

Create an Internal Audit Project

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Overview

An **Internal Audit Project** allows you to track the progress of your audit and aspects of the organization being audited.

User Account Requirements

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

Required Information/Setup

Before adding an **Internal Audit Project**, you must have the following elements set up.

You also need to ensure that the user you are using to log into Resolver is part of the **Internal Audit Team User Group**. Please follow the link below for instructions on **Creating a User Group** and **Adding a User to a User Group** :

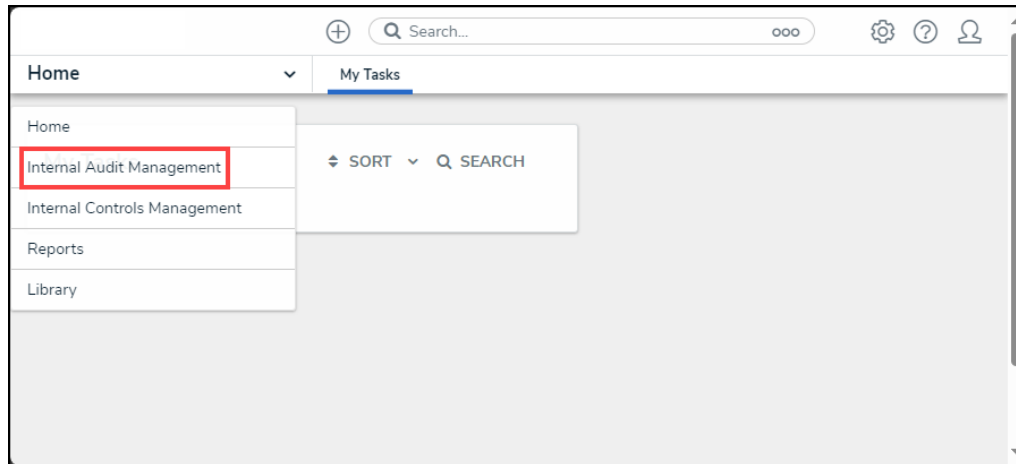
- [Creating a New User Group](#)
- [Adding a User to a User Group](#)

Before creating an **Internal Audit Project**, create an Audit Plan to help organize the Scope of the Internal Audit Project.

- [Create an Audit Plan](#)
 - [Activating an Audit Plan](#)
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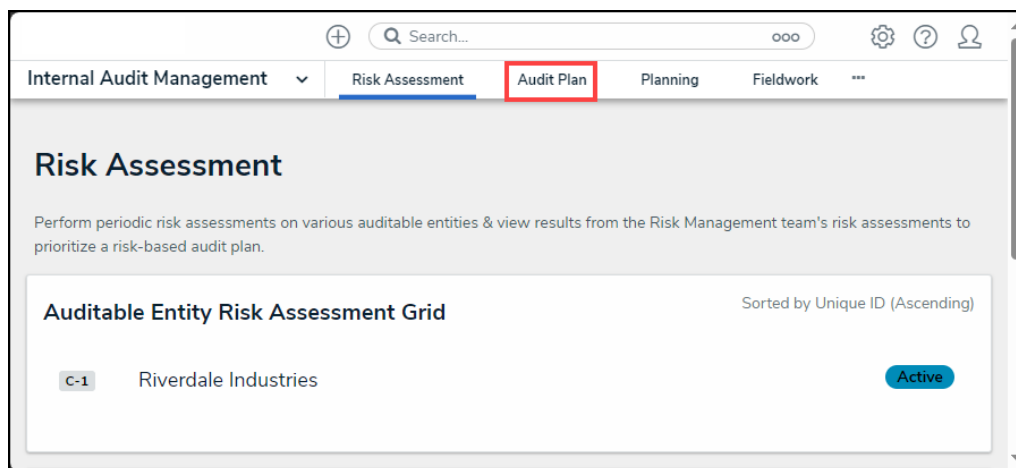
Navigation

