**MIS 5121: Business Processes, ERP Systems & Controls
Study Guide: Test 1**

The test will consist of all the topics that we discussed in the class, as well as the material posted by the instructor on the course blog. Here is the list of relevant topics. While I have tried to make this list as comprehensive as possible, I may have inadvertently missed a topic or two, which may be included in the exam.

You may use this Study guide annotated with your notes (6 pages max) when taking the exam.

**Week 1**

**Introduction**

* Business Functions / Organization: Definition and Examples
* Business Process: Definition and Examples
* Business Process vs. Business Functions
* ERP Systems

	+ Definition
	+ Evolution
	+ System Characteristics
	+ Top ERP System Suppliers
	+ Implementation Segments

**Week 2**

**Assertions**

* Accounting Equation
* Common Financial statements

	+ What are they
	+ What’s included in each
* General Ledger: What is it
* Definition of Assertions
* Assertion Characteristics
* Relationship between Assertions and Controls
* Supporting Common Application Controls

**Week 3**

**Fraud**

* Definition
* Who do you trust and why?
* Fraud Framework (triangle)

	+ What are the sides / dimensions of the triangle
	+ Examples of each side / dimension
	+ Common types of Fraud

**Procurement Process** (also in Week 2)

* Typical tasks / activities
* Functions who typically perform these tasks
* Types of Procurement
* Common Risks
* Example Controls
* 3-way match

	+ What is matched

**Week 4**

**Order to Cash Process**

* Typical tasks / activities
* Functions who typically perform these tasks
* PreSales Document types
* Common Order Scenarios
* Sales Document Types: how used
* Pricing: Conditions tab

	+ Valuation components
* Order Activities (definition, why used)

	+ Credit Management
	+ Available to Promise
	+ Global Trade
* Common Ordering Risks
* Ordering: common controls

**Types of Controls** (know definition, differences, When to use)

* Automated vs. Manual
* Directive
* Detective
* Preventative
* Compensating

**Week 5**

**Master Data**

* Master data vs. Transaction data
* Types of Master data
* Uses of Master Data
* Master Data common Risks and associated Controls

**Inventory**

* Types of Inventory
* Inventory Record Accuracy: Definition
* Physical Counting vs. Cycle Counting
* Inventory Valuation: Sources (Split vs. non-split)
* Valuation Methods
* Inventory Movements

	+ What they control
	+ When Used (transactions vs. activities)
* Inventory: Common Risks and Controls

**Order to Cash: Shipping**

* Delivery vs. Shipment
* Delivery / Shipping activities
* Post Goods Issue: When, What posted
* Shipping Cost
* Shipping: Common Risks and Controls