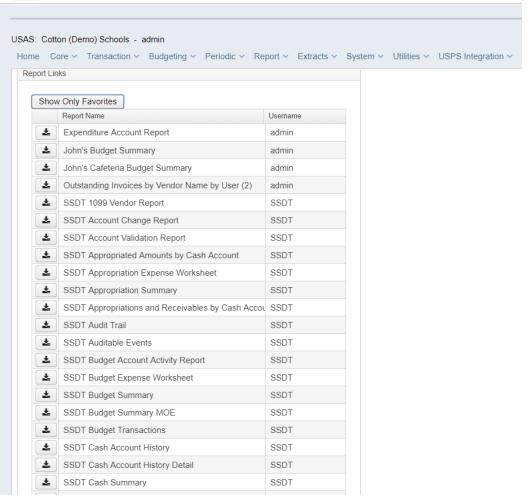
To access the USAS Redesign Cash Summary Report: Log into your instance



From the 'Home' screen, Click on Dialog "Show All Reports"

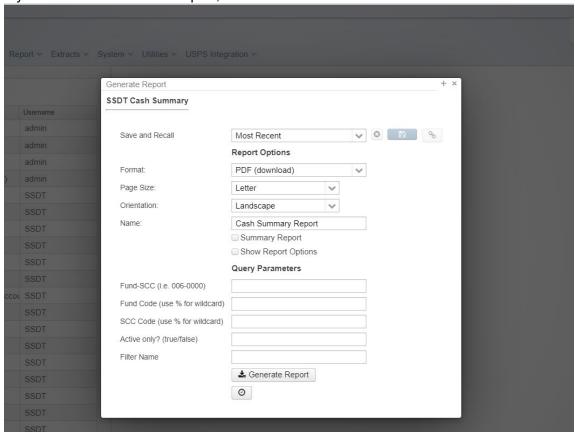


Once All Reports are showing, scroll down and Select "SSDT Cash Summary" by clicking the down arrow to the left of the report name:



From the next Dialog, Select the format you would like: PDF (download)

If you would like the entire report, like we need to balance to the WebGAAP Cash Journal, do not add any query parameters.



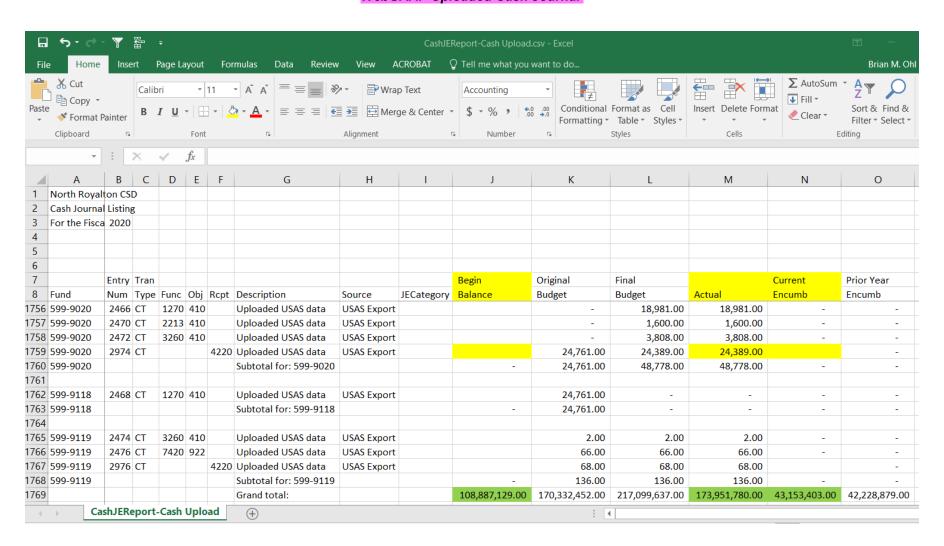
Click "Generate Report" and report will download. (Example pdf format, shown for documentation purposes Only)