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



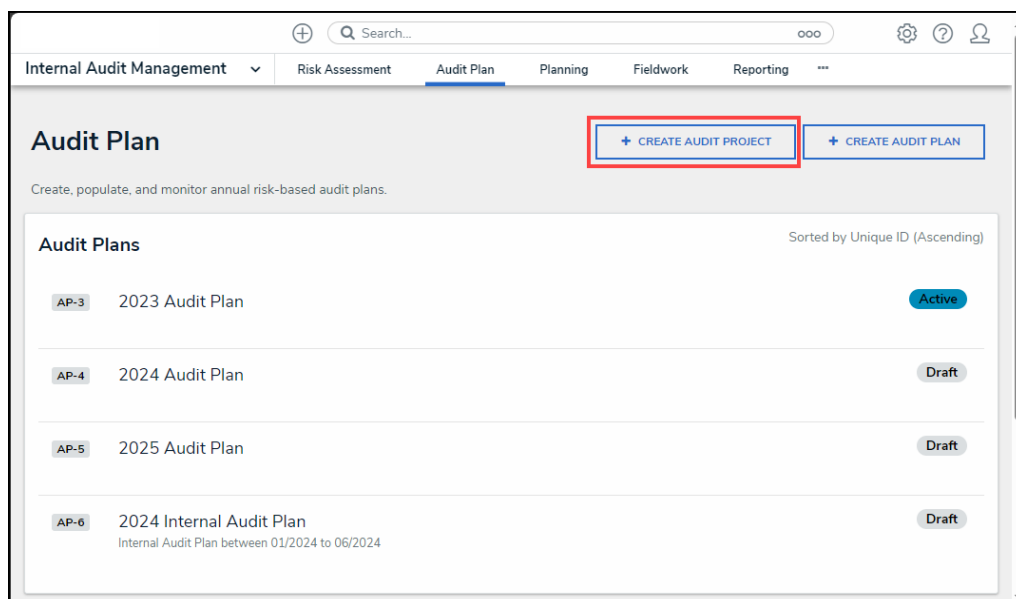
Home Drop-Down

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



Audit Plan Tab

- From the **Audit Plan** screen, click the **Create Audit Project** button.



Create an Internal Audit Project

1. The **Create a New Internal Audit Project** screen will appear.

The screenshot shows the 'Create a New Internal Audit Project' form within the Resolver application. The top navigation bar includes 'Internal Audit Management' (selected), 'Risk Assessment', 'Audit Plan', 'Planning', 'Fieldwork', and 'Reporting'. The form title is 'Create a New Internal Audit Project' with a green 'IA-XXX' tag. Below the title is a brief instruction: 'In order to launch the process audit, name and create your audit for a particular auditable entity. Select the business unit, auditable entity, audit plan, and timing for the audit, then click create.' The form contains several input fields: 'Internal Audit Project Name' (a large text box), 'Audit Plan' (a search box), 'Business Unit' (two search boxes), 'Auditable Entity' (a search box), and 'Planned Quarter' (a dropdown menu). A note states: 'Please select the same Business Unit in both fields for reporting purposes and to tag processes, risks, control, and tests within this assessment for reference across all applications.'

Create a New Internal Project Form

2. On the **Create a New Internal Audit Project** form, enter the name of the internal audit project in the **Internal Audit Project Name** field. The **Internal Audit Project Name** is used to identify the Audit Project throughout the system and for historical purposes.

This screenshot is identical to the previous one, but the 'Internal Audit Project Name' text box is highlighted with a red rectangular border to indicate where the user should enter the project name.

Internal Audit Project Name Field

3. Enter a keyword in the **Audit Plan** field and click on an **Audit Plan** to add it.
 - To add multiple **Audit Plans**, enter another keyword in the **Audit Plan** field and click on the **Audit Plan** to add it.

Audit Plan Field



Tip:

Remove a field entry from the Create a New Internal Audit Project form (e.g., **Audit Plan, Business Unit, Auditable Entity**, etc.) by clicking on the **x** to the right of the entry's name.

The Business Unit fields can be deleted while on the Create a New Internal Audit Project form. If changes need to be made to the Business Unit fields, Resolver recommends deleting the Internal Audit Project and creating a new Internal Audit Project using the correct Business Units.

Click the X to Delete an Entry

4. Enter a keyword in the **Business Unit** field and click on a **Business Unit** to add it to the project.
 - This **Business Unit** field creates a reporting connection to the assessment and allows

users to create assessment reports (reporting path Company>Business Unit>Assessment).

Business Unit Field

5. Enter the keyword you used in step 4 in the second **Business Unit** field and select the same **Business Unit** tag you used in the first **Business Unit** field.
 - This **Business Unit** field is the assessment dimension, which tags assessment data to the selected **Business Unit**. This Tag appears next to the object throughout the system (global searches, views, relationship tables, etc.).

