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COURSE BROCHURE

# Procurement Audit Planning, Control Testing and Findings Training Course

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# Procurement Audit Planning, Control Testing and Findings Training Course

**Ref:** 3141_119314 **Date:** 7 – 11 June 2027 **Location:** London **Fees:** 5800 GBP

Procurement Audit Planning, Control Testing and Findings is a 1-week training course for internal auditors, procurement managers and audit committee support staff, built around a procurement audit report and action tracker. Purchasing decisions move large sums through many hands, so boards now expect assurance that controls from requisition to contract close work as designed. Jupiter Prime Training delivers this course for participants from many sectors.

## Why Procurement Audit Planning, Control Testing and Findings Matters Now

Three forces shape procurement assurance today. Purchasing has moved onto electronic platforms, leaving full transaction trails to test. Audit committees ask sharper questions about supplier spend, approval limits and contract changes. Procurement leaders, in turn, want findings that improve the buying process rather than only list exceptions. An organisation that audits purchasing well finds weak approvals, duplicate suppliers and unmanaged variations early; one that audits poorly learns of them through losses or disputes. The course rests on widely accepted internal audit practice, with examples from healthcare and energy purchasing.

## Who Gains Most from Procurement Audit Planning, Control Testing and Findings

- Internal audit staff who plan and carry out assignments across the purchasing cycle
- Procurement leads who answer audit requests and own corrective actions
- Audit committee support staff who prepare papers and track open issues
- Finance controllers responsible for payment approvals and supplier records
- Risk and compliance officers who monitor purchasing controls between audits

Teams gain most when an internal audit unit and its procurement counterparts attend together and agree a shared view of control ownership.

## Procurement Audit Planning, Control Testing and Findings Capabilities

Participants leave able to turn a purchasing process into a testable audit plan and a set of findings that management accepts and acts on.

- Design an audit scope for the requisition-to-close cycle — audit committee planning
- Test approval controls over tenders and purchase orders — procurement leadership
- Select and evaluate transaction samples with defensible logic — audit managers
- Build working papers that link evidence to each conclusion — quality reviewers
- Write findings using condition, criteria, cause and effect — process owners
- Verify closure of corrective actions through follow-up testing — board reporting

## Key Procurement Audit Planning, Control Testing and Findings Terms

- Control matrix — a table linking each purchasing risk to the control meant to reduce it and the test used to check it.
- Operating effectiveness — evidence that a control worked consistently across the period examined, not only that it was designed correctly.
- Three-way match — agreement of the purchase order, the goods receipt and the supplier invoice before payment is released.
- Audit sample — a subset of transactions chosen so that results can support a conclusion about the whole population.
- Finding — a documented gap between what happened and what should have happened, with its cause, effect and recommendation.
- Corrective action — the remedy management agrees to carry out, with an owner and deadline, to close a finding.

## Procurement Audit Planning, Control Testing and Findings Day by Day

### Day 1: Mapping the Purchase-to-Contract Cycle

- Requisition-to-Close Process Walkthrough — Where Audit Attention Belongs
- Procurement Risk and Control Matrix — Prioritising Areas for Audit Coverage
- Delegation of Authority Schedules — Testing Who Can Approve Spend
- Segregation of Duties Charts — Spotting Conflicting Purchasing Roles
- Prior Audit Reports and Open Issues — Shaping This Year's Scope

### Day 2: Scoping and Planning the Audit

- Audit Objectives and Scope Statement — Agreeing Boundaries With Procurement Leaders
- Materiality and Spend Stratification — Deciding Which Categories to Examine
- Engagement Planning Memorandum — Aligning Resources, Timing and Access
- Document Request Lists — Securing Evidence From Buyers and Finance
- Opening Meeting Agenda — Setting Expectations With the Audited Function

### Day 3: Testing Controls Over Tenders and Orders

- Control Design Versus Operating Effectiveness — Choosing the Right Test
- Tender File Inspection — Confirming Evaluation Records and Award Approvals
- Purchase Order and Goods Receipt Matching — Verifying Three-Way Agreement
- Contract Variation and Extension Review — Checking Authority for Changes
- Vendor Master File Checks — Assessing Supplier Creation and Amendment

### Day 4: Sampling, Evidence and Working Papers

- Statistical and Judgemental Sampling — Selecting Defensible Transaction Samples
- Sample Size and Error Evaluation — Concluding on Exception Rates
- Data Extraction From Purchasing Records — Testing Whole Populations
- Working Paper Standards — Linking Evidence to Each Test Conclusion
- Root Cause Interviews — Separating Process Gaps From One-Off Errors

## Day 5: Practising the Procurement Audit Report and Action Tracker

- Condition, Criteria, Cause and Effect — Structuring Each Finding
- Risk Rating of Findings — Ranking Issues for the Audit Committee
- Management Response Negotiation — Agreeing Owners and Realistic Deadlines
- Corrective Action Follow-Up Testing — Confirming Issues Are Closed
- Procurement Audit Report and Action Tracker — Completing the Final Deliverable

## Applying Procurement Audit Planning, Control Testing and Findings After the Course

- Refresh the procurement risk and control matrix.
- Run a follow-up test on three open purchasing findings and report closure status to the audit committee secretary.

## Procurement Audit Planning, Control Testing and Findings Questions FAQ

### What is Procurement Audit Planning, Control Testing and Findings and why does it matter now?

It is the discipline of scoping, testing and reporting on purchasing controls from requisition to contract close. It matters now because digital buying records allow fuller testing and audit committees expect clear, evidence-based assurance over supplier spend.

### Which roles gain most from Procurement Audit Planning, Control Testing and Findings?

Internal auditors, procurement leads and audit committee support staff gain most. Finance controllers and risk officers also benefit as owners of approval and payment controls.

### How does Procurement Audit Planning, Control Testing and Findings differ from a general procurement course?

It looks at purchasing from the assurance side: rather than how to buy, it covers planning an audit, testing controls, sampling and writing findings.

### What do you bring back from Procurement Audit Planning, Control Testing and Findings?

You bring back a procurement audit report and action tracker drafted on a realistic case. It holds rated findings and agreed corrective actions you can adapt.

## Procurement Audit Planning, Control Testing and Findings: The Way Forward

The procurement audit report and action tracker gives the audit committee a single view of purchasing control gaps and who will close them. Its first use is deciding which findings need escalation. Auditors, procurement leads and finance controllers all draw on it. After the first cycle, revisit the risk ratings in light of follow-up testing.