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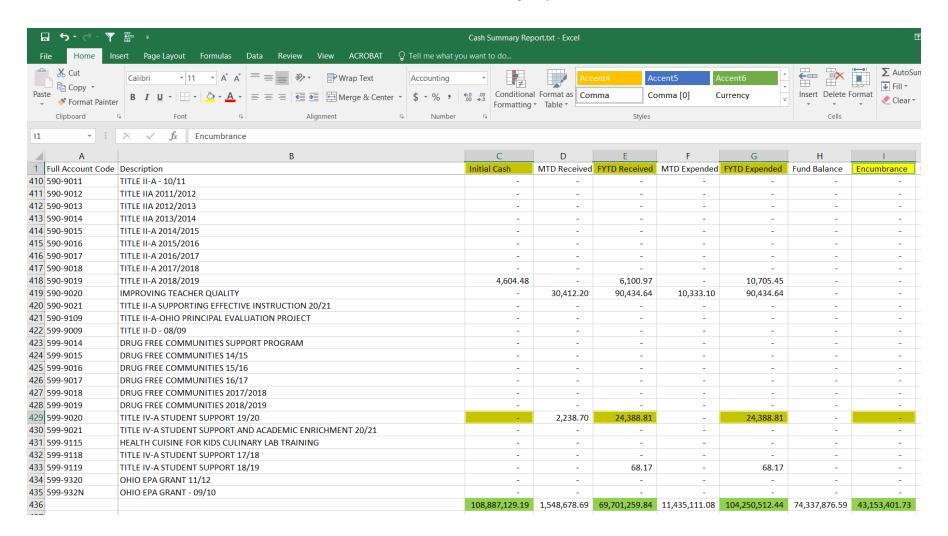
Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
001-0000	GENERAL	\$ 2,956,340.42	\$ 250,380.91	\$ 8,897,612.85	\$ 418.17	\$ 8,953,800.14	\$ 2,900,153.13	\$ 1,211,802.20	\$ 1,688,350.93
001-9194	GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-9197	GENERAL	8,519.96	0.00	0.00	0.00	8,519.96	0.00	0.00	0.00
001-9410	GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-9906	GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-9907	GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-9908	GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-9909	GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
001-9910	GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
002-0000	BOND RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
002-9000	BOND RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
002-9001	BOND RETIREMENT	1,178,680.84	35,000.00	599,381.06	0.00	912,758.61	865,303.29	45,812.55	819,490.74
002-9100	BOND RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
002-9101	BOND RETIREMENT	0.00	0.00	205,445.00	0.00	188,806.25	16,638.75	16,638.75	0.00
002-9899	BOND RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
002-9900	BOND RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
003-0000	PERMANENT IMPROVEMENT	230,928.02	5,000.00	138,968.45	0.00	398,792.52	(28,896.05)	14,375.72	(43,271.77)
003-9000	PERMANENT IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
003-9005	PERMANENT IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
003-9206	PERMANENT IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
004-9101	BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
006-0000	FOOD SERVICE	77,439.29	9,142.91	275,267.24	0.00	337,430.92	15,275.61	244,614.24	(229,338.63)
007-9697	SPECIAL TRUST	986.95	0.00	0.00	0.00	0.00	986.95	0.00	986.95

