# RIBIA

## RISK BASED INTERNAL AUDIT

**developed by**

e-on integration

Hellenic Institute of Internal Auditors – Annual Conference, October 2016

# The RIBIA system at a glance – The Four Modules

1. **Risk Analysis**
   Questionnaire responses by each Dept. enter into the RIBIA Software

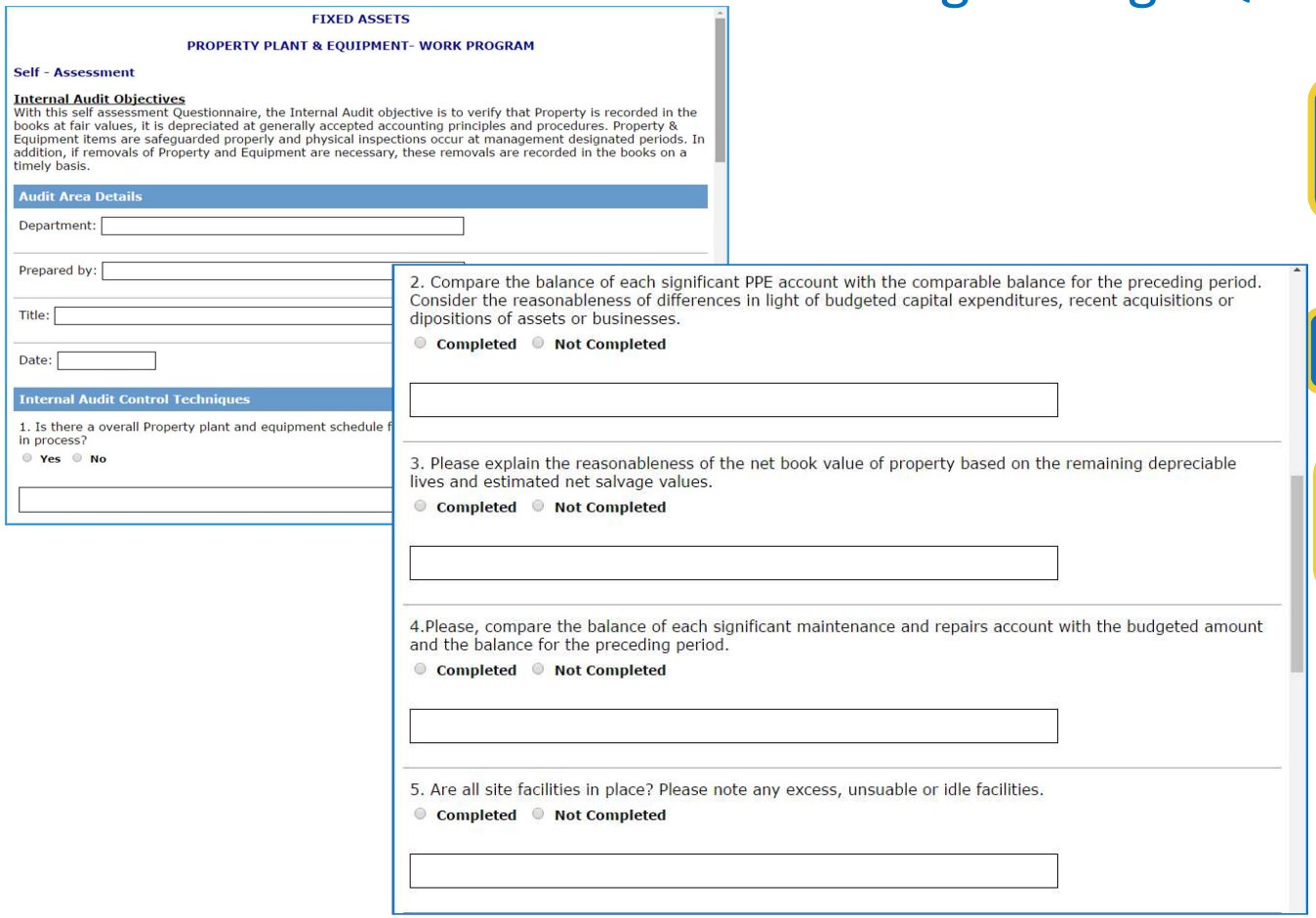
2. **Audit Planning**
   Manage your Audit Dept. resources
   (Staff allocation & Cost, Schedules, Time frames, etc. )

3. **Audit Programs – Checklists**
   Add, remove or amend Audit Programs & Questionnaires

4. **Analytics & Controls**
   Set up *Audit Exception Analytics*, which notifies you of Red Flag issues.

