



MEMORANDUM OF TRANSMITTAL

To: Jose Fernandez, Deputy Chief Financial Officer

From: George J. McGowan, CPA
Director, Office of Audit Services and Management Support

Date: July 18, 2025

Subject: Workday Master Vendor (Supplier) File Audit (Report No. 25-08)

A handwritten signature in blue ink, likely belonging to George J. McGowan.

The Office of Audit Services and Management Support performed an audit of the access and controls of the City's Workday Master Vendor (Supplier) File maintained by the Accounts Payable section. The audit objectives were to determine who has access to the Supplier Master File and the controls over making updates and changes to vendor information.

The scope of this audit focused on the key processes used to update and manage the Supplier Master File; the responsible parties for these processes; and the dates the processes were implemented. In addition, the scope included reviewing the controls in place which limit risks associated with these processes.

The Vendor (Supplier) Master File is a foundational element of the Accounts Payable process and contains vital information about the City's vendors. This file generally includes the vendor's name, address, contact information, and tax identification number. It is essential to effectively maintain this file to avoid unauthorized or inappropriate activity, prevent duplicate vendor payments, and reduce inefficiencies. Inaccurate, incomplete, or unauthorized vendor records could have a negative effect on processing vendor payments and may increase the risk of fraud or abuse.

We performed several different supplier requests/changes via Workday SANDBOX (Workday testing environment). The system would not allow suppliers to be entered if the address was not valid via Google Maps or the address appeared to be a duplicate. Based on these results it appears that controls are in compliance with departmental established procedures.

The Supplier Master File has a total of 19,694 Suppliers (7,175 Active and 12,515 Inactive). We selected 100 active suppliers to test. All supplier information (creation, payment and documents) were verified via Workday. There were no discrepancies. Inactive Suppliers were also tested via Workday to verify Inactive status. There were no discrepancies.

Overall, the individuals responsible for maintaining and updating the Supplier Master File are doing an excellent job of updating and managing the Supplier Master File. Based on the audit

results, there are no concerns related to the accuracy and controls related to the Supplier Master File.

There is however, a minor recommendation, that access be granted to the Supplier Master Files on the N:drive to the person who acts as “backup” for the Procurement Card Coordinator in her absence.

We would like to thank the employees and managers consulted during this review for their assistance. Senior Auditor Charvette Adams performed this review.

c: Honorable Buddy Dyer, Mayor
 Jody Litchford, Deputy City Attorney
 Michelle McCrimmon, Chief Financial Officer
 David Billingsley, Chief Procurement Officer
 Donna Taylor, Accounting Operations Manager