

Integrity of Record- Keeping and Accounting

In every functional area we are expected to maintain records and data. This data, records and information have to be captured and stored in a manner that they can be put to use and / or retrieved for future use. Some of this data has immediate implications on day-to-day transactions. Such records and data may pertain to financial transactions, manufacturing data, quality and R&D data, electricity meter readings, government related and statutory data etc.

It is therefore important that every employee who is entrusted with the responsibility to either capture, record or retrieve data is trained in the processes involved and is competent to understand the importance of maintaining the integrity of the data and records. They must fully appreciate how and why the data and records being maintained by them get dovetailed and integrated with other data.

In the ERP environment introduced in the organization this aspect of record keeping and data entry and retrieval is critical and important.

The following actions will severely affect and compromise on the integrity of data and record keeping in the company and would also constitute a breach of ethics in this chapter.

- Willful and negligent capturing of data and records in the system, ledgers and registers whether in electronic or manual formats.
- Altering, defacing, over writing of records and data whether done singly or in combination and connivance with others.
- Not reporting to the management any information or incidents which involve other employees not maintaining the integrity of company records and data whether it is happening within or outside the department.
- Manipulating or accessing data and records unauthorizedly and then passing / sharing it with other unauthorized persons.
- Using data and information for personal gain.
- Not adhering to protocols, steps and processes that are in force to ensure the proper use, recording and retrieval of data and records and information.