# **Collection Manual**

# **Guidelines for ITS AUDIT – TRAIL**

**Reviewed March 2016** 

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#### 1. Summary

The following material is either exempt from or not required to be published under the Freedom of Information Act 2014.

[...]

2.

### Purpose

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[...]

# 3. Scope

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## 4. Stops

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# 5. Checking Procedures - CRS and ITP Audit Trail

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#### 6. Guidelines

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#### 7. Main Features

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#### 8. Selection Criteria



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## 9. How to use the Audit Trail Function in ITP

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[...]

# 10. **Transaction** Types

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#### [...]

## **11. Informational Work Items**

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[...]

# (i) How to use the Audit Trail Function for CRS

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[...]

## Appendix A - ITS Attribute List

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[...]

## **Appendix B - CRS Transaction Attribute Selected From Option List**

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#### [...]

# **Appendix C - Stops - Level of Effect**

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[...]

# Appendix D - Critical Transactions used in the C.G.'s Division

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## Appendix E - Documentary Evidence Required

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#### [...]

## Appendix F - Approval for Cap on Percentages of Critical/Non-Critical Transaction checked in ITS

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[...]