About This Guide

The screenshots in this guide are in English, but the layout of the screens is the same for all languages. The numbers on the screenshots refer to the paragraphs below the screenshots. The order is not important.

In this guide, the terms *stake* and *stake president* refer also to districts and district presidents. The terms *ward* and *bishop* refer also to branches and branch presidents.

Getting Started

To access Local Unit Financial Auditing System version 5, open an internet browser and enter *audit.lds.org* in the address box. Sign in with your LDS Account username and password.

Header and Menu Bar

1. Use the drop-down box next to the world globe icon to select a different language. You may change languages at any time.

2. If you have more than one role, use the drop-down box next to your name to select the role you will use for this session. You would do this, for example, if you were both an assistant area auditor and a stake auditor.

3. Use the menu bar to access reports, paper audit forms, help resources, and so forth. Menus match your role. For example, stake auditors do not see the Reports menu. Click a menu item to display a drop-down list of options.
Stake Dashboard

The stake dashboard displays information for the current audit period. Its buttons, links, progress messages, and tags guide you through the audit process. They also provide quick access to past audits.

1. Simplified navigation helps you quickly access higher-level dashboards. For example, when viewing a ward’s audit information, click the name of the stake at the top of the screen to view the stake dashboard. You cannot access a level to which you are not authorized.

2. Click the name of the stake or a ward to view its audit history. (See “Audit History” later in this document.)

3. Progress messages keep everyone informed about what needs to happen next, such as “Waiting for the stake audit committee to review the audit and the chairman to sign it.”

4. The total number of audit exceptions and the number that have not been resolved are displayed.

5. Tags give brief information about a ward or stake and the status of its audit. For example, a tag may show that the ward has the same audit exception this time as it had last time.

6. Buttons give all users easy access to an audit’s results. Button colors and names change according to your role and the audit’s status. A green button means the audit is submitted. An orange button means the audit is in progress. A blue button means you have a task to complete. For example, if the audit is waiting for the bishop’s signature, all users except the bishop will see an orange button indicating that the audit is in progress. The bishop will see a blue button indicating that he needs to sign the audit.

7. The three stacked dots are the icon for the context menu. As its name implies, the options on the context menu change according to where the icon is located and what features are available to you because of your role. Click the icon to see additional actions you may take. For example, on the stake dashboard, use the context menu to continue or edit an unsigned audit or to print audit results.
Audit History

You may be able to view past audits, depending on your role. On the stake dashboard, click the name of the stake or the ward whose audit history you want to view. Use the History page to access the unit’s last three years’ audits.

1. To view just the current audit period, click Current Audit Period. To switch back to the full audit history, click History.

2. Click the name of the stake to return to the stake dashboard.
Selecting Transactions

The auditing system can access ward and stake financial records from the Church financial system. Only records from the audit period are available. A stake auditor may prepare for an audit by selecting payment transactions and deposit transactions in advance.

1 Click Select Transactions to open the Select Transactions tool.
Click the question mark (the Help icon) for information about the Select Transactions tool.

Click the Payments tab to view payments from the audit period. Click the Deposits tab to view deposits from the audit period.

To mark a transaction that you want to test during the audit, check the Select box for that row. You may select more than one transaction before saving. To remove a transaction from the selections, uncheck that row’s Select box.

Click a column heading to sort the transactions by that column’s content. For example, click the Category heading to sort all of the payments by category (budget, fast offerings, and so forth).

A counter displays how many transactions are available to select and how many have been selected.

A tag indicates whether you have selected the required number of transactions for the type of audit. For example, a ward audit requires that a minimum of 18 payments be tested, but a stake audit requires a minimum of 12. The color of the tag indicates the status. For example, if fewer than 18 payments have been selected for a ward, the tag is orange. When 18 have been selected, the tag changes to green.

Click Conduct Audit to copy the selected transactions to the audit’s testing worksheets and immediately begin the audit.

Click Save to copy the selected transactions to the audit’s testing worksheets and continue selecting transactions. Click Cancel to return to the stake dashboard without saving.

Important: Transaction data is extremely confidential. It is for Church use only and should never be captured, printed, publicly displayed, or otherwise used for anything besides the specific audit.
Navigating the Audit

1. The navigation bar appears as you conduct an audit. The top part shows the names of the audit sections, such as “Procedure Review and Risk Assessment” and “Payments.” The bottom part lists the numbers of the audit questions. Click a question number to jump to that question. Rest the mouse pointer over a question number to read the audit question.

2. Use the status key above the navigation bar to interpret the colors on the bar. For example, questions with a green background have been completed.

3. Click Select Transactions to open the Select Transactions tool described earlier in this document.

4. Click Show Definitions to view a glossary of terms used in the audit.

5. Click Quit the Current Audit to end the audit and return to the dashboard. Your data is saved.
Navigating the Worksheets.

1. Transactions that have been selected from the Church financial system cannot be modified in a worksheet. They appear in gray.

2. To answer the audit questions for each transaction, click each question number on that row. Questions with a green background have been answered. Questions with a red background have not been answered or are missing information. If the answer to an audit question is “No,” the question number is marked with an asterisk (*).

3. Use the context menu to clear a row’s data, delete a row, or add a row above or below a row.

4. To select a known transaction from the Church financial system, click any field on a blank row. Type the transaction’s information for that field. The In-Line Select Transactions tool displays all matching transactions. For more information, see “Selecting Transactions In-Line” later in this document.