# 1. Risk Analysis

## Data Gathering through Questionnaires



FIXED ASSETS

PROPERTY PLANT & EQUIPMENT- WORK PROGRAM

Self - Assessment

**Internal Audit Objectives**

With this self assessment Questionnaire, the Internal Audit objective is to verify that Property is recorded in the books at fair values, it is depreciated at generally accepted accounting principles and procedures. Property & Equipment items are safeguarded properly and physical inspections occur at management designated periods. In addition, if removals of Property and Equipment are necessary, these removals are recorded in the books on a timely basis.

**Audit Area Details**

Department:

Prepared by:

Title:

Date:

**Internal Audit Control Techniques**

1. Is there a overall Property plant and equipment schedule f
in process?

Yes No

2. Compare the balance of each significant PPE account with the comparable balance for the preceding period. Consider the reasonableness of differences in light of budgeted capital expenditures, recent acquisitions or dipositions of assets or businesses.

Completed Not Completed

3. Please explain the reasonableness of the net book value of property based on the remaining depreciable lives and estimated net salvage values.

Completed Not Completed

4.Please, compare the balance of each significant maintenance and repairs account with the budgeted amount and the balance for the preceding period.

Completed Not Completed

5. Are all site facilities in place? Please note any excess, unsuable or idle facilities.

Completed Not Completed

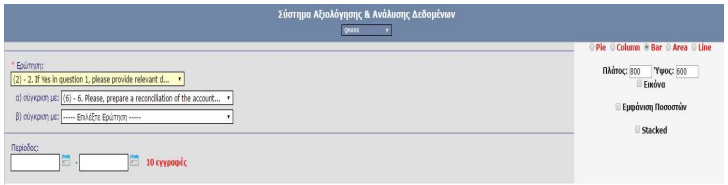
Create Risk Self-Assessment questionnaires easily

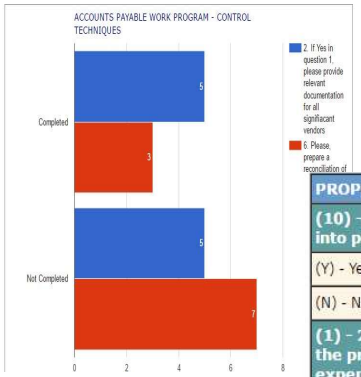
Get informed, on line, real time

Responsive Design
(Works on all devices)

