

Activating an Internal Audit Plan

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Overview

Once an Audit Plan has been created, it must be moved from a **Draft** state to an **Active** state. Additionally, the internal audit team can manage the Audit Plan by attaching new or existing audits and by setting its budget of hours.

User Account Requirements

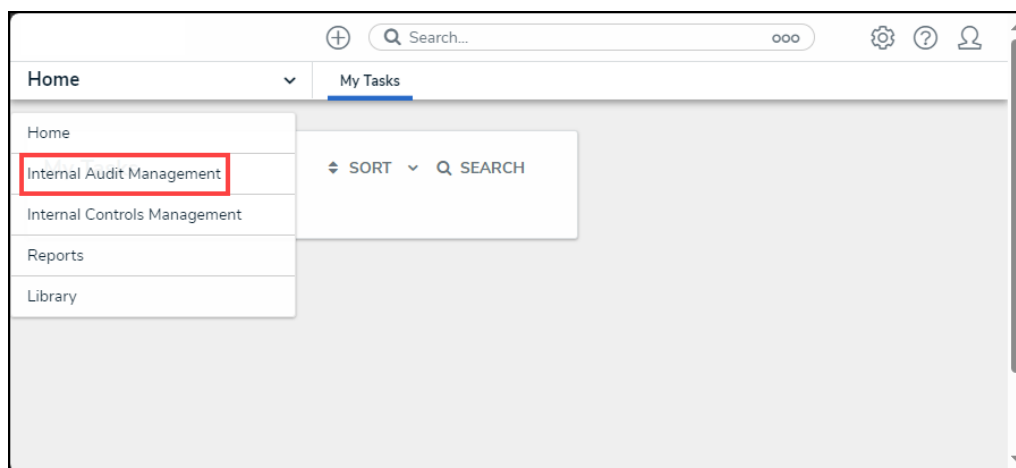
The user account used to log into Resolver must be added to the Internal Audit Team user group.

Related Information/Setup

Please refer to the [Creating an Audit Plan](#) article for further information on creating a new audit plan.

