

# Leveraging eCommerce for Audit Controls

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# Topics

- ✓ Potential Audit Issues
- ✓ Cash and Paper Check Elimination
- ✓ Separation of Duties
- ✓ Asset Protection
- ✓ PCI-DSS Compliance
- ✓ Reporting and Tracking

# 2016-17 Approved Audit Plan for CSU

- ✓ Information Security
- ✓ Cloud Computing
- ✓ Student Activities
- ✓ Delegation of Authority – EO1000
- ✓ Two campuses receive full fiscal reviews
- ✓ Emergency Management
- ✓ International Activities

# The Internal Audit of MCCAMC

- ✓ Hand-written credit card information and storage
- ✓ Lack of transactional reconciliation
- ✓ Lack of unique, sequential receipt numbers
- ✓ In-house receivable system
- ✓ No unique cashier login identification and tracking

# Q: Efficiency or ICSUAM 3101.10-11?

## Check Receipt Requirements

- All checks must be made payable to CSUN or a variation of
- If checks received are not payable to CSUN:
  - Send the item to UCS for disposition
  - UCS will enter the check on the 'Check Not Payable to CSUN/Unidentifiable' log and return it to the name & address of the maker
- All checks must be restrictively endorsed by an endorsement stamp
- Checks accepted by the University must contain all legally required elements including:
  - Dating no earlier than 180 days prior to the day of acceptance
  - Legible and consistent amounts
  - A signature on the signature line

## Department Deposit Requirements

- Deposits should be prepared by an individual who does not have access to recording transactions and verified by a second person
- Cash or checks must be deposited within 3 business days of receipt or daily if:
  - Accumulated cash is greater than \$250 or,
  - Total cash, checks, and debit/credit card receipts is greater than \$10,000
- Deposits should include the following:
  - Deposit Transmittal Form
  - Cash Receipt Log
  - Currency sorted by denomination
  - Endorsed checks and an adding machine tape in the same sequence as the checks
- Deposits should be reviewed and reconciled to the general ledger by an individual who is not part of the deposit process and does not have access to cash
- Transporting of deposits should be accomplished by at least two employees and carried in a sealed and a non-transparent bag

## Security of Cash Funds

- Employees transporting coins and currency in excess of \$2,500 must be escorted by campus police
- Cash or checks held overnight should be kept in a locked drawer or safe
- The following are the requirements for storage of cash and cash equivalents:
  - Up to \$1,000 in a lockable receptacle
  - \$1,001 to \$2,500 in a safe
  - From \$2,501 to \$25,000 in a steel-door safe
  - From \$25,001 to \$250,000 in a class TL-15 composite safe or better
  - Over \$250,000 in a class TL-30 steel or better safe

# A: Efficiency

# Conference Registration



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## Asian Studies on the Pacific Coast 2016 Conference

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	<b><a href="#">Asian Studies on the Pacific Coast 2016 Conference</a></b> California State University, Northridge (CSUN) will host the Asian Studies...	<a href="#">View Details</a>
	<b><a href="#">On-campus Housing, Thursday June 9th.</a></b> All units are apartment-style two bedroom units. Options include single...	<a href="#">View Details</a>
	<b><a href="#">On-campus Housing, Friday, June 10th</a></b> All units are apartment-style two bedroom units. Options include single...	<a href="#">View Details</a>
	<b><a href="#">On-campus Housing, Saturday, June 11th.</a></b> All units are apartment-style two bedroom units. Options include single...	<a href="#">View Details</a>

# The Sundial eMarket



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**Invoiced Advertisement**  
For invoicing Sundial advertisements created in Ad Pro.  
Price:

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\*Customer/Business Name:

\*Order Number:

Order Notes:

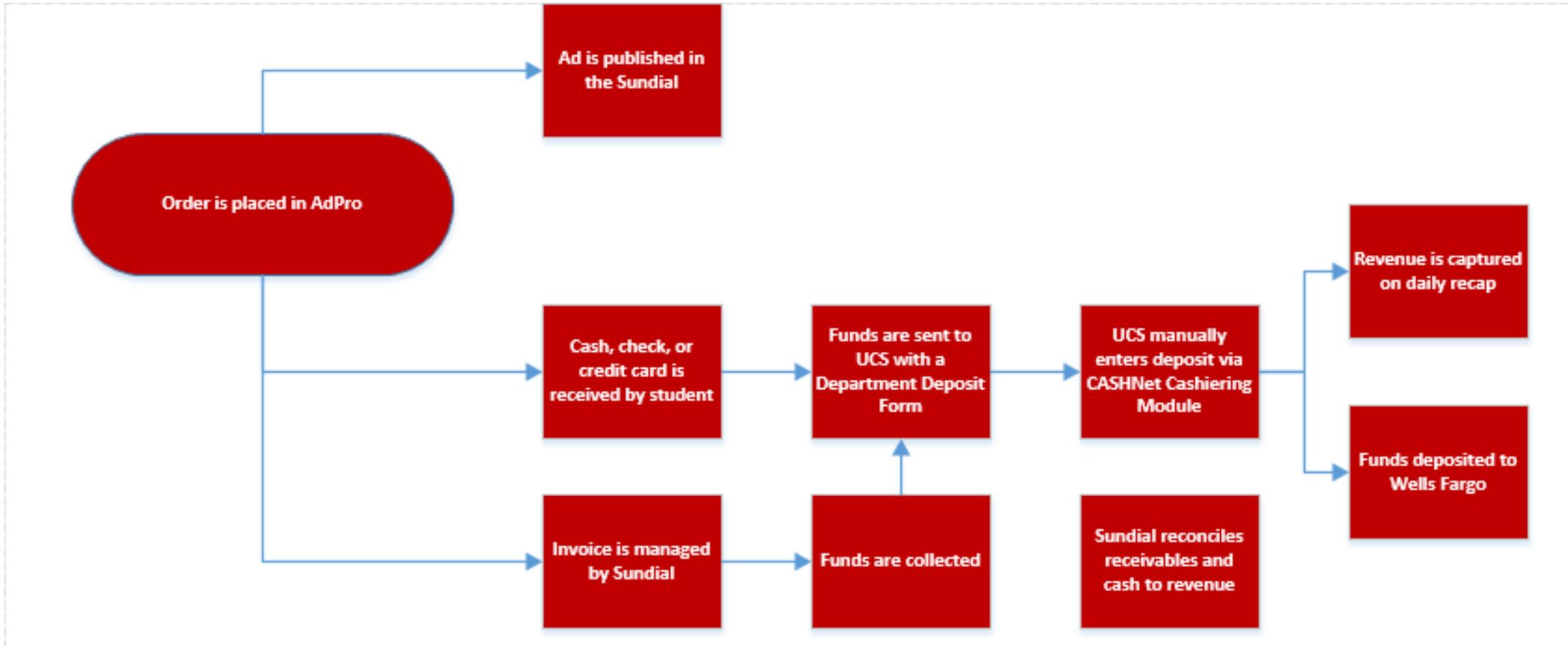
Run Date:

\*Invoice Amount:

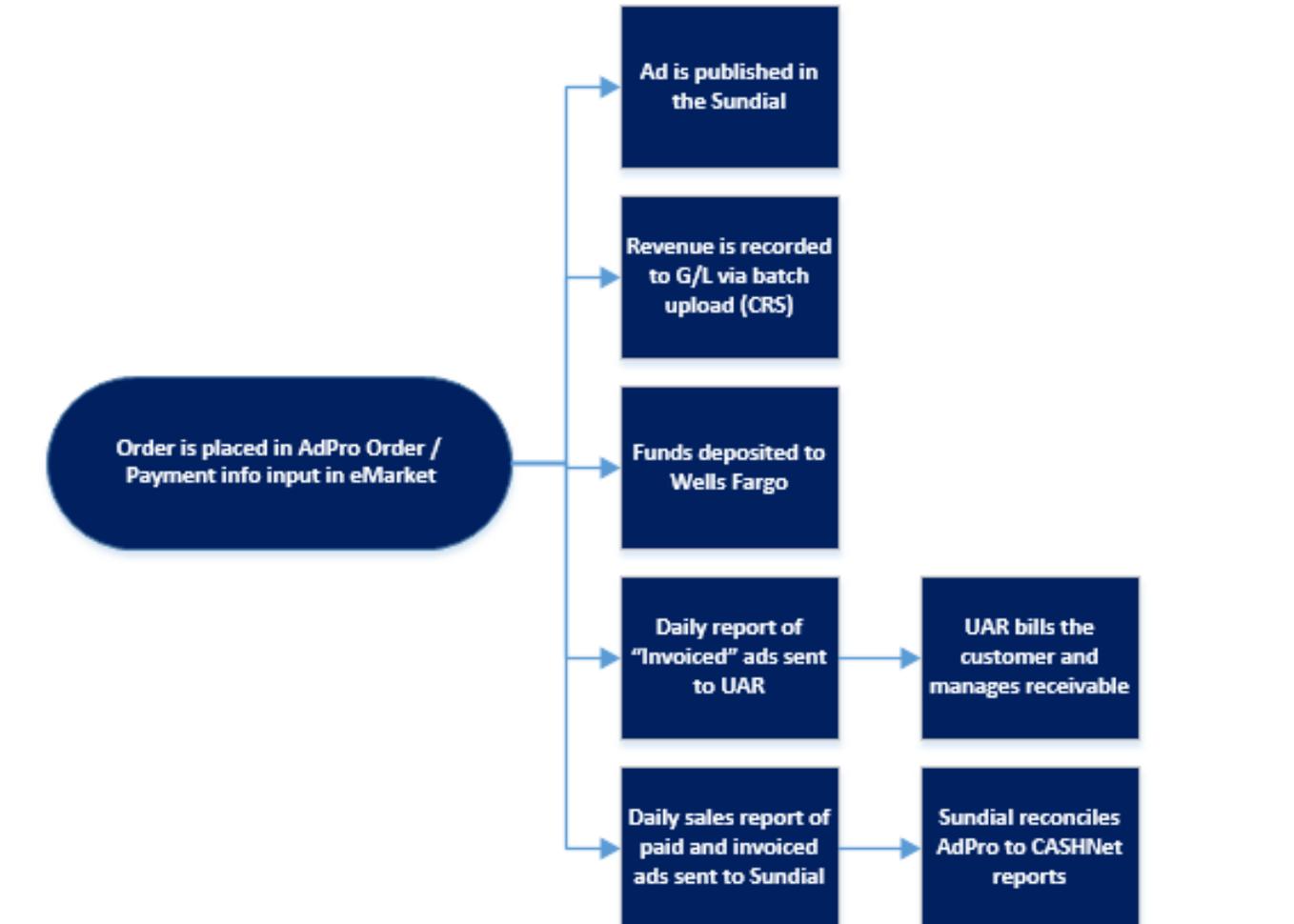
To add this item, click the button below.

Separation of Duties

# Original Sundial Workflow



# New Sundial Workflow



# Campus Opportunity

## **Mike Curb College of Arts, Media, and Communication**

Entertainment Industry Institute  
Tom & Ethel Bradley Center  
Visual Communications Center (VISCOM)  
ACCORD (Arts and Communication Community Outreach, Research and Development)  
Youth Orchestras  
Figure Drawing Workshop  
Music Therapy Wellness Clinic  
Teenage Drama Workshop

## **David Nazarian College of Business and Economics**

Bookstein Institute for Higher Education in Taxation  
Center for China Finance and Business Research  
Center for Financial Planning and Investment  
Center for Risk and Insurance  
Center for Quality and Productivity Education  
San Fernando Valley Economic Research Center  
Wells Fargo Center for Small Business and Entrepreneurship

## **Engineering and Computer Science**

CECS Student Services Center / EOP Satellite

## **Michael D. Eisner College of Education**

Center for Educational Intervention and Therapy  
Center for Partnership for Educational Reform  
Center for Research & Innovation in Elementary Education  
Center for Research, Development, and Services in Education Psychology & Counseling  
Institute for the Advancement of Educational Studies and Programs  
Center for Teaching and Learning  
Teaching, Learning, and Counseling Consortium  
Berke Assessment Library & Clinic  
Family Focus Resource Center  
LA Times Literacy Center  
Mitchell Family Counseling Center  
Special Education Literacy Clinic  
Secondary Education Center for Professional Development and Educational Outreach  
Strength United