# 1. Risk Analysis

## Data Analysis Tools



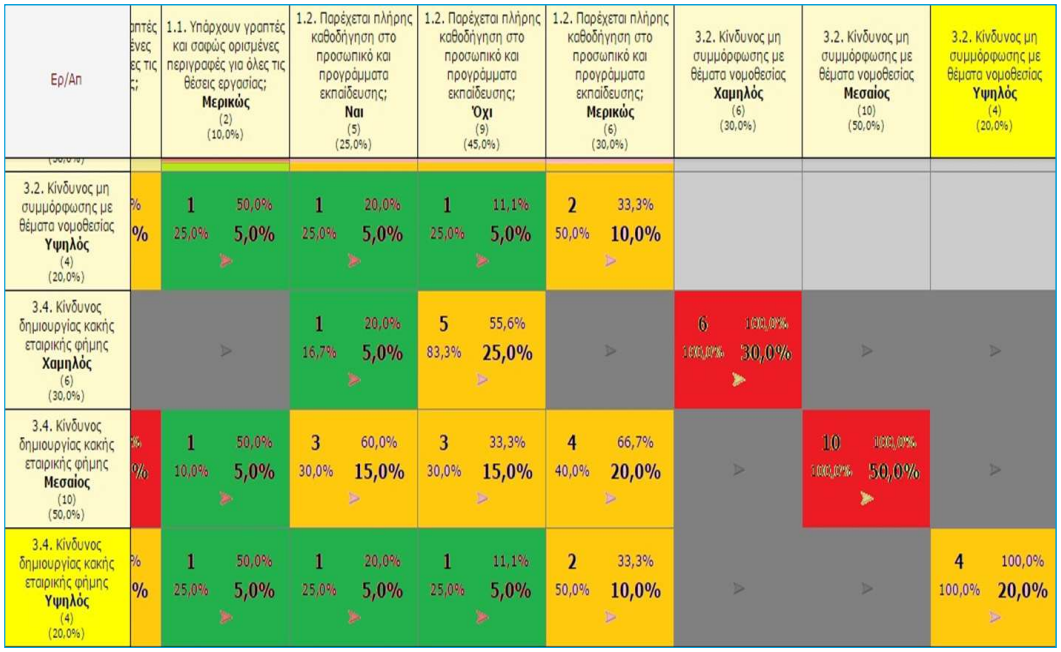

| PROPERTY PLAN & EQUIPMENT (PPE01) 8 εγγραφές | | | |
|---|---|---|---|
| **(10) - 1. Is there a overall Property plant and equipment schedule for the next 5 years analyzed into projects (work) in process?** | | | |
| (Y) - Yes | 2 | (25,00%) | |
| (N) - No | 6 | (75,00%) | |
| **(1) - 2. Compare the balance of each significant PPE account with the comparable balance for the preceding period. Consider the reasonableness of differences in light of budgeted capital expenditures, recent acquisitions or dipositions of assets or businesses.** | | | |
| (01) - Completed | 4 | (50,00%) | |
| (02) - Not Completed | 4 | (50,00%) | |
| **(2) - 3. Please explain the reasonableness of the net book value of property based on the remaining depreciable lives and estimated net salvage values.** | | | |
| (01) - Completed | 3 | (37,50%) | |
| (02) - Not Completed | 5 | (62,50%) | |
| **(3) - 4.Please, compare the balance of each significant maintenance and repairs account with the budgeted amount and the balance for the preceding period.** | | | |
| (01) - Completed | 5 | (62,50%) | |
| (02) - Not Completed | 3 | (37,50%) | |
| **(4) - 5. Are all site facilities in place? Please note any excess, unsuable or idle facilities.** | | | |
| (01) - Completed | 2 | (25,00%) | |
| (02) - Not Completed | 6 | (75,00%) | |

Choose from various Statistical Analyses :

- Diagram Analysis
- Percentage Breakdown
- Distribution Analysis
- Evaluation Analysis
- Distribution Assessment
- Control Statements

# 1. Risk Analysis

## Risk Assessment Matrix



| Εp/Απ | απτές ένες ες τις ;; | 1.1. Υπάρχουν γραπτές και σαφώς ορισμένες περιγραφές για όλες τις θέσεις εργασίας; **Μερικώς** (2) (10,0%) | 1.2. Παρέχεται πλήρης καθοδήγηση στο προσωπικό και προγράμματα εκπαίδευσης; **Ναι** (5) (25,0%) | 1.2. Παρέχεται πλήρης καθοδήγηση στο προσωπικό και προγράμματα εκπαίδευσης; **Όχι** (9) (45,0%) | 1.2. Παρέχεται πλήρης καθοδήγηση στο προσωπικό και προγράμματα εκπαίδευσης; **Μερικώς** (6) (30,0%) | 3.2. Κίνδυνος μη συμμόρφωσης με θέματα νομοθεσίας **Χαμηλός** (6) (30,0%) | 3.2. Κίνδυνος μη συμμόρφωσης με θέματα νομοθεσίας **Μεσαίος** (10) (50,0%) | 3.2. Κίνδυνος μη συμμόρφωσης με θέματα νομοθεσίας **Υψηλός** (4) (20,0%) |
|---|---|---|---|---|---|---|---|---|
| 3.2. Κίνδυνος μη συμμόρφωσης με θέματα νομοθεσίας **Υψηλός** (4) (20,0%) | % % | 1 50,0% 25,0% 5,0% | 1 20,0% 25,0% 5,0% | 1 11,1% 25,0% 5,0% | 2 33,3% 50,0% 10,0% | | | |
| 3.4. Κίνδυνος δημιουργίας κακής εταιρικής φήμης **Χαμηλός** (6) (30,0%) | | | 1 20,0% 16,7% 5,0% | 5 55,6% 83,3% 25,0% | | 6 100,0% 100,0% 30,0% | | |
| 3.4. Κίνδυνος δημιουργίας κακής εταιρικής φήμης **Μεσαίος** (10) (50,0%) | % % | 1 50,0% 10,0% 5,0% | 3 60,0% 30,0% 15,0% | 3 33,3% 30,0% 15,0% | 4 66,7% 40,0% 20,0% | | 10 100,0% 100,0% 50,0% | |
| 3.4. Κίνδυνος δημιουργίας κακής εταιρικής φήμης **Υψηλός** (4) (20,0%) | % % | 1 50,0% 25,0% 5,0% | 1 20,0% 25,0% 5,0% | 1 11,1% 25,0% 5,0% | 2 33,3% 50,0% 10,0% | | | 4 100,0% 100,0% 20,0% |

