## Section 1: Definition of Fraud / Fraud Analysis Coderre Chapters 1 – 6, 8, & 9

- 1. True or false, is ALL theft fraud?
  - a. True
  - b. False
- 2. True or false, are ALL deceptive statements examples of fraud?
  - a. True
  - b. False
- Define the fraud triangle. Use one or two sentences to describe each element of the triangle.
   (Week 1: Slide 19 & Page 5 Coderre)
  - a. **Opportunity**: The opportunity exists when there are weak controls and/or when an individual is in a position of trust. The opportunity for fraud often begins when an innocent, genuine error passes unnoticed, exposing a weakness in the internal controls.
  - b. **Pressure**: While the pressures on those who commit fraud are often of a financial nature, unrealistic corporate targets may also influence a person to commit fraud to meet the targets.
  - c. Rationalization: The rationalization for fraud often includes these beliefs:
    - i. The activity is not criminal.
    - ii. Their actions are justified.
    - iii. They are simply borrowing the money.
    - iv. They are ensuring that corporate goals are met.
    - v. "Everyone else is doing it" so it must be acceptable.
- 4. Data Analysis is a method for identifying the fraud. What are the three steps involved to use data for fraud identification? List these. (Page 75 Coderre)
  - a) Identify the objectives of the investigation.
  - b) Meet with the data owner and programmer.
  - c) Define the parameters for the required data.
- 5. What assumption can auditors make when searching for sources of information. Select all that are correct.
  - a. The information exists in an electronic form (Page 58 Coderre)
  - b. The information exists and is accessible (Ferrara)
  - c. The systems have information owners and permission is available to access the data (Ferrara)
  - d. There is good documentation on the data and the way the system structures the data
  - e. The system owner is probably involved in the fraud in some way
  - f. The information is not tainted and is forensically sound
  - g. The data is clean and will be easily analyzed

## 6. What are the three (3) things auditors must be careful to avoid? (Page 67 Coderre)

- a. **Improperly extracting the source data.** Care is required when extracting information from systems. Fields can be lost, decimal places shifted, or data corrupted.
- b. **Misinterpreting the data.** Even if the data is correct, it can be misread. For example, a file containing both debits and credits may be read as debits only. Auditors also can falsely assume that a field marked "location" in the personnel file will consistently designate an employee's physical location or that there are no additional employees at the same location who are not so coded.
- c. Forgetting to consider real-life issues. Even with uncorrupted data that is correctly understood, practical factors can make a huge difference to one's conclusions. Consider a data entry section whose increased error rate at the new facility was caused by the afternoon sun's glare and a case of color blindness among the operators.

## 7. In ACL what does a filter do? (Choose the one (1) correct/best answer.)

- a. Screens out harmful radiation from your computer screen
- b. Identifies only those records meeting user defined criteria
- c. Reduces the amount of inaccurate data in an ACL data file
- d. All of the above.

#### 8. In ACL what is summarization? What function does it provide?

Summarization creates an overview that can help identify trends or anomalies within the data. The function essentially is a grouping operations. "They group the records in a table into numeric intervals, or aging periods, or groups based on values, or combinations of values, in fields. Once records are grouped, various sorts of patterns can become more evident."

Source: "Summarizing Data." Help - ACL Analytics 11. ACL Services Ltd., n.d. Web. 23 Feb. 2016. <a href="http://docs.acl.com/acl/11/index.jsp?topic=%2Fcom.acl.user\_guide.help%2Ftable\_definition%2">http://docs.acl.com/acl/11/index.jsp?topic=%2Fcom.acl.user\_guide.help%2Ftable\_definition%2</a> Fc\_about\_the\_data\_definition\_wizard.html>.

## 9. In ACL what does the count function do? What function does it provide?

Count is "Used to count the total number of records in the current view, or only those records that meet the specified test conditions." The function provides a numeric value of frequency depending on the selected criteria.

Source: "ACLScript Command Reference." Help - ACL Analytics 11. ACL Services Ltd., n.d. Web. 23 Feb. 2016.