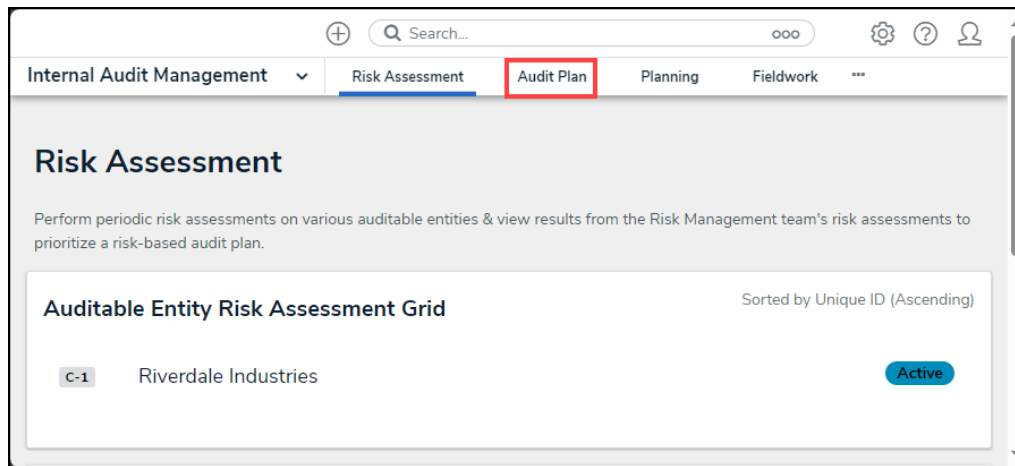
Navigation

1. From the **Resolver Home** screen, click the **Home** dropdown and select the **Internal Audit Management** link.



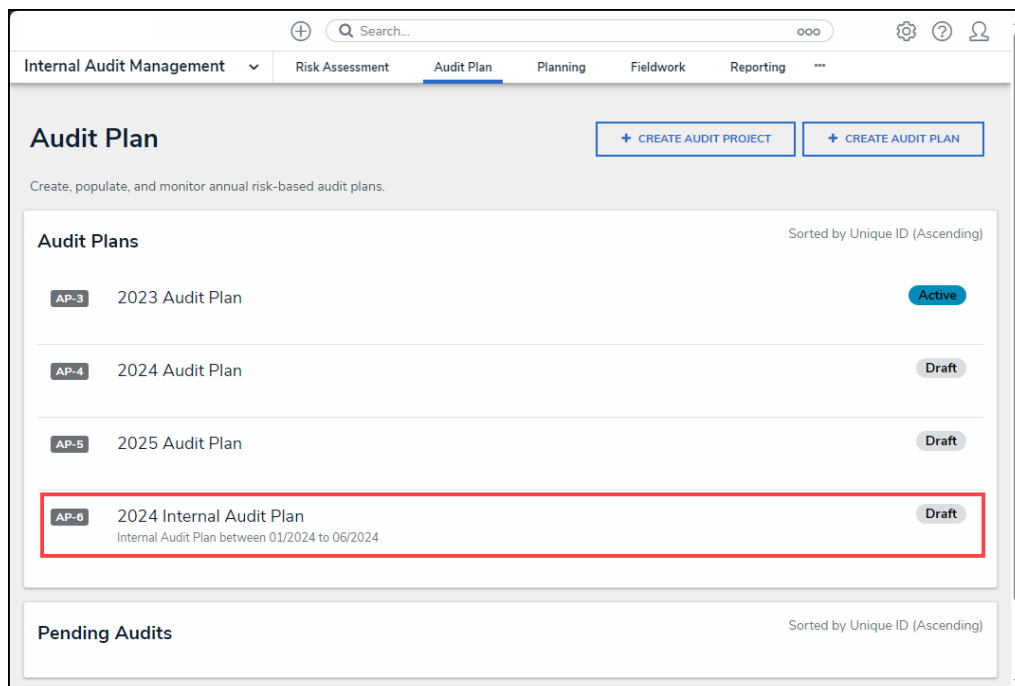
Home Dropdown

2. From the **Risk Assessment** screen, click on the **Audit Plan** tab.



Audit Plan Tab

- From the **Audit Plan** screen, click on an **Audit Plan** in a **Draft** state from the **Audit Plans** section.



Draft - Audit Plan

Activating an Audit Plan

- From the **Audit Plan** screen, you can edit a **Start Date** or **Stop Date** by clicking on the dropdown and selecting a new date from the **Calendar** pop-up.

The screenshot shows the '2024 Internal Audit Plan' interface. The 'Start Date' field is highlighted with a red box, and a calendar pop-up is displayed. The calendar shows January 1, 2024, as the selected date. The 'Audit Plan Overview' section on the right shows a summary of audit projects, including a large '0' for the number of audits in the plan. The 'Internal Audit Project' table below is empty, with a 'No data to display' message.

2024 Internal Audit Plan AP-6 DRAFT

Details Relationship Graph History Communications

Start Date
January 1, 2024

Audit Plan Overview
View all audit projects related to this audit plan and create new audits to add to the plan.

# of Audits in Plan	# Not Started	# In Reporting
0	0	0
	# In Planning	# Complete
	0	0
	# In Fieldwork	% Complete
	0	0%

Internal Audit Project

Unique ID	Name	Planned Quarter	Audit Rating	Workflow State
No data to display				

[ADD EXISTING INTERNAL AUDIT PROJECT](#) [+ CREATE NEW](#)

Calendar Pop-up

- Click on the **Description** field to edit the Audit Plan description.

The screenshot shows the '2024 Internal Audit Plan' interface. The 'Description' field is highlighted with a red box. The 'Start Date' is set to January 1, 2024, and the 'End Date' is set to June 30, 2024. The 'Audit Plan Overview' section on the right shows a summary of audit projects, including a large '0' for the number of audits in the plan. The 'Internal Audit Project' table below is empty, with a 'No data to display' message.

2024 Internal Audit Plan AP-6 DRAFT

Details Relationship Graph History Communications

Start Date
January 1, 2024

End Date
June 30, 2024

Description
Internal Audit Plan between 01/2024 to 06/2024

Audit Plan Overview
View all audit projects related to this audit plan and create new audits to add to the plan.