Automatic Generation of a Risk Valuation Chart /Matrix

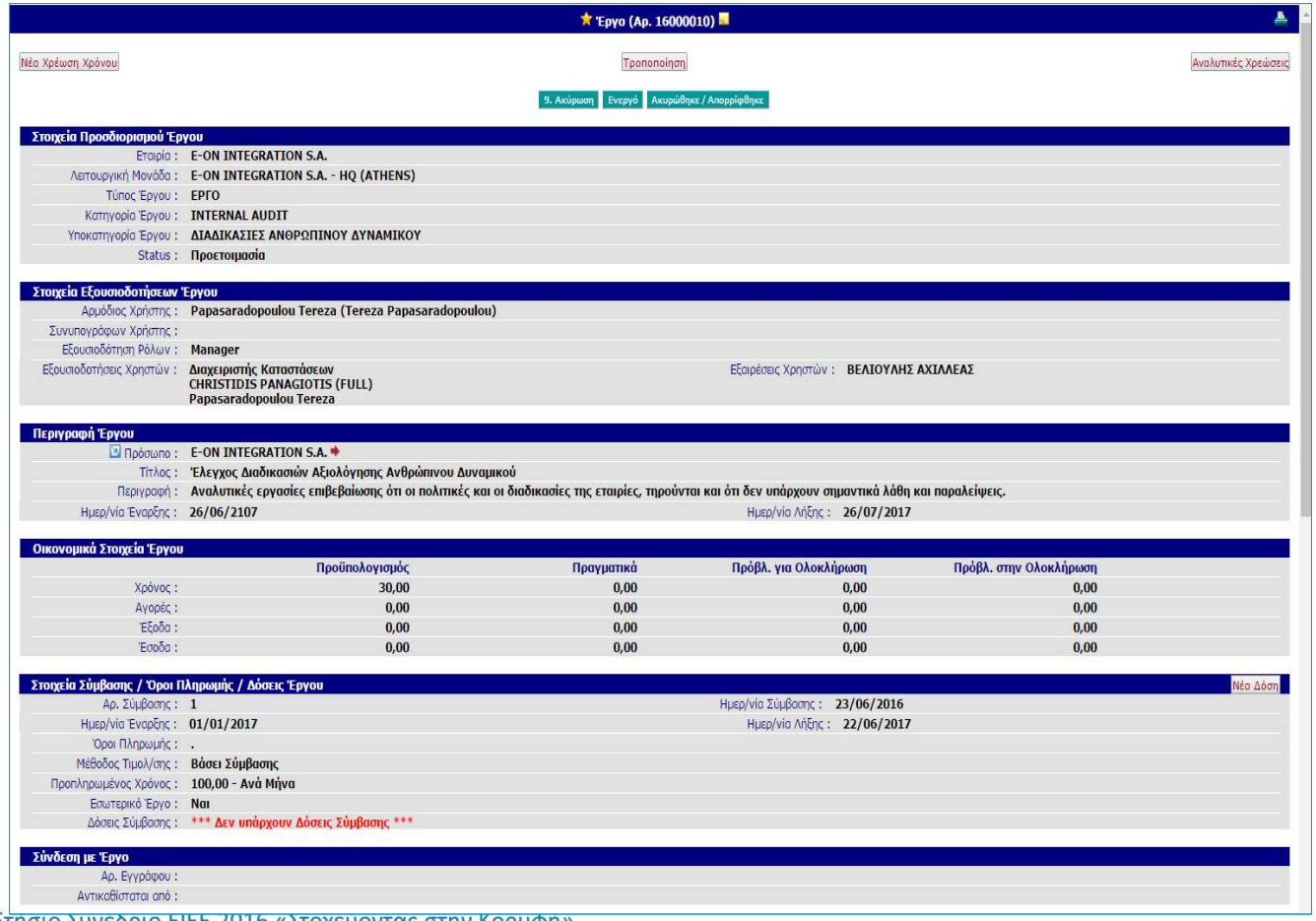
The Matrix combines Algorithmically :