<a href="http://docs.acl.com/acl/11/index.jsp?topic=%2Fcom.acl.language.help%2Flang\_ref\_commands%2Fr\_command\_reference.html">http://docs.acl.com/acl/11/index.jsp?topic=%2Fcom.acl.language.help%2Flang\_ref\_commands%2Fr\_command\_reference.html</a>.

# 10. In ACL what does the Data Definition Wizard Do? How do you start the Data Definition Wizard?

"The Data Definition Wizard is a component of the ACL user interface that you use to define ACL tables. It provides a standard way to access a wide variety of data sources. The basic

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process for defining an ACL table from a data source is consistent, but depending on the type of data source some of the required steps may be completed automatically by ACL."

How to start the Data Definition Wizard: File > New > Table

Source: "About the Data Definition Wizard." About the Data Definition Wizard. ACL Services Ltd., n.d. Web. 23 Feb. 2016.

<a href="http://docs.acl.com/acl/11/index.jsp?topic=%2Fcom.acl.user\_guide.help%2Ftable\_definition%2">http://docs.acl.com/acl/11/index.jsp?topic=%2Fcom.acl.user\_guide.help%2Ftable\_definition%2</a> Fc\_about\_the\_data\_definition\_wizard.html>.

# Section 2: ACL Audit Planning

Up until now you have worked with data that is largely uniform and easy to manipulate. We call this "clean data. In this exam you will be asked to work with data that will need some cleanup. In this case we will use data from both April and May's transactions from the test data in the "ACL Sample Data Files Directory". Use the project you set up for Labs 02 and 03 for this exam.

1. Develop an investigation plan for the exercise in Section 3 of this exam. Complete the table below

ACL Analysis Plan									
Describe the information you need and have	Need:  Date Transaction Amount Company Code Description Credit Card Used Employee Name Employee ID Employee Department HR Representative Clearance #	Have: Date Transaction Amount Company Code Description Credit Card Used Employee Name (Different Table) Employee ID(Different Table) Employee Department(Different Table)							
Describe the location of the information (e.g. local file system, USB drive, etc.)	We will receive this information from the HR Reimbursement System. Additionally, files will be extracted from the local Accounting department drives and files to ensure that the transactions were consistent throughouthe process. Transportation of data can be done through encrypted USBs or if feasible, CD-ROM.								
Describe any related projects (hint: labs performed in this class)	We performed a similar analysis for "Acceptable" and "Unacceptable" transactions in April. We were able to summary and identify all transactions in April as well as affiliated departments and whether the transactions were billed to internal departments or external clients								
List the table names you will import and create and their associated data files	We will export the Trans_May.xls file and its two pages (Trans1_May and Trans2_May) into ACL. From there, we will be able to join those two tables into "Trans_May_All."								

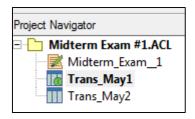
Briefly describe the process you will take to analyze the files	After ensuring that all data fields are accurate and consistent, I will cross check all transactions codes to "Unacceptable Codes" to determine which transactions are "Unacceptable." From the stance of auditing vendors, I will summarize the frequency of vendor transactions throughout May and note any transaction anomalies.
List the location of the output files (e.g. local disk, USB, etc.)	From ACL, all the findings will be exported to an Excel or Access file where final presentations will be delivered to upper management and supervisors.

