

Exception Register: Detailed Audit Findings

Audit Title: [Enter Audit Name Here]

Location/Scope: [Location or Department]

Date: [Date]

Prepared by: [Auditor Name]

Detailed Exception Register

| # | Exception Reference | Description of Exception | Risk/Impact | Root Cause | Management Response | Responsibility | Target Completion | Status |
|---|---------------------|--|---|---|---|----------------|-------------------|-------------|
| 1 | EX-2024-001 | Manual override of system controls detected in inventory adjustment. | Potential for unauthorized adjustments leading to stock loss. | Lack of automated approval workflow. | Approve system enhancement to enforce workflow control. | IT Manager | 31-Jul-2024 | Open |
| 2 | EX-2024-002 | Unsigned vendor invoices processed for payment. | Possibility of paying non-validated supplies. | Inadequate invoice validation at AP desk. | Revise SOP, retrain AP clerks. | Finance Lead | 15-Aug-2024 | In Progress |
| 3 | EX-2024-003 | Lack of periodic user access review to the ERP system. | Increased risk of unauthorized access to sensitive data. | No schedule for periodic reviews defined. | Implement semi-annual access review process. | IT Security | 01-Sep-2024 | Open |

Important Notes

- This document should be updated following each internal/external audit cycle.
- Action owners must regularly update status and provide supporting evidence for closure.
- All exceptions should clearly link to associated risks and management responses.
- Follow up on outstanding findings is crucial for continual process improvement.