## **Health and Human Development**

Aquatic Center at Castaic  
Center of Achievement  
Child and Family Studies Center  
Consumer Resource Center  
Health, Research, Ethics  
Language, Speech, and Hearing  
Community Leadership and Enrichment  
Marilyn Magaram Center  
Physical Therapy Center  
Institute for Community Health and Wellbeing

## **Humanities | Center for the Humanities**

Center for Ethics and Values  
Center for the Study of the Peoples of the Americas  
Central American Research and Policy Institute  
China Institute  
Institute for Gender Globalization and Democracy  
The Center for the Digital Humanities  
Women's Research and Resource Center

## **Science and Mathematics**

Center for Cancer and Developmental Biology  
Interdisciplinary Research Institute for the Sciences (IRIS)  
Planetarium  
Center for Supramolecular Studies  
Center of Excellence for Materials Innovation  
W.M. Keck Computational Materials Science Center  
Science and Math Student Services Center / EOP  
Learning Resource Center

## **Social & Behavioral Sciences**

## **Tseng College**

Institute for Sustainability

# Communicate and Investigate

## Potential Issues

- Does Financial Services know about all the vendors/payment processors the campus is using?
- What fees are being charged by the vendor?
- How often is payment remitted to the University?
- Is there a reconciliation process between the vendor sales report and the payment received?

## Potential Solutions

- ✓ Advertise your eCommerce options to your campus
- ✓ Investigate your own campus webpages

# Campus Resources & Partners



Professional Human Resources | Development Training

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LEADERSHIP RESOURCES & SUPERVISOR ESSENTIALS | MATADOR TOOLKIT | CAREER DEVELOPMENT | PERSONAL WELLBEING  
 DIVERSITY & INCLUSION | ENVIRONMENT & SUSTAINABILITY

## Providing Useful FEEDBACK

April 19, 2016

### Performance Management for Supervisors

MYNORTHBRIDGE PORTAL

PROFESSIONAL DEVELOPMENT HOME

#### Priorities

- [1. Student Success](#)
- [2. Employees for Success](#)
- [3. Visibility & Reputation of the University](#)
- [4. A Future Less Dependent on State Funding](#)

#### Introducing the 2015 - 2016 Professional & Per

We've partnered with faculty, staff, and departments throughout 2015-2016 programming available to you in support of the several

To support the campus priority of sustainability, the full year of programming will be available to you through Skillport via the CSUN portal.

[Fall 2015 Calendar](#)

[Spring 2016](#)

#### Workshops & Training Events

[< Prev](#)

April 20

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
<b>Commit To Be Fit 4-4-2016 5:30pm to 6:30pm</b>						
		<b>Building Marshal Training</b> 12:00pm to 12:55pm	<b>TIAA-CREF One on One Advisement</b> 9:00am to 4:30pm  <b>Dealing with Workplace Violence and Fear or Threats of Violence - PART I</b> 9:30am to 11:00am  <b>For Staff: Understanding How CSUN's Classification &amp; Compensation System Works</b> 10:00am to 11:25am  <b>Lunch Time Express 4-6-2016</b> 11:00am to 1:00pm	<b>The Buck Stops Here: Cash Handling Training</b> 9:00am to 10:15am  <b>VALIC One on One Advisement</b> 9:00am to 4:30pm  <b>Lunch Time Express 4-7-2016</b> 11:00am to 1:00pm		

Asset Protection

# Unknown Payment Providers

**CSUN** | Michael D. Eisner College of Education | Summer Academic Enrichment Program

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**Computer Animation** "An essential aspect of creativity is not being afraid to fail." ~Edwin Land ▶

**Contact Us**  
Phone: (818) 677-6300  
FAX: (818) 677-2582  
Email: admin@saep.net

**Summer Academic Enrichment Program**

**What is SAEP?**  
At SAEP your child's growth will be by design as we focus on academic and character development. We desire to instill and awaken a sense of hope and possibility in each student as s/he studies and learns on a California State University campus. We offer both enrichment and academic classes: our middle school students can take classes for preparation and/or for pleasure; whereas, our high school classes are approved by LAUSD for the A-G Subject Requirements necessary for UC/CSU admission and high school graduation. Thank you for examining our program. We look forward to your child's participation in SAEP.