# Section 3: ACL - Working with Data

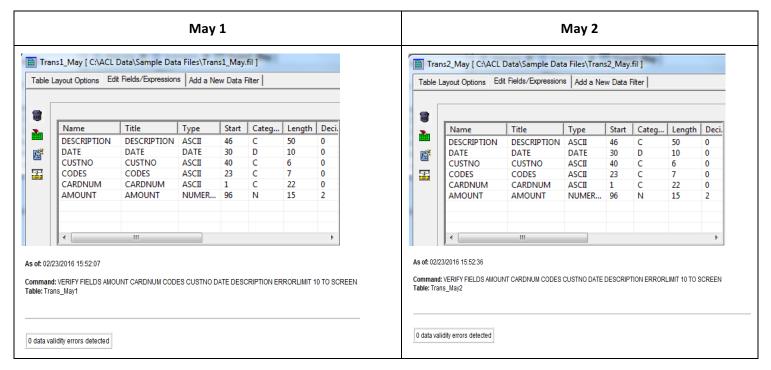
Use chapter 8 and 9 of the ACL in Practice Tutorial and the associated practice data to complete this section. Please complete the following exercises and submit your results. Refer to Chapter 7 where necessary. Screenshots are acceptable but they must be clearly readable in your submission.

Perform all of the tasks outlined in Chapter 7 (See page 63 - of ACL in Practice for more details) and then perform the following exercises:

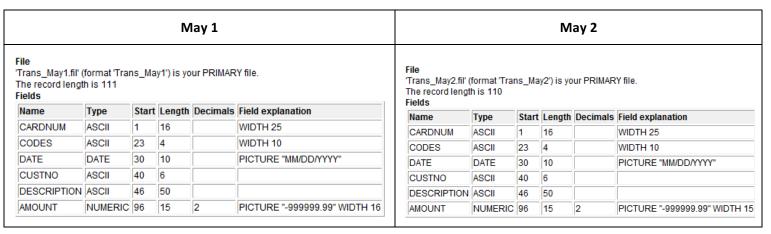
- 1. Exam Step 1 Import and correct the structure of two data sources
  - a. The **Trans\_May.xls** contains two worksheets. Import both worksheets from the same file into ACL. Name each table. **Submit the two new tables**.



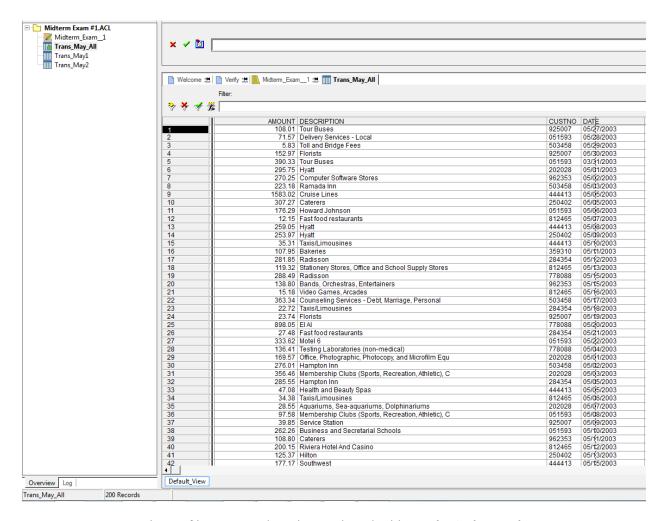
- b. Edit the table layout for both new tables.
  - i. Edit the AMOUNT, CARDNUM, and CODES fields.
    - 1. AMOUNT: Set the Data Type to be NUMERIC with Format -999999.99
    - 2. CARDNUM: Set the Data Type to ASCII.
    - 3. CODES: Set the Data Type to ASCII.
  - ii. Verify all fields.
  - iii. Submit the results of the verification and changes.



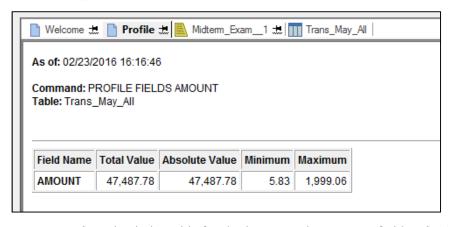
c. Compare the layout of both tables. Submit the results.



- d. Correct any table layout differences.
- e. Combine the two tables with any of the following methods:
  - i. loin
  - ii. Relations
  - iii. Extract and append
  - iv. Merge
- f. Name the new table. Submit the results of the combined tables.



g. Run the profile command on the combined tables. Submit the results.



h. Check the table for duplicates in the CUSTNO field. Submit the results.

