

OPERATIONAL PROCEDURE	PROCEDURE NO. 240.10 AUDIT/ENGAGEMENT REFERENCING AND CROSS-REFERENCING <hr/> LAST REVISED: <i>JULY 1, 2019</i>	PAGE 1 OF 3
----------------------------------	--	------------------------

AUDIT/ENGAGEMENT REFERENCING AND CROSS-REFERENCING

DEFINITIONS –

Audit/engagement referencing and cross-referencing are methods of identifying the trail of information from its source, throughout the workpapers, and potentially, into the final audit/engagement deliverable.

REFERENCING – The act of assigning a unique title and number to an item of audit information. The item of audit information includes a data element within a source document, the entire source document, or a workpaper.

CROSS-REFERENCING – The act of referencing a document to eliminate the duplication of documentation. If for example, a contract is filed/attached under Task 1.2, you do not need to file/attach another copy in Task 4.2, rather your cross-reference would be, “See contract in Task 1.2.”

PURPOSE –

To provide the foundation for clear, concise and understandable workpapers, facilitating the control and review during the engagement process, and the preparation of the audit/engagement report.

BACKGROUND –

Clear documentation requires the preparer of audit workpapers to employ a logical method of referencing information. AD workpapers should be organized in a logical manner and follow a standard format. The arrangement, or indexing, of the workpapers is designed to follow the chronological execution of the engagement and allows for an orderly referenced numbering system.

This process facilitates:

- Supervision and review of work;
- Responding to inquiries;
- Quality assurance;
- Providing support of competence; and
- Providing adequate evidence, as a basis for conclusions and recommendations.

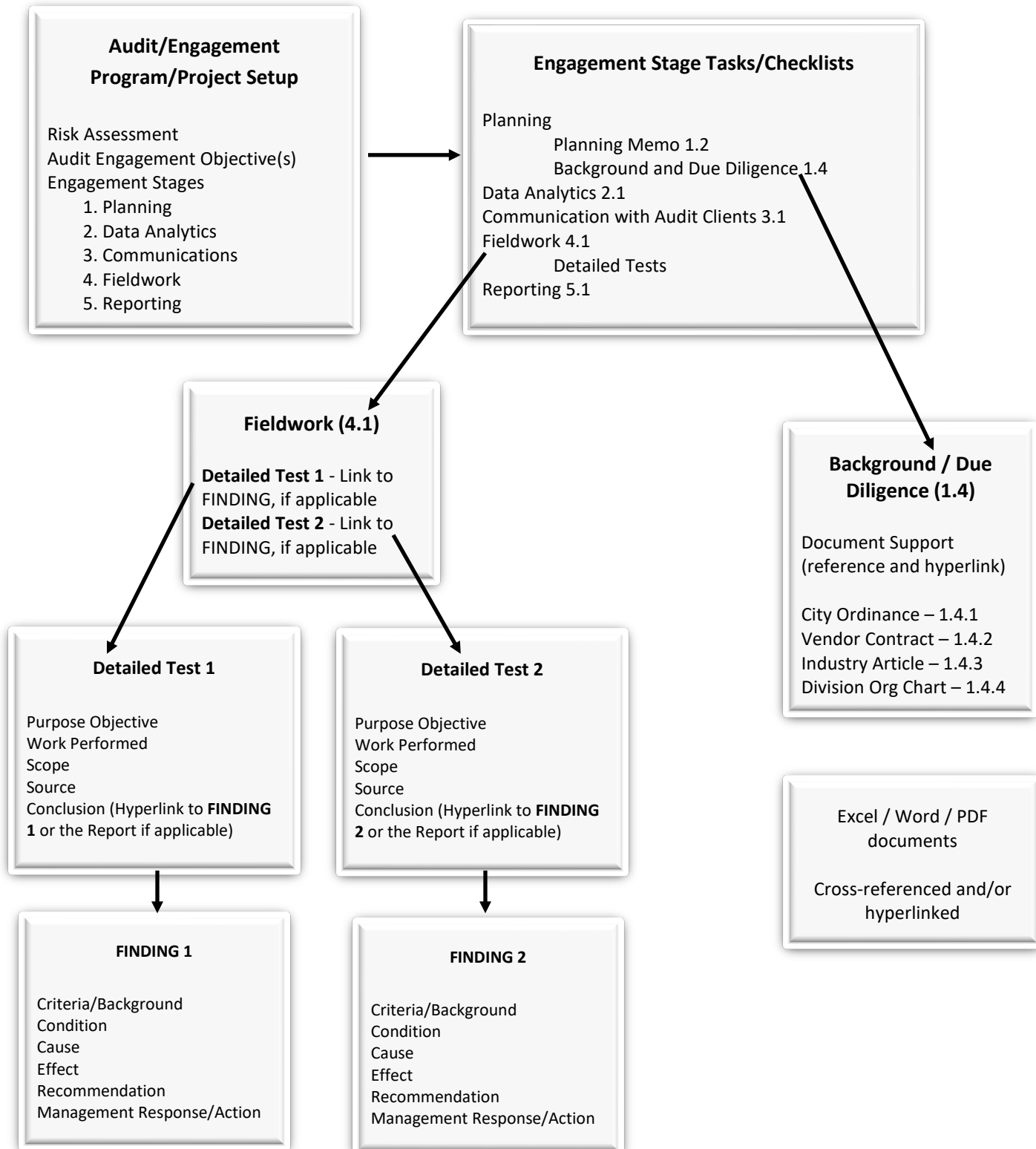
Although audit referencing and cross-referencing was instituted for hardcopy documentation, the concept is still relevant in an automated auditing environment.

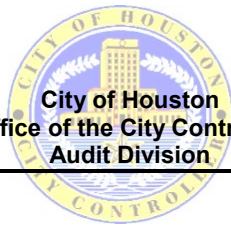
NOTE: The AD operates in an electronic workpaper environment. As such, auditors may enter text references to workpaper numbers or create and use hyperlinks to connect items electronically.

An example of referencing / cross-referencing is shown on the following page.

OPERATIONAL PROCEDURE	PROCEDURE NO. 240.10 AUDIT/ENGAGEMENT REFERENCING AND CROSS-REFERENCING <hr/> LAST REVISED: <i>JULY 1, 2019</i>	PAGE 2 OF 3
------------------------------	--	------------------------------

Cross Referencing and Hyperlinking Example





OPERATIONAL PROCEDURE	PROCEDURE NO.	PAGE 3 OF 3
	240.10 AUDIT/ENGAGEMENT REFERENCING AND CROSS-REFERENCING <hr/> LAST REVISED: JULY 1, 2019	

RELEVANT PROFESSIONAL STANDARDS AND GUIDANCE

GAGAS:

QUALITY CONTROL & PEER REVIEW	5.22
PERFORMANCE AUDITS	8.134 – 8.135

IIA STANDARDS

2330 DOCUMENTING INFORMATION

IIA IMPLEMENTATION GUIDANCE

2330 DOCUMENTING INFORMATION

CHANGE HISTORY

CHG #	DATE	SECTION	DESCRIPTION/REASON
1	7/1/2019	Definition, Purpose, Background, Relevant Professional Standards	Sections added