(a) Control Techniques (Left vertical axis) with the

(b) Types of Risk (Top horizontal axis)

# 2. Audit Planning

## Creating an Auditing Project



★ Έργο (Αρ. 16000010)

Νέα Χρέωση Χρόνου | Τροποποίηση | Αναλυτικές Χρεώσεις

9. Ακύρωση | Ενεργό | Ακυρώθηκε / Απορρίφθηκε

**Στοιχεία Προσδιορισμού Έργου**

| | |
|---|---|
| Εταιρία : | E-ON INTEGRATION S.A. |
| Λειτουργική Μονάδα : | E-ON INTEGRATION S.A. - HQ (ATHENS) |
| Τύπος Έργου : | ΕΡΓΟ |
| Κατηγορία Έργου : | INTERNAL AUDIT |
| Υποκατηγορία Έργου : | ΔΙΑΔΙΚΑΣΙΕΣ ΑΝΘΡΩΠΙΝΟΥ ΔΥΝΑΜΙΚΟΥ |
| Status : | Προετοιμασία |

**Στοιχεία Εξουσιοδοτήσεων Έργου**

| | |
|---|---|
| Αρμόδιος Χρήστης : | Papasaradopoulou Tereza (Tereza Papasaradopoulou) |
| Συνυπογράφων Χρήστης : | |
| Εξουσιοδότηση Ρόλων : | Manager |
| Εξουσιοδοτήσεις Χρηστών : | Διαχειριστής Καταστάσεων<br>CHRISTIDIS PANAGIOTIS (FULL)<br>Papasaradopoulou Tereza |
| Εξαιρέσεις Χρηστών : | ΒΕΛΙΟΥΛΗΣ ΑΧΙΛΛΕΑΣ |

**Περιγραφή Έργου**

| | |
|---|---|
| Πρόσωπο : | E-ON INTEGRATION S.A. |
| Τίτλος : | Έλεγχος Διαδικασιών Αξιολόγησης Ανθρώπινου Δυναμικού |
| Περιγραφή : | Αναλυτικές εργασίες επιβεβαίωσης ότι οι πολιτικές και οι διαδικασίες της εταιρίες, τηρούνται και ότι δεν υπάρχουν σημαντικά λάθη και παραλείψεις. |
| Ημερ/νία Έναρξης : | 26/06/2107 |
| Ημερ/νία Λήξης : | 26/07/2017 |

**Οικονομικά Στοιχεία Έργου**

| | Προϋπολογισμός | Πραγματικά | Πρόβλ. για Ολοκλήρωση | Πρόβλ. στην Ολοκλήρωση |
|---|---|---|---|---|
| Χρόνος : | 30,00 | 0,00 | 0,00 | 0,00 |
| Αγορές : | 0,00 | 0,00 | 0,00 | 0,00 |
| Έξοδα : | 0,00 | 0,00 | 0,00 | 0,00 |
| Έσοδα : | 0,00 | 0,00 | 0,00 | 0,00 |

**Στοιχεία Σύμβασης / Όροι Πληρωμής / Δόσεις Έργου** — Νέα Δόση

| | | | |
|---|---|---|---|
| Αρ. Σύμβασης : | 1 | Ημερ/νία Σύμβασης : | 23/06/2016 |
| Ημερ/νία Έναρξης : | 01/01/2017 | Ημερ/νία Λήξης : | 22/06/2017 |
| Όροι Πληρωμής : | . | | |
| Μέθοδος Τιμολ/σης : | Βάσει Σύμβασης | | |
| Προπληρωμένος Χρόνος : | 100,00 - Ανά Μήνα | | |
| Εσωτερικό Έργο : | Ναι | | |
| Δόσεις Σύμβασης : | *** Δεν υπάρχουν Δόσεις Σύμβασης *** | | |

