Administrative Auditing

“Final Exam Guide”



|  |  |
| --- | --- |
| **Group: F53A / Prof. Rosa María López Larios** |  |

1. Write the definition of auditing
2. Mention the importance of auditing
3. Indicate the meaning of auditing norms
4. Mention the classification of auditing norms
5. What does personal auditing norms refer to?
6. Mention the classification of personal auditing norms
7. What is personal training and professional skills?
8. What is professional care and diligence?
9. What is the meaning of independence?
10. What does work execution norms refer to?
11. Mention the classification of work execution norms
12. What is planning and supervision?
13. What is study and evaluation of internal controls?
14. What is sufficient and precise evidence?
15. What does information norms refer to?
16. Mention the modalities of the auditor opinion in a financial audit
17. What is a clean or without limitations opinion?
18. What is an opinion with limitations?
19. What is an adverse or negative opinion?
20. What is an abstention of opinion?
21. What is administrative auditing?
22. Mention the difference between internal and external administrative auditing
23. What is the purpose of the financial auditing?
24. List the objectives of administrative audit
25. Explain the objective of organization
26. Explain the objective of productivity
27. What is the objective of service?
28. What is the objective of quality?
29. Explain the objective of change
30. In which type of organizations can administrative auditing be implemented?
31. What is internal audit?
32. List the 10 points that the American Institute of Management considers for and audit to an entity with profit purposes
33. Mention the five stages that the Factorial Analysis of Banco de Mexico considers for an evaluation
34. Explain the planning research stage
35. Explain the analyze stage
36. What is combine findings?
37. What is to present a diagnosis?
38. Indicate the 10 factors of the business operation determined by Banco de Mexico
39. Mention the stages of the study framework proposed by Fernandez Arena
40. Which are enterprise objectives?
41. Explain social objectives
42. Explain service objectives
43. Indicate three Mexican authors that collaborate with proposals to the administrative audit
44. Mention the contributions of Alfonso Mejía Fernández
45. Indicate the contributions of Manuel DÁzaola
46. Indicate the contributions of Roberto Macías Pineda
47. What is control?
48. Mention 5 purposes of internal control
49. Indicate two characteristics of accounting internal controls
50. Indicate three characteristics of administrative internal controls
51. Mention the stages of the control process?
52. What is establish parameters?
53. What is measure performance?
54. What is compare performance against parameters?
55. What includes to take corrective actions?
56. Which are the most used techniques for management investigation?
57. Mention the stages of documental investigation
58. What is the purpose of direct observation?
59. Mention the stages of direct observation
60. Mention the modalities of surveys
61. What is the purpose of applying questionnaires in an audit?
62. Mention attitudes to have a confident environment in an interview
63. Indicate three attitudes that may harm the interview
64. Indicate seven responsibilities of the auditor leader
65. Mention five responsibilities of the auditor in the audit work
66. Describe the responsibilities of the customer in an audit
67. What is audit scope?
68. What is an audit program?
69. What is the importance of an audit program?
70. Within management analysis techniques What is an organizational chart?
71. What is a flow charts?
72. What is sampling and decision trees?
73. What is a statistical graphic?
74. Mention four factors that determine the election of a managerial analysis technique
75. What is an audit technique?
76. What is the purpose of an audit technique?
77. Explain the meaning and characteristics of the General Study
78. What is the Analysis technique?
79. What involves the Inspection?
80. What is a Confirmation?
81. What is Investigation?
82. Explain the Statement technique
83. What is the Certification technique?
84. What is the Observation technique?
85. What involves the Calculation audit technique?
86. What is the purpose of the purchase area?
87. What is necessary to review in an audit to the purchase area?
88. Mention the main activities of the credit and collection area
89. What does the management auditing review in the credit and collection area?
90. Indicate the aspects to consider in the auditing plan to the credit and collection area
91. Mention the objectives of the management audit to the marketing area
92. Indicate functions to be analyzed in a management audit to human resources
93. Mention and explain the stages of the auditing process
94. What is a follow up audit and what´s its purpose?
95. Indicate the stages of the follow up audit
96. Mention the structure of the final audit report
97. Indicate three possible readers of the audit report
98. What does the body of the audit report include?
99. What does the preliminary section include?
100. What does the conclusions section include?