

Appendix A: Basic System Controls

Many data validation edits and controls are designed into ERP systems like SAP. For this assignment use these definitions for these controls.

Control Type	Definition
Field check	Check to determine that entered field value exists in pre-defined list of valid values. (SAP)
Sign check	Check to determine if the positivity or negativity of a number is correct vs. predefined rules in the context.
Limit check	Check to determine if a value entered into system does not exceed a predetermined amount. E.g. payroll checks should not exceed \$4,000 USD. If a check exceeds this amount, the data would be rejected for further verification / authorization. (CISA)
Range check	Check to assure input data value falls within a predetermined range of values. E.g. product type codes range from 100 to 250. Any code outside this range is rejected as an invalid product type. (CISA)
Completeness check	Having all necessary or normal parts, components, or steps. Required fields checked to assure they do not contain blanks or zeroes. (CISA)
Validity check	Programmed check of data in accordance with predetermined criteria / logic, business rules. E.g. a payroll record contains a field for marital status and the acceptable values are M or S. If any other code is entered the record is rejected. (CISA)
Reasonableness test	Input data matched to predetermined reasonable limits or occurrence rates. E.g. a widget manufacturer usually receives orders for not more than 20 widgets. If order is for more than 20 widgets, the system prints the order record with a warning indicating the order appear unreasonable. (CISA)