**Σύνδεση με Έργο**

| | |
|---|---|
| Αρ. Εγγράφου : | |
| Αντικαθίσταται από : | |

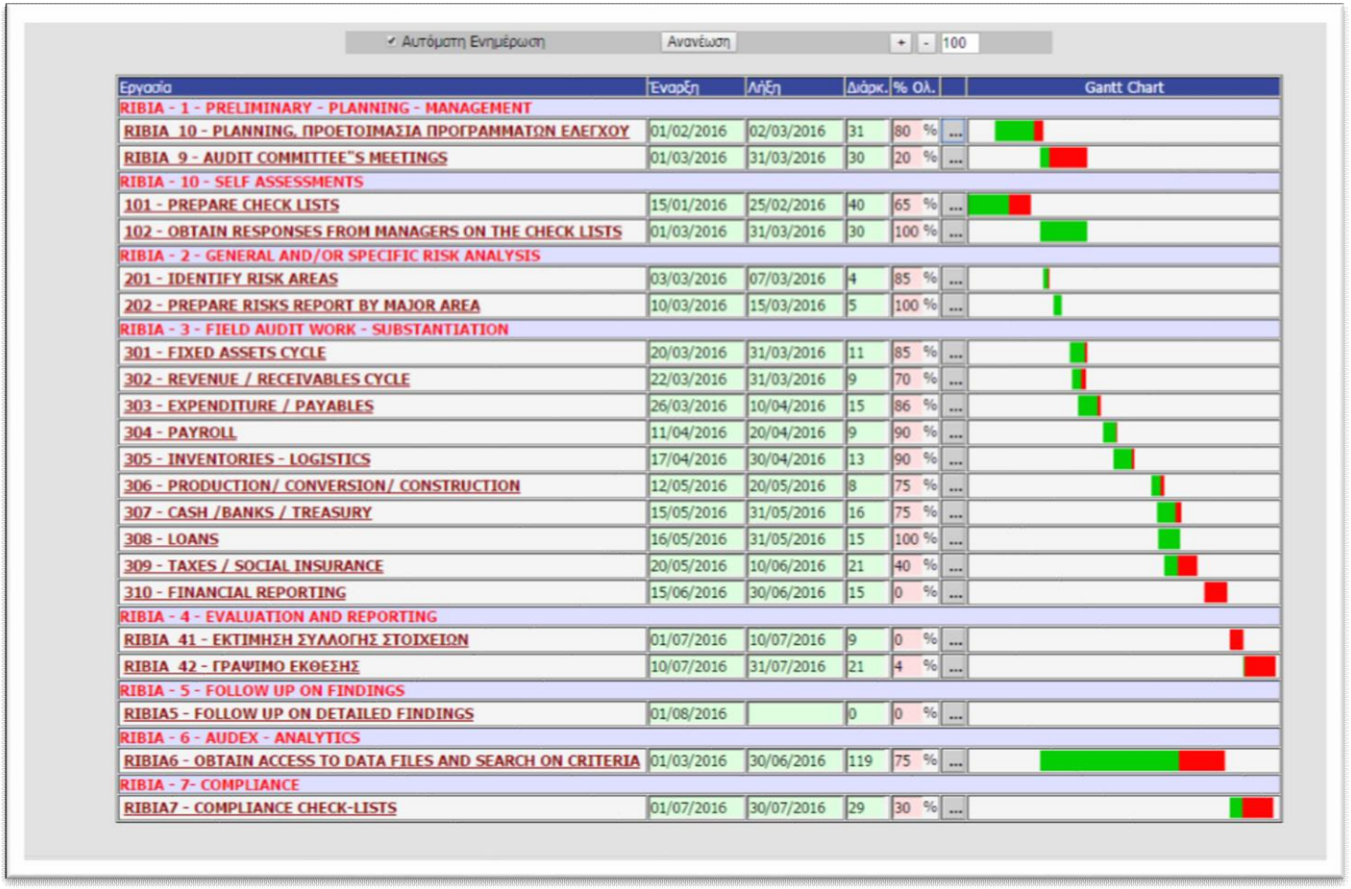
Start with this specific Audit Project Plan form with all essential information

Check user access & confer access rights

Identify phases and analytical Business Cycles to specific Audits (Greek: Προσδιορίστε φάσεις και αναλυτικούς κύκλους συναλλαγών προς έλεγχο)