As of: 02/23/2016 20:48:37

Command: DUPLICATES ON CUSTNO OTHER DESCRIPTION DATE CUSTNO CODES CARDNUM AMOUNT PRESORT TO SCREEN Table: Trans\_May\_All

188 duplicates detected

#### **Duplicates:**

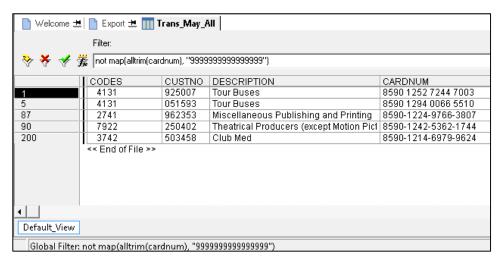
CUSTNO	DESCRIPTION	DATE	CODES	CARDNUM	AMOUNT
051593	Delivery Services - Local	05/28/2003	<u>4214</u>	8590128346463420	71.57
051593	Tour Buses	03/31/2003	<u>4131</u>	8590 1294 0066 5510	390.33
051593	Howard Johnson	05/06/2003	3638	8590120923083354	176.29
051593	Motel 6	05/22/2003	3700	8590120807946744	333.62
051593	Membership Clubs (Sports, Recreation, Athletic), C	05/08/2003	7997	8590129792699147	97.58
051593	Business and Secretarial Schools	05/10/2003	8244	8590122221251495	262.26
051593	Hilton	05/16/2003	<u>3535</u>	8590122692664620	164.36
051593	Hilton	05/26/2003	<u>3535</u>	8590120674263418	272.10
051593	Air Canada	05/01/2003	3009	8590126866956930	387.68
051593	Books, Periodicals and Newspapers	05/14/2003	<u>5942</u>	8590125918377349	17.68
051593	Plumbing and Heating Equipment	05/03/2003	<u>5074</u>	8590122974573538	89.50
051593	Stationery, Office Supplies, Printing	05/05/2003	<u>5111</u>	8590124072645078	189.67
051593	Southwest	05/02/2003	3066	8590120784984566	270.25
051593	Hilton	05/07/2003	<u>3535</u>	8590122720558982	386.26
051593	Information retrieval services	05/10/2003	<u>7375</u>	8590121762084715	127.65
051593	<u>Air China</u>	05/11/2003	<u>3261</u>	8590129593164703	1,790.56
051593	Chemicals and Allied Products	05/05/2003	<u>5169</u>	8590121394166062	175.24
051593	Tourist Attractions and Exhibits	05/16/2003	<u>7991</u>	8590125567358756	95.96
051593	Restaurants	05/19/2003	<u>5812</u>	8590121785018691	56.06
051593	Recreation Services, (Includes Swimming Pools, Min	05/22/2003	7999	8590126611059920	237.98

- Why would this be significant? Submit your answer in one to three sentences.
   Duplicates within this table would be significant because it displays vendors (CUSTNO) that (who have had more than one of the same transaction) could be potential suspects of fraud.
- 2. Exam Step 2 Check the validity and format of the credit card numbers
  - a. From the combined table you created in Step 1, determine which card numbers in the table have an invalid format. Card numbers must have 16 digits and no other characters. Submit the results.
  - b. Command: NOT MAP(ALLTRIM(CARDNUM), "999999999999999")
  - c. Result: 5 Records

	CODES	CUSTNO	DESCRIPTION	CARDNUM
1	4131	925007	Tour Buses	8590 1252 7244 7003
5	4131	051593	Tour Buses	8590 1294 0066 5510
87	2741	962353	Miscellaneous Publishing and Printing	8590-1224-9766-3807
90	7922	250402	Theatrical Producers (except Motion Pict	8590-1242-5362-1744
200	3742	503458	Club Med	8590-1214-6979-9624

d. Also, count the records and submit the results.

e. Command Line: COUNT

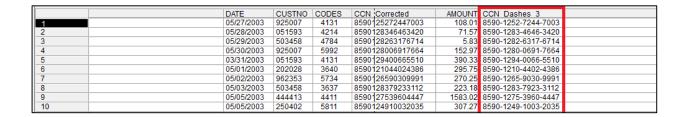


f. Create a computed field to change credit card numbers from this format: 8590122497663807 to this format 8590-1224-9766-3807. Submit the results.

