



REVIEW FOR DUPLICATE PAYMENT OF INVOICES

For invoices paid between
10/1/2019 – 01/31/2020

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INTRODUCTION

This review was performed in order to detect and identify any invoices that were incorrectly paid in duplicate. The MUNIS financial system has a built-in control for preventing unwanted duplicate payments, based on invoice numbers that are entered by clerks at the time of accounts payable invoice entry. However, this control is dependent upon the accuracy and consistency of invoice numbers as they are entered.

This review was performed by analyzing a listing of all invoices paid during the testing period (10/1/2019 – 01/31/2020). All items with duplicate amounts, vendor numbers, and invoice dates were identified with software tools; these results were then visually scrutinized to identify possible duplicate payments. Documentation in the accounts payable file was reviewed to determine whether payment duplication or duplicated request had occurred.

FINDINGS

The following payments or requests for payments were found to be duplicates:

Bureau of Natl Affairs Inc.	\$3,532.00
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We have communicated the duplicate payment to the appropriate department. A reimbursement from the vendor has been requested.