# 2. Audit Planning

## Monitoring Audit Phases – Gantt Chart

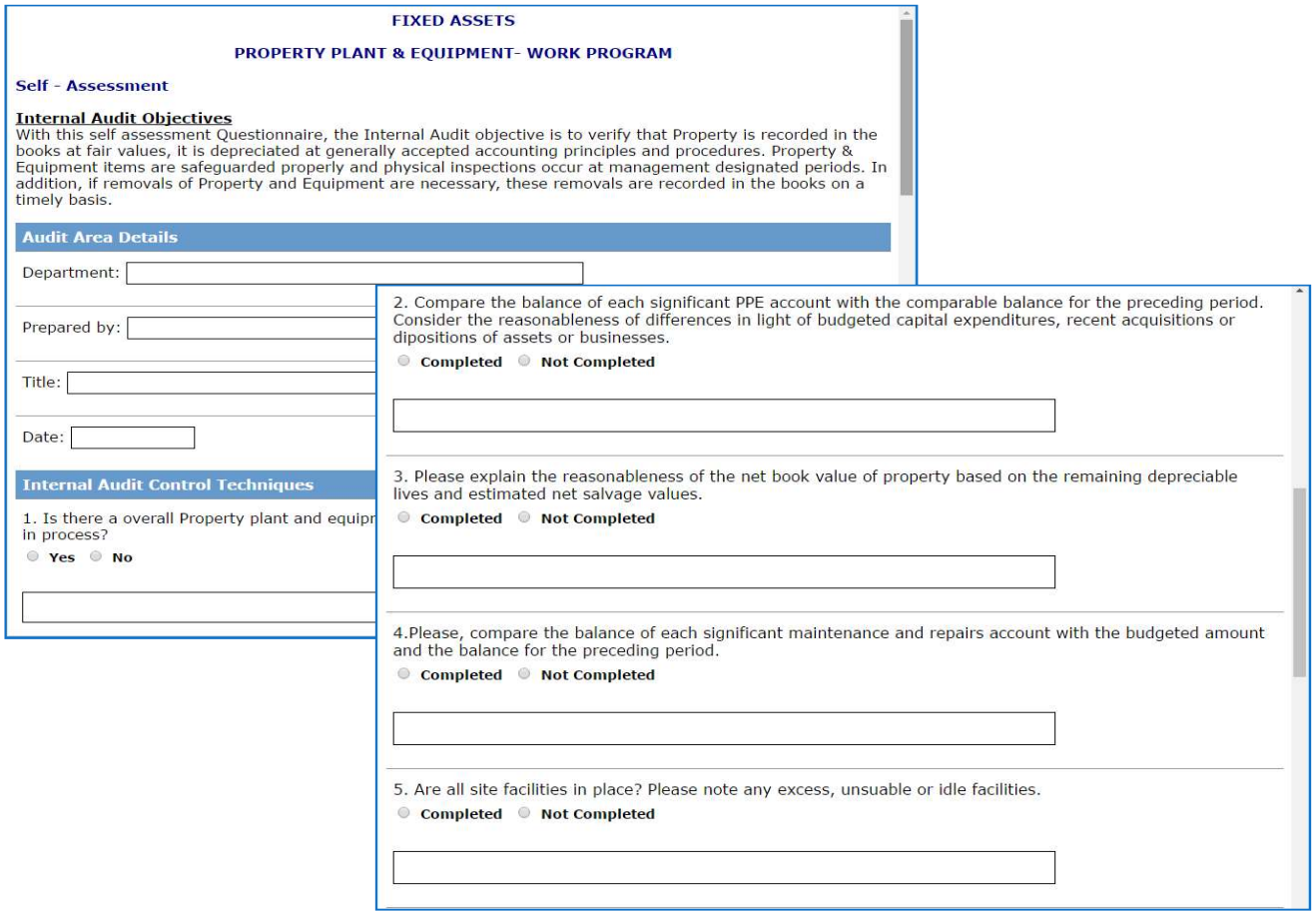



| Εργασία | Έναρξη | Λήξη | Διάρκ. | % Ολ. | Gantt Chart |
|---|---|---|---|---|---|
| RIBIA - 1 - PRELIMINARY - PLANNING - MANAGEMENT | | | | | |
| RIBIA_10 - PLANNING, ΠΡΟΕΤΟΙΜΑΣΙΑ ΠΡΟΓΡΑΜΜΑΤΩΝ ΕΛΕΓΧΟΥ | 01/02/2016 | 02/03/2016 | 31 | 80 % | |
| RIBIA_9 - AUDIT COMMITTEE"S MEETINGS | 01/03/2016 | 31/03/2016 | 30 | 20 % | |
| RIBIA - 10 - SELF ASSESSMENTS | | | | | |
| 101 - PREPARE CHECK LISTS | 15/01/2016 | 25/02/2016 | 40 | 65 % | |
| 102 - OBTAIN RESPONSES FROM MANAGERS ON THE CHECK LISTS | 01/03/2016 | 31/03/2016 | 30 | 100 % | |
| RIBIA - 2 - GENERAL AND/OR SPECIFIC RISK ANALYSIS | | | | | |
| 201 - IDENTIFY RISK AREAS | 03/03/2016 | 07/03/2016 | 4 | 85 % | |
| 202 - PREPARE RISKS REPORT BY MAJOR AREA | 10/03/2016 | 15/03/2016 | 5 | 100 % | |
| RIBIA - 3 - FIELD AUDIT WORK - SUBSTANTIATION | | | | | |
| 301 - FIXED ASSETS CYCLE | 20/03/2016 | 31/03/2016 | 11 | 85 % | |
| 302 - REVENUE / RECEIVABLES CYCLE | 22/03/2016 | 31/03/2016 | 9 | 70 % | |
| 303 - EXPENDITURE / PAYABLES | 26/03/2016 | 10/04/2016 | 15 | 86 % | |
| 304 - PAYROLL | 11/04/2016 | 20/04/2016 | 9 | 90 % | |
| 305 - INVENTORIES - LOGISTICS | 17/04/2016 | 30/04/2016 | 13 | 90 % | |
| 306 - PRODUCTION/ CONVERSION/ CONSTRUCTION | 12/05/2016 | 20/05/2016 | 8 | 75 % | |
| 307 - CASH /BANKS / TREASURY | 15/05/2016 | 31/05/2016 | 16 | 75 % | |
| 308 - LOANS | 16/05/2016 | 31/05/2016 | 15 | 100 % | |
| 309 - TAXES / SOCIAL INSURANCE | 20/05/2016 | 10/06/2016 | 21 | 40 % | |
| 310 - FINANCIAL REPORTING | 15/06/2016 | 30/06/2016 | 15 | 0 % | |
| RIBIA - 4 - EVALUATION AND REPORTING | | | | | |
| RIBIA_41 - ΕΚΤΙΜΗΣΗ ΣΥΛΛΟΓΗΣ ΣΤΟΙΧΕΙΩΝ | 01/07/2016 | 10/07/2016 | 9 | 0 % | |
| RIBIA_42 - ΓΡΑΨΙΜΟ ΕΚΘΕΣΗΣ | 10/07/2016 | 31/07/2016 | 21 | 4 % | |
| RIBIA - 5 - FOLLOW UP ON FINDINGS | | | | | |