## Option 1 (Good)

From the already created "CCN\_Corrected = AllTrim(Include(cardnum,"0123456789"))," I created three more additional expressions to add "-"every four digits:

- CCN Dashes 1 = INSERT(CCN Corrected,"-",5)
- CCN\_Dashes\_2 = INSERT(CCN\_Dashes\_1,"-",10)
- CCN\_Dashes\_3 = INSERT(CCN\_Dashes\_2,"-",15)

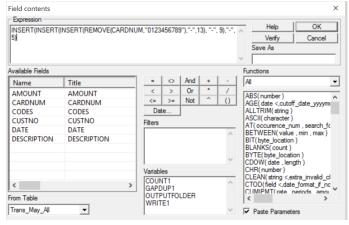


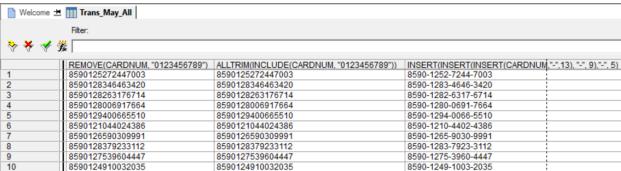
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## Option 2: (Better)

Use a nested function.

Expression: INSERT(INSERT(INSERT(REMOVE(CARDNUM, "0123456789"), "-", 13), "-", 9), "-", 5)





- g. Exam Step 3 Examine the transactions. Which of the transactions have unacceptable merchants (e.g. Escort Services)?
  - i. Import the Unacceptable Codes table from the labs: Unacceptable\_Codes.txt
  - ii. Clean the codes column
  - iii. Create a relation between the two
  - iv. Create a filter where Trans All.Codes = Unaceptable Codes.Codes
  - v. 9 records



h. Which vendors (CUSTNO) have several (3 or more) transactions over a brief periods of time (3 days?)

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- i. Use the Cross-tabulate command.
- j. Command: CROSSTAB ON DATE(DATE) COLUMNS CUSTNO TO SCREEN
  - i. Use the DATE() function to convert date to ASCII so you can cross-tabulate the data.

