

# Documenting internal controls

- Common forms of documenting controls:
  1. Narratives
    - Very useful when controls simple, straightforward
    - Auditor uses words to describe each step of transaction from start to finish
  2. Flowcharts
    - Useful for more complex controls – keep chart simple
    - Conveys information visually

# Documenting Internal Controls Sample

**Ray Whittington, Kurt Pany**



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