| RIBIA5 - FOLLOW UP ON DETAILED FINDINGS | 01/08/2016 | | 0 | 0 % | |
| RIBIA - 6 - AUDEX - ANALYTICS | | | | | |
| RIBIA6 - OBTAIN ACCESS TO DATA FILES AND SEARCH ON CRITERIA | 01/03/2016 | 30/06/2016 | 119 | 75 % | |
| RIBIA - 7- COMPLIANCE | | | | | |
| RIBIA7 - COMPLIANCE CHECK-LISTS | 01/07/2016 | 30/07/2016 | 29 | 30 % | |

View in detail the flow and progress of all control activities

# 3. Audit Programs

## Create Audit Programs



FIXED ASSETS

PROPERTY PLANT & EQUIPMENT- WORK PROGRAM

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Audit Area Details

Department:

Prepared by:

Title:

Date:

Internal Audit Control Techniques

1. Is there a overall Property plant and equipr in process?

Yes No

2. Compare the balance of each significant PPE account with the comparable balance for the preceding period. Consider the reasonableness of differences in light of budgeted capital expenditures, recent acquisitions or dipositions of assets or businesses.

Completed Not Completed

3. Please explain the reasonableness of the net book value of property based on the remaining depreciable lives and estimated net salvage values.

Completed Not Completed

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Completed Not Completed

5. Are all site facilities in place? Please note any excess, unsuable or idle facilities.

Completed Not Completed

Create Audit Programs & Checklist easily

Attach your files
(working papers, photos, regulatory documents, findings, documentation)

Associate Findings with individual Control Steps, automatically

## Interface & Utilization Information

Collect data from your transaction systems such as General Ledger, Invoicing, Warehouses, Fixed Assets, Funds, Banks, Suppliers, Receivables, etc.

Set up *Audit Exception Analytics* in your system, and be automatically notified when Red Flag transactions occur in …. Real Time !

e-on
integration