Command: CROSSTAB ON DATE(DATE) COLUMNS CUSTNO TO SCREEN Table: Trans\_May\_All

F	Count	Count	Count	Coun								
«Expression»	<u>051593</u>	202028	<u>250402</u>	284354	<u>359310</u>	444413	<u>503458</u>	778088	<u>812465</u>	<u>878035</u>	925007	96235
03/31/2003	1	0	0	0	0	0	0	0	0	0	0	
05/01/2003	1	2	0	1	0	0	1	0	2	1	1	
05/02/2003	2	2	0	0	0	0	2	0	2	0	0	
05/03/2003	1	1	1	1	0	0	1	2	1	0	0	
05/04/2003	0	0	0	0	0	0	0	1	1	0	0	
05/05/2003	<u>2</u>	1	<u>3</u>	1	0	<u>3</u>	1	<u>3</u>	<u>2</u>	0	1	
05/06/2003	1	<u>2</u>	1	1	0	0	1	0	1	0	0	
05/07/2003	1	1	0	1	0	0	0	0	<u>2</u>	0	1	
05/08/2003	<u>2</u>	0	0	1	0	<u>2</u>	0	<u>2</u>	0	0	0	
05/09/2003	<u>2</u>	0	1	0	0	0	0	1	0	0	2	
05/10/2003	<u>2</u>	1	1	0	0	1	1	0	1	0	0	
05/11/2003	1	1	0	1	1	0	0	1	1	0	0	
05/12/2003	0	0	0	1	1	0	0	0	<u>3</u>	1	0	
05/13/2003	0	0	1	0	0	1	1	<u>2</u>	1	0	1	
05/14/2003	1	0	0	0	0	0	0	0	1	0	0	
05/15/2003	1	1	1	0	0	<u>2</u>	<u>2</u>	<u>3</u>	1	0	1	
05/16/2003	<u>2</u>	0	1	0	0	1	2	0	1	0	0	
05/17/2003	0	0	1	0	0	1	2	2	0	0	0	
05/18/2003	0	0	0	<u>2</u>	0	1	0	1	<u>2</u>	0	0	
05/19/2003	1	0	1	0	0	0	2	0	0	0	2	
05/20/2003	0	0	0	2	0	0	1	1	0	0	1	
05/21/2003	0	1	0	1	1	0	1	0	0	0	2	
05/22/2003	<u>3</u>	0	1	0	1	0	0	0	1	0	0	
05/23/2003	0	1	0	0	1	0	1	0	1	0	0	
05/24/2003	0	0	0	0	0	0	0	0	1	0	0	
05/25/2003	0	<u>3</u>	1	1	2	0	0	0	1	0	1	
05/26/2003	2	0	0	1	0	0	1	0	0	0	0	
05/27/2003	0	1	0	0	0	0	1	1	0	0	1	
05/28/2003	2	0	0	0	0	0	1	0	0	0	0	
05/29/2003	1	0	0	0	0	0	1	0	0	0	0	
05/30/2003	0	0	0	0	0	0	0	1	1	0	1	
05/31/2003	0	0	0	0	0	1	0	0	0	0	0	
Totals	29	18	14	15	7	13	23	21	27	2	15	

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- 1. The Total # of transactions is 200.
- 2. Now, by cross-tabulating the data, we can focus on which vendors have more than average transactions over the course of a month.
- 3. Vendors in RED have a high number of transactions.
- 4. Many fall within a 3-day period.

## Option 1:

Command: SUMMARIZE ON CUSTNO DATE OTHER CUSTNO CODES DESCRIPTION TO SCREEN PRESORT

Table: Trans\_May\_All As of: 03/06/2016 16:15:05

Command: SUMMARIZE ON CUSTNO DATE OTHER CUSTNO CODES DESCRIPTION TO SCREEN PRESORT

Table: Trans\_May\_All

CUSTNO	DATE	Count	CODES	DESCRIPTION
051593	03/31/2003	1	4131	Tour Buses
<u>051593</u>	05/01/2003	1	3009	Air Canada
<u>051593</u>	05/02/2003	2	3066	Southwest
<u>051593</u>	05/03/2003	1	5074	Plumbing and Heating Equipment
<u>051593</u>	05/05/2003	2	5111	Stationery, Office Supplies, Printing
051593	05/06/2003	1	3638	Howard Johnson
051593	05/07/2003	1	3535	Hilton
<u>051593</u>	05/08/2003	2	7997	Membership Clubs (Sports, Recreation, Athletic), C
051593	05/09/2003	2	7922	Theatrical Producers (except Motion Pictures), Tic
051593	05/10/2003	2	8244	Business and Secretarial Schools
051593	05/11/2003	1	3261	Air China
051593	05/14/2003	1	5942	Books, Periodicals and Newspapers
051593	05/15/2003	1	7394	Equipment Rental & Leasing Services, Tool Rental,
051593	05/16/2003	2	3535	Hilton
051593	05/19/2003	1	5812	Restaurants
051593	05/22/2003	3	3700	Motel 6
051593	05/26/2003	2	3535	Hilton
051593	05/28/2003	2	4214	Delivery Services - Local
051593	05/29/2003	1	5814	Fast food restaurants
202028	05/01/2003	2	3640	Hyatt

Etc.



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Option 2: Cross Tabulate on Date and Codes.

