# Automated Control Testing Sheet

**Audit Name:** _____

**Audit Period:** _____

**Process:** _____

**Test Reference:** _____

**Control ID:** _____

**Prepared by:** _____

## CONTROL DESCRIPTION

| | |
|---|---|
| **Control Objective** | Describe the objective of the control being tested. |
| **Control Activity** | Describe the automated control activity. |
| **Control Owner** | Name & title of person responsible for the control. |
| **Frequency** | Daily / Weekly / Monthly / Real-Time / Other |
| **Automated Application(s)** | List system(s) or application(s) supporting the control. |

## TESTING APPROACH

| | |
|---|---|
| **Testing Procedure** | Describe the step-by-step procedures performed to test the control. |
| **Sample Size** | Number of items/transactions tested (where applicable). |
| **Test Period** | Start and end dates of the testing period. |
| **Evidence Obtained** | List or briefly describe evidence (e.g. screenshots, logs). |

## RESULTS & CONCLUSIONS

| | |
|---|---|
| **Test Results** | Document testing results, including any exceptions or deviations found. |
| **Assessment** | Effective / Ineffective / Partially Effective |
| **Recommendations** | If applicable, outline recommendations or corrective actions. |

**Prepared by:**


_____

Date: _____

**Reviewed by:**

_____
Date: _____


**IMPORTANT NOTES**

- This sheet is designed for documenting the testing of automated controls during audit fieldwork.

- Ensure that all testing procedures and evidence are clearly described to support audit conclusions.

- Keep all supporting documents and evidence to facilitate review and re-performance as needed.

- Testing results should be objective and include all exceptions or deviations, if any.

- Regularly update the template to reflect changes in process, systems, or audit requirements.