

Create a New Auditable Entity

Last Modified on 06/13/2024 9:17 am EDT

Overview

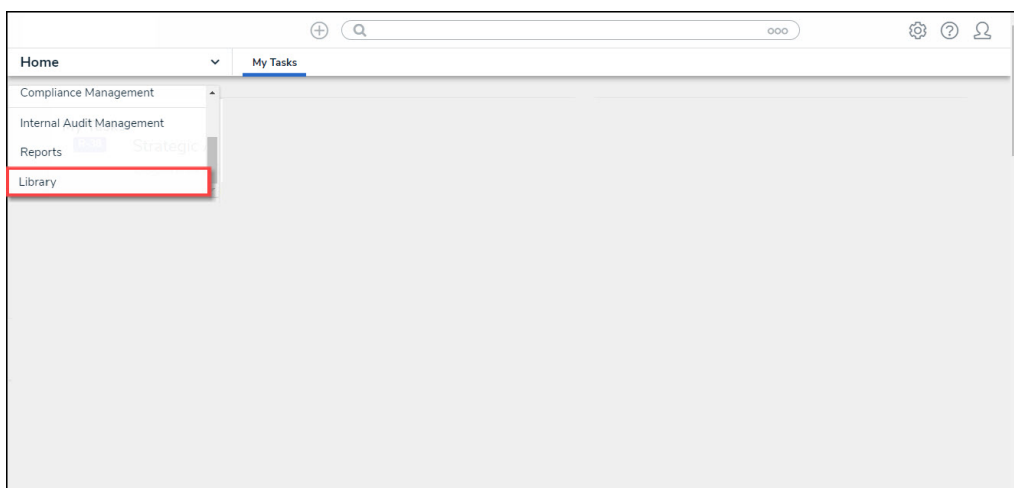
Members of the **Internal Audit Team** user group can create new Auditable Entities using the **Library** application. Auditable Entities are auditable areas of an organization (e.g., a business unit, branch, or project).

User Account Requirements

The user account you use to log into Resolver must be added to the Internal Audit Team user group.

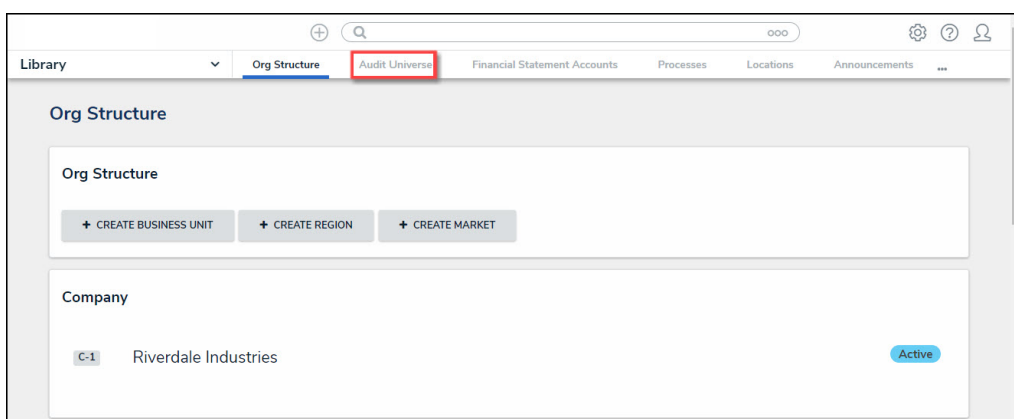
Navigation

1. From the **Resolver Home** screen, click the **Home** dropdown and select the **Library** link.



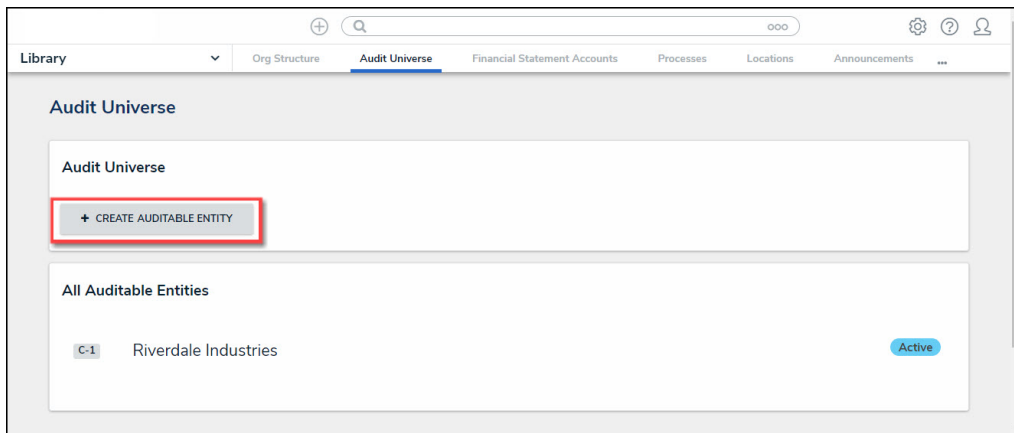
Library Link

2. From the **Org Structure** screen, click the **Audit Universe** tab.



Audit Universe Tab

- From the **Audit Universe** screen, click the **+ Create Auditable Entity** button.



+ Create Auditable Entity Button

Create a New Auditable Entity

- The **Create a New Auditable Entity** screen will appear.

 A screenshot of the 'Create a New Auditable Entity' screen. The title bar at the top shows 'Library', 'Org Structure', 'Audit Universe' (selected), 'Financial Statement Accounts', 'Processes', 'Locations', and 'Announcements'. The main form area is titled 'Create a New Auditable Entity' and includes a blue 'AE-XXX' status indicator. The form contains three input fields: 'Auditable Entity Name' (a single-line text box), 'Description' (a multi-line text area), and 'Company' (a search box with a magnifying glass icon). Below the 'Company' field is a blue 'CREATE' button and a 'CANCEL' link. A note states: 'Please link this auditable entity to the company for reporting purposes.'

Create a New Auditable Entity Screen

- Enter the Auditable Entity's Name in the **Auditable Entity Name** field.
- Enter a brief description outlining the Auditable Entity in the **Description** field.
- Enter a company name in the **Company** field and select a Company from the **Company** dropdown menu. Selecting a company will link the Auditable Entity to that company for reporting purposes.

The screenshot shows the 'Create a New Auditable Entity' form within the Resolver application. The top navigation bar includes a search icon, a dropdown menu, and tabs for 'Library', 'Org Structure', 'Audit Universe' (which is selected), 'Financial Statement Accounts', 'Processes', 'Locations', and 'Announcements'. The form itself has a title bar with 'AE-XXX' and a menu icon. It contains two text input fields: 'Auditable Entity Name' with the value 'Product Department' and 'Description' also with 'Product Department'. Below these is a note: 'Please link this auditable entity to the company for reporting purposes.' followed by a 'Company' section with a search icon and a dropdown menu showing 'Riverdale Industries'. At the bottom right of the form are two buttons: 'CREATE' (in blue) and 'CANCEL'.

Create a New Auditable Entity Screen

5. Click the **Create** button to create the new Auditable Entity.