**Registration**  
Courses  
Steps to Enroll  
Fees  
Schedule  
**Register Now**

Login to my account

## Register

**Note to Parents!**  
Thank you for your interest in SAEP for 2016.  
Please note that registration for 2016 is still under construction.  
Please check in shortly before registering.

Parent/Guardian First Name

Parent/Guardian Last Name

Email:

Create Password:

Confirm Password:

Keep me logged in

Registration and Payments by 

# Donations and Fundraising

**One-Time Gift**

Please accept my one-time contribution of:  
 \$1,000\*  \$500  \$250  \$100  \$50  \$ \_\_\_\_\_

Enclosed is my check made payable to CSUN Foundation.

Please charge my credit card:  
 Visa  MasterCard  American Express  Discover

Account No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_

**Recurring Gift**  
*Recurring gifts can be completed by credit card or by payroll deduction*

I want to make a recurring gift\* of \$ \_\_\_\_\_  
 monthly  quarterly

Enclosed is my Payroll Deduction Form

Please contact me at \_\_\_\_\_ to arrange my gift.

\*A recurring monthly gift of \$84 or more—or a one-time gift of \$1,000 or more—qualifies you as a President's Associate.

**I would like my donation to support:**

<input type="checkbox"/> President's 21st Century Fund (Greatest needs)	<input type="checkbox"/> College of Humanities
<input type="checkbox"/> Student scholarships	<input type="checkbox"/> College of Science and Mathematics
<input type="checkbox"/> Mike Curb College of Arts, Media and Communication	<input type="checkbox"/> College of Social and Behavioral Sciences
<input type="checkbox"/> David Nazarian College of Business and Economics	<input type="checkbox"/> Matador Athletics
<input type="checkbox"/> Michael D. Eisner College of Education	<input type="checkbox"/> Delmar T. Oviatt Library
<input type="checkbox"/> College of Engineering and Computer Science	<input type="checkbox"/> Valley Performing Arts Center
<input type="checkbox"/> College of Health and Human Development	<input type="checkbox"/> Student Affairs
	<input type="checkbox"/> Other _____

