Statistical Sampling Process Flowchart for Payments

Crystal Reports		EZ-Quant	Microsoft Access Database

File is generated which lists payments processed during quarter → File from Crystal reports is imported to Access Database →

Total number of RDE and OFM payments between $10 and $25,000 is input in ATTACC1 to calculate sample size; excluding grants, awards, contracts →

Random number function in Access selects payment documents for review →

OFM reviewers contact field offices for documentation →

Field offices fax invoices and supporting documentation to OFM ↓

Microsoft Access Database	EZ-Quant

Reviewers examine vouchers and complete checklist on Access form →

Corrective action taken for errors found

→ Access report created for sample items showing reviewed/questioned amounts

→ Access report created for sample items having clerical errors

Dollar errors input; program projects dollar errors to total population →

Number of errors input; program projects frequency of errors to total population →

Plan modified based on sample results

Written report analysis prepared

Attachment 4