DATE	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count	Count
DATE	<u>051593</u>	202028	<u>250402</u>	<u>284354</u>	<u>359310</u>	444413	<u>503458</u>	778088	<u>812465</u>	<u>878035</u>	<u>925007</u>	<u>962353</u>
03/31/2003	1	0	0	0	0	0	0	0	0	0	0	0
05/01/2003	1	<u>2</u>	0	1	0	0	1	0	<u>2</u>	1	1	1
05/02/2003	<u>2</u>	<u>2</u>	0	0	0	0	2	0	<u>2</u>	0	0	1
05/03/2003	1	1	1	1	0	0	1	<u>2</u>	1	0	0	1
05/04/2003	0	0	0	0	0	0	0	1	1	0	0	1
05/05/2003	2	1	<u>3</u>	1	0	<u>3</u>	1	<u>3</u>	<u>2</u>	0	1	0
05/06/2003	1	<u>2</u>	1	1	0	0	1	0	1	0	0	0
05/07/2003	1	1	0	1	0	0	0	0	<u>2</u>	0	1	1
05/08/2003	<u>2</u>	0	0	1	0	2	0	<u>2</u>	0	0	0	0
05/09/2003	<u>2</u>	0	1	0	0	0	0	1	0	0	2	1
05/10/2003	<u>2</u>	1	1	0	0	1	1	0	1	0	0	0
05/11/2003	<u>1</u>	1	0	1	1	0	0	1	1	0	0	1
05/12/2003	0	0	0	1	1	0	0	0	<u>3</u>	1	0	1
05/13/2003	0	0	1	0	0	1	1	<u>2</u>	1	0	1	0
05/14/2003	1	0	0	0	0	0	0	0	1	0	0	0
05/15/2003	1	1	1	0	0	<u>2</u>	<u>2</u>	<u>3</u>	1	0	1	2
05/16/2003	<u>2</u>	0	1	0	0	1	<u>2</u>	0	1	0	0	0
05/17/2003	0	0	1	0	0	1	<u>2</u>	<u>2</u>	0	0	0	1
05/18/2003	0	0	0	<u>2</u>	0	1	0	1	2	0	0	0
05/19/2003	1	0	1	0	0	0	2	0	0	0	<u>2</u>	0
05/20/2003	0	0	0	2	0	0	1	1	0	0	1	1
05/21/2003	0	1	0	1	1	0	1	0	0	0	<u>2</u>	0
05/22/2003	<u>3</u>	0	1	0	1	0	0	0	1	0	0	0
05/23/2003	0	1	0	0	1	0	1	0	1	0	0	1
05/24/2003	0	0	0	0	0	0	0	0	1	0	0	1
05/25/2003	0	<u>3</u>	1	1	2	0	0	0	1	0	1	1
05/26/2003	2	0	0	1	0	0	1	0	0	0	0	0
05/27/2003	0	1	0	0	0	0	1	1	0	0	1	0
05/28/2003	2	0	0	0	0	0	1	0	0	0	0	0
05/29/2003	1	0	0	0	0	0	1	0	0	0	0	1
05/30/2003	0	0	0	0	0	0	0	1	1	0	1	0
05/31/2003	0	0	0	0	0	1	0	0	0	0	0	0

5. To properly answer the question, I've provided a table below:

Vendors that have had more than three transactions over a three day period

Top 5 Vendors that pushed the most transactions in May

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•	51593	•	051593
•	202028	•	202028
•	250402	•	503458
•	284354	•	778088
•	359310	•	812465
•	444413		
•	503458		
•	778088		
•	812465		
•	925007		
•	962353		
•	Only one didn't (878035)		

k. Why would this any or all of this information be helpful in determining fraud?

By analyzing the frequency of transactions, we can determine strange frequencies (vendors that charge more frequently over the month), and this could be a good indicator if the vendor is committing a fraud given that they are not following "normal" transaction patterns.

These vendors would need a deeper dive of their purchases, descriptions, amounts, and purpose of transactions. For example: looking for duplicate transactions.