**To make a secure online gift with a credit card, visit [givenow.csun.edu](https://givenow.csun.edu)**

**2015 FACULTY & STAFF Campaign FOR CSUN**

<https://givenow.csun.edu/>

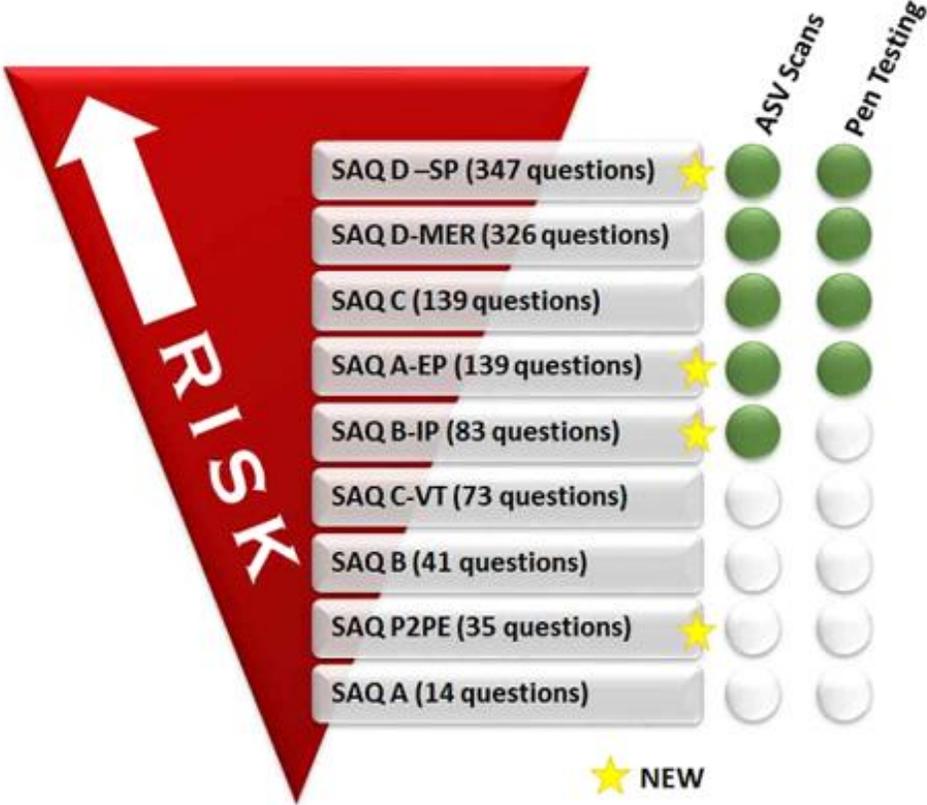
# Self-Assessment Questionnaires

## SAQ Validation Types

SAQ Validation Type	Description	# of Questions v3.1	Change # from v2.1	ASV Scan Required v3.1	Penetration Test Required V3.1
<b>A</b>	Card-not-present merchants: All payment processing functions fully outsourced, no electronic cardholder data storage	14	+1	No	No
<b>A-EP</b>	E-commerce merchants re-directing to a third-party website for payment processing, no electronic cardholder data storage	139	NEW	Yes	Yes
<b>B</b>	Merchants with only imprint machines or only standalone dial-out payment terminals: No e-commerce or electronic cardholder data storage	41	+12	No	No
<b>B-IP</b>	Merchants with standalone, IP-connected payment terminals: No e-commerce or electronic cardholder data storage	83	NEW	Yes	No
<b>C</b>	Merchants with payment application systems connected to the Internet: No e-commerce or electronic cardholder data storage	139	+59	Yes	Yes
<b>C-VT</b>	Merchants with web-based virtual payment terminals: No e-commerce or electronic cardholder data storage	73	+22	No	No
<b>D-MER</b>	All other SAQ-eligible merchants	326	+38	Yes	Yes
<b>D-SP</b>	SAQ-eligible service providers	347	NEW	Yes	Yes
<b>P2PE</b>	Hardware payment terminals in a validated PCI P2PE solution only: No e-commerce or electronic cardholder data storage	35	+17	No	No

# Risk Assessment

## SAQ Validation Types



# Sales Tax (FTB) and UBIT (990)



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### Jack Kirby Catalog

The exhibition "Comic Book Apocalypse: The Graphic World of Jack Kirby" features the works of comic book artist Jack Kirby, co-creator, designer and original artist of famous characters such as Captain America, the Avengers, the Fantastic Four, the X-Men and the Black Panther. About 100 pieces of Kirby's work will be displayed and a roughly 200-page, full-color catalog will accompany the exhibition.

Quantity:  unit at \$39.99 each.

To add this item, click the button below.

[Add to Basket](#)

## SmartPay

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Mike Curb College of Arts, Media and Communication

Please confirm the information below. To finalize your transaction, click on the 'Complete Transaction' button.

Items Selected	Amount
1 Jack Kirby Catalog	\$39.99
	Shipping \$5.00
	<b>Sales Tax @9% \$3.60</b>
<b>Total Amount</b>	<b>\$48.59</b>

# Authenticate



# Conclusion

- Anticipate potential audit issues by acquiring business plans and making key partnerships within your organization
- Consider reducing cash and check transactions across campus to reduce liability, increase efficiencies, and improve reconciliation procedures
- Be willing to explore unique solutions with your centers and institutes. You may have to be more creative in designing their eMarket. They may need to let go pre-conceived ideas on successful business practices.
- Advertise and sell your product
- Investigate your websites
- Become PCI educated