5. To select additional transactions, you may also click Select Transactions at the top of the screen. (See “Selecting Transactions” earlier in this document.)
Selecting Transactions In-Line

The Select Transactions tool functions differently when activated from a blank row in a worksheet. When so activated, it is called the In-Line Select Transactions tool and is used to select known transactions from the Church financial system. For example, if you know the check number of a payment you want to test, you can select that transaction within the Payments worksheet.

1. Click any field on a blank row in a worksheet. Type the information you know about the transaction you want to test. For example, type 571 in the Check or document number field to view only those transactions whose check or document number contains 571. The system displays a filtered list of matching transactions below the row. In this example, the list would include 571, 1571, 5710, 5711, and so on if those numbers were used during the audit period.

2. Scroll to the transaction you want, and click anywhere on that transaction to select it. For touch screens, use the Select button to select the transaction.

3. If no match is found, use the Manual Input button to enter the transaction information manually.
Answering Audit Questions in a Worksheet

1. To display the first audit question for a transaction, click any field on that transaction's row in the worksheet.

2. The instructions for each audit question are displayed while you address the first transaction on the worksheet. Click Hide Instructions to hide them. Click Show Instructions to display them again. For the second and later transactions, click Show Instructions to display the instructions.

3. To display a specific audit question for a specific transaction, click that question's number to the right of the row.

4. Click your answer to the audit question: Yes, No, or NA (not applicable). Then click Next to display the next question.

5. To close the display of questions, click Collapse Row.
Answering Audit Questions That Have Supporting Data

26. Are the funds in the unit subcategories spent for their intended purpose?

Examine the support documents for a few transactions. If any funds were spent for something other than their intended purpose, mark “No.”

**DATA TO HELP ANSWER THIS QUESTION:**

<table>
<thead>
<tr>
<th>Check or document number</th>
<th>Date</th>
<th>Category</th>
<th>Purpose of payment</th>
<th>Person or entity to whom payment was made</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001</td>
<td>13-Jul-2017</td>
<td>Other Unit Subcategory</td>
<td>Payee Name</td>
<td>Purpose Input by clerk</td>
<td>1125</td>
</tr>
<tr>
<td>1002</td>
<td>18-Jul-2017</td>
<td>Other Unit Subcategory</td>
<td>Payee Name</td>
<td>Purpose Input by clerk</td>
<td>103.66</td>
</tr>
<tr>
<td>1003</td>
<td>18-Jul-2017</td>
<td>Other Unit Subcategory</td>
<td>Payee Name</td>
<td>Purpose Input by clerk</td>
<td>108</td>
</tr>
<tr>
<td>1005</td>
<td>12-Aug-2017</td>
<td>Other Unit Subcategory</td>
<td>Payee Name</td>
<td>Purpose Input by clerk</td>
<td>25</td>
</tr>
<tr>
<td>1007</td>
<td>12-Aug-2017</td>
<td>Other Unit Subcategory</td>
<td>Payee Name</td>
<td>Purpose Input by clerk</td>
<td>43.79</td>
</tr>
<tr>
<td>1017</td>
<td>27-Dec-2017</td>
<td>Other Unit Subcategory</td>
<td>Payee Name</td>
<td>Purpose Input by clerk</td>
<td>286.99</td>
</tr>
</tbody>
</table>

Some audit questions display supporting data at the bottom of the screen. Use the data to help you answer the question.
Audit Results and Corrective Actions

When all the audit questions are answered, the Audit Results screen appears.

1. Any audit exceptions (questions marked “No”) are listed in the “Corrective Actions” section.
2. A header that resembles the navigation bar precedes each audit exception.
3. The shaded parts of the header show the section name and question number of the audit exception.
4. Check the Show Original Question box to see the audit question and its instructions. Uncheck the box to see the summary statement.
5. Here and in other places in the auditing system, a red bar shows a required field. You or sometimes another person must fill in required fields before you can continue with the audit. For example, the stake auditor or the bishop must write the corrective actions before the bishop can sign the audit.
6. Click the printer icon to print the audit results.
7. Click the context menu icon to see additional actions you may take.
Signing and Submitting the Audit

Before you can sign an audit, you must log in to the auditing system using your own LDS Account. For example, the bishop cannot sign the audit until the stake auditor has signed it and logged out.

1. The “Signatures” section is at the bottom of the Audit Results screen.

2. When it is your turn to sign the audit, the Sign button appears under the name of your position. When you have completed your tasks on the Audit Results screen, such as entering corrective actions, click the Sign button. A dialog box appears.

3. The audit committee has reviewed and approved the unit’s planned corrective actions. I have entered the name of the person assigned to verify that each corrective action is completed. I will follow up to make sure that the corrective actions are completed and reported on time.

4. To complete your electronic signature, click this Sign button.

The audit is submitted automatically when the last leader has signed it. For a ward audit, this is the stake president. For a stake audit, this is the stake audit committee chairman.
The last person to sign an audit may erase his own signature and all signatures before it. Anyone who has yet to sign the audit may erase all signatures. Erasing a signature lets that person edit his fields in the audit.

For example, if the bishop just signed the audit, he can click the Erase Signature button under his name. The button will move left, to the stake auditor’s position. With his signature erased, the bishop can change his corrective actions.

If the stake auditor needs to make any changes, his signature must also be erased. When this is done, he can stay on the Audit Results screen to change the explanation of an audit exception. If he needs to change the answer to an audit question, he must click the context menu at the top of the screen and then click Edit Online Audit.

For information on making changes to an audit after it has been submitted, go to the Help Center on LDS.org (help.lds.org) and read the article “Erasing Signatures to Change Corrective Actions or Audit Results.”