# of Audits in Plan	# Not Started	# In Reporting
0	0	0
	# In Planning	# Complete
	0	0
	# In Fieldwork	% Complete
	0	0%

Internal Audit Project

Unique ID	Name	Planned Quarter	Audit Rating	Workflow State
No data to display				

[ADD EXISTING INTERNAL AUDIT PROJECT](#) [+ CREATE NEW](#)

Description Field

- The **Audit Plan Overview** section allows users to view a summarized view of all Audit Projects that are attached to the Audit Plan.

4. Select one of the following options to add an Internal Audit Project to the Audit Plan:
 - **Add Existing Internal Audit Project:** Click the **Add Existing Internal Audit Project** link to select an existing internal audit project from the **Add Existing Internal Audit Project** pop-up.
 - **+ Create New:** Click the **+ Create New** link to create a new internal audit project on the **Create a New Internal Audit Project** pop-up.

The screenshot displays the '2024 Internal Audit Plan' interface. On the left, the 'Details' tab is active, showing fields for 'Start Date' (January 1, 2024), 'End Date' (June 30, 2024), and 'Description' (Internal Audit Plan between 01/2024 to 06/2024). The main area shows the 'Audit Plan Overview' with a summary of audit counts: 0 audits in plan, 0 not started, 0 in reporting, 0 in planning, 0 in fieldwork, and 0% complete. Below this is a table for 'Internal Audit Project' with columns: Unique ID, Name, Planned Quarter, Audit Rating, and Workflow State. The table is currently empty, displaying 'No data to display'. At the bottom of the table, there are two links: 'Q ADD EXISTING INTERNAL AUDIT PROJECT' and '+ CREATE NEW', which are highlighted with a red box.

Internal Audit Project Links

5. Click the **Audit Plan and Status Report** button to [view a report detailing all the audits attached to this Audit Plan.](#)

The screenshot shows the 'Internal Audit Management' interface. The 'Audit Plan' tab is selected. On the left, there are fields for 'Start Date' (January 1, 2024), 'End Date' (June 30, 2024), and 'Description' (Internal Audit Plan between 01/2024 to 06/2024). The main area is titled 'Audit Plan Overview' and contains a summary of audit projects. A large blue box with the number '1' indicates the total number of audits in the plan. Below this, there are statistics for various stages: # Not Started (1), # In Reporting (0), # In Planning (0), # Complete (0), # In Fieldwork (0), and % Complete (0%). A table titled 'Internal Audit Project' lists one project: 'Operations Audit 2024 Q1' with a 'Planned Quarter' of 'Q1' and a 'Workflow State' of 'Not Started'. At the bottom, there are links for 'ADD EXISTING INTERNAL AUDIT PROJECT' and 'CREATE NEW'. A red box highlights the 'AUDIT PLAN AND STATUS REPORT' button.

Audit Plan and Status Report Button

6. In the **Budget & Capacity Planning** section, enter how many hours have been budgeted for this Audit Plan (this includes all Internal Audit Projects connected to the Audit Plan) in the **Audit Capacity (Hours)** field.
 - The hours entered in the **Audit Capacity (Hours)** field can be allocated to the Internal Audit Projects connected to the Audit Plan.
 - The **Audit Capacity (Hours)** field tracks employee capacity and the number of hours left within an Audit Plan.

The screenshot shows the 'Internal Audit Management' interface. The 'Audit Plan' tab is selected. The 'Budget & Capacity Planning' section is displayed. It contains a text box for 'Audit Capacity (Hours)' which is highlighted with a red box. Below this, there are two columns of data: 'Total Budgeted Hours' and 'Total Actual Hours', both showing '0'. To the right of these are labels for '% of Allocated Capacity' and '% of Budget Remaining', both showing 'Invalid Result: NaN'.

Audit Capacity (Hours) Field

7. Click **Approve Audit Plan** button to move the audit plan to the **Active** state.

The screenshot shows the 'Internal Audit Management' interface with the 'Audit Plan' tab selected. The 'Budget & Capacity Planning' section contains a text box for 'Audit Capacity (Hours)' and a table with the following data:

Total Budgeted Hours	% of Allocated Capacity
0	Invalid Result:
	NaN
Total Actual Hours	% of Budget Remaining
0	Invalid Result:
	NaN

The 'Approve Audit Plan' button is located at the bottom right of the section and is highlighted with a red box.

Approve Audit Plan Button