

Presentation to City Council

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Background

- ▶ Vendor Master File (VMF) contains vital information about the City's payees
- ▶ Ignoring it can lead to duplicate payments or fraudulent activity
- ▶ 92,584 total number of records as of April 2017

Objective & Conclusion:

- ▶ Determine if controls are designed properly and operating effectively
- ▶ Internal Controls need improvement to ensure the Vendor Master File (VMF) is reliable and payments are made only to authorized accounts
- ▶ VMF Audit Report

Opportunities for Improvement

- ▶ Policies & Procedures
 - ▶ JDE Diagram
- ▶ Gaps in Address Book Numbers
- ▶ Naming Conventions
- ▶ Cleaning the File
- ▶ Access Rights
- ▶ Reliability & Integrity of Computer-Generated Data

Opportunities for Improvement (Cont.)

- ▶ Taxpayer Identification Number Matching and Debarment
- ▶ User Defined Codes in JD Edwards