Agreeing the GRAND TOTALS WebGAAP Uploaded Cash Journal



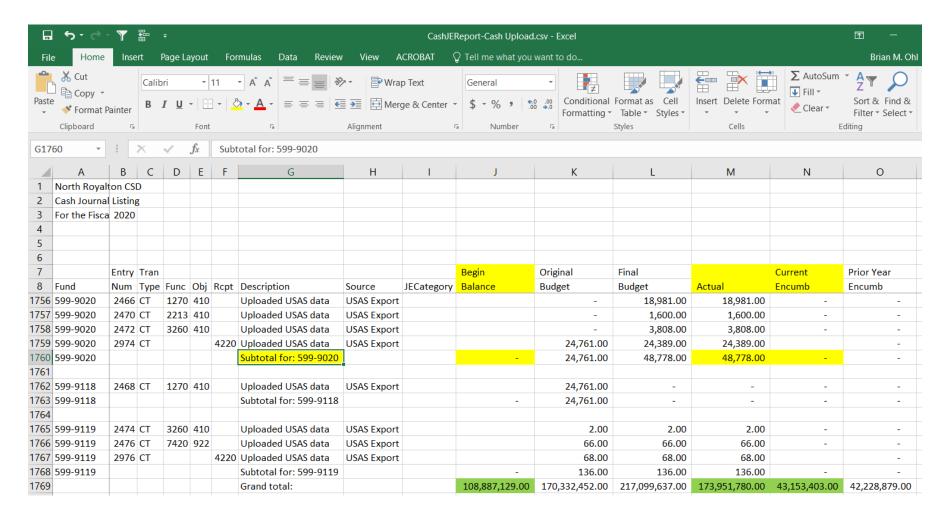
USAS-R Cash Summary Report



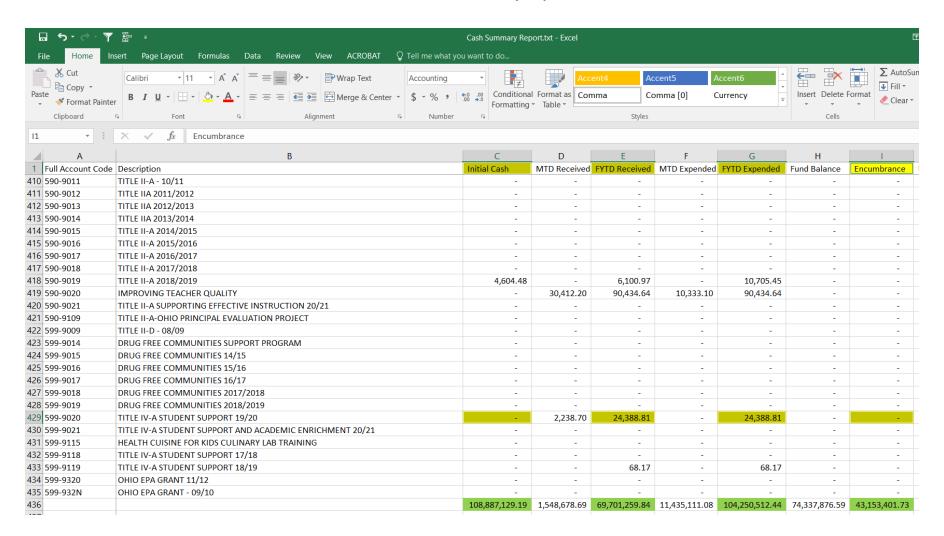
Comparison Table for GRAND Totals:							
Column	Web GAAP Uploaded Cash Journal	USAS-R C	Differences (Cash Journal Report from Web GAAP is Rounded)				
Beginning Balance	108,887,129.00	Beginning Balance:		108,887,129.00	(0)		
		FYTD Receipts:	14,445,947.81				
		FYTD Expenditures:	13,554,697.42				
Actual Receipts & Expenditures:	173,951,780.00	Total Receipts + Expenditures:		173,951,772.28	(0)		
Current Encumbrances	43,153,403	Current Encumbrances:		43,153,401.73	(1.27)		

Agreeing a Fund/SCC (example Fund 599, SCC 9020)

Web GAAP Uploaded Cash Journal



USAS-R Cash Summary Report



Comparison Table for Fund/SCC (599-9020) Totals:							
Column	Web GAAP Uploaded Cash Journal	USAS-R Ca	Differences (Cash Journal Report from Web GAAP is Rounded)				
Beginning Balance	0.00	Beginning Balance:		0.00	(0.00)		
		FYTD Receipts:	24,388.81				
		FYTD Expenditures:	24,388.81				
Actual Receipts & Expenditures:	48,778.00	Total Receipts + Expenditures:		48,777.62	(0.38)		
Current Encumbrances	0.00	Current Encumbrances:		0.00	0.00		