Business Unit Tag

6. **(Optional)** Enter a keyword in the **Auditable Entity** field and click on an **Auditable Entity** to add it to the project.
 - An **Auditable Entity** is an element (e.g., business unit, legal entity, office location, etc.) of an organization that can be audited. Auditable Entities make up an organization's **Auditable Universe**.
 - To add multiple **Auditable Entities** to the project, enter another keyword in the **Auditable Entity** field and click on the **Auditable Entity** to add it to the project.

Internal Audit Management

Risk Assessment Audit Plan Planning Fieldwork Reporting

IT Audit 2024 Q1

Audit Plan

2024 Internal Audit Plan

Please select the same Business Unit in both fields for reporting purposes and to tag processes, risks, control, and tests within this assessment for reference across all applications.

Business Unit Corporate

Business Unit BU-1 Corporate

Auditable Entity

Warehouse Operations Library

U.S.A. Library

Europe Library

Acquisitions Library

Audit Team

Assign audit team members to the audit.

Planned Quarter

Internal Audit Staff

Auditable Entity Dropdown Menu

7. Select a yearly quarter (e.g., Q1, Q2, Q3, or Q4) from the **Planned Quarter** dropdown list. The quarter selected will indicate the time of year the audit will take place.

Internal Audit Management

Risk Assessment Audit Plan Planning Fieldwork Reporting

IT Audit 2024 Q1

Audit Plan

2024 Internal Audit Plan

Please select the same Business Unit in both fields for reporting purposes and to tag processes, risks, control, and tests within this assessment for reference across all applications.

Business Unit Corporate

Business Unit BU-1 Corporate

Auditable Entity

U.S.A.

Audit Team

Assign audit team members to the audit.

Internal Audit Lead

Planned Quarter

Select one...

Q1

Q2

Q3

Q4

Planned Quarter Dropdown Menu

7. From the **Audit Team** section, enter an internal audit lead's name in the **Internal Audit Lead** field and select them from the dropdown list to assign them to the project.
 - An **Internal Audit Lead** manages individual audit projects, reviews tests, and progresses the audit from Planning to Fieldwork to Reporting.
 - To add multiple Internal Audit Leads to the project, enter their name in the **Internal**

Audit Lead field and select them from the dropdown list.

The screenshot shows the 'Internal Audit Management' interface with the 'Audit Plan' tab selected. The 'Internal Audit Lead' dropdown menu is open, showing two options: 'Internal Audit Leads/Managers' and 'Solution Engineer Internal Audit Group'. The 'Internal Audit Staff' field is empty. The 'CREATE' button is visible at the bottom right.

Internal Audit Lead Dropdown Menu

9. Enter an internal audit staff member's name in the **Internal Audit Staff** field and select them from the dropdown list to assign them to the project.

- An **Internal Audit Staff** member performs tasks for individual audit projects.
- To add multiple internal audit staff to the project, enter their name in the **Internal Audit Staff** field and select them from the dropdown list.

The screenshot shows the 'Internal Audit Management' interface with the 'Audit Plan' tab selected. The 'Internal Audit Staff' dropdown menu is open, showing two options: 'Internal Audit Team' and 'Solution Engineer Internal Audit Group'. The 'Internal Audit Lead' field is empty. The 'CREATE' button is visible at the bottom right.

Internal Audit Staff Dropdown Menu

10. Click the **Create** button to create the **Internal Audit Project**.

The screenshot shows the 'Audit Plan' form in the Resolver application. The form is divided into several sections: 'Auditable Entity' with a search bar containing 'Corporate', 'Planned Quarter' with a dropdown menu set to 'Q1', 'Internal Audit Lead' with a search bar containing 'Internal Audit Leads/Managers', and 'Internal Audit Staff' with a search bar containing 'Internal Audit Team'. At the bottom right, a blue 'CREATE' button is highlighted with a red rectangular box. A 'CANCEL' button is located at the bottom right of the form area.

Create Button

- You can edit the project and fill out further details regarding the audit (Audit Type, Budgeted Hours, Key Dates and Information, Define and Review Audit Scope) by clicking on the **Internal Audit Project** link on the **Pending Audits** section from the **Audit Plan** screen.

The screenshot shows the 'Pending Audits' section in the Resolver application. The table lists three audits, sorted by Unique ID (Ascending). The third audit, 'IT Audit 2024 Q1', is highlighted with a red rectangular box. The table includes columns for the audit name, category, and status.

Pending Audits		
Sorted by Unique ID (Ascending)		
IA-1	Operations Audit 2024 Q1	Not Started
IA-2	IT Audit 2024	Not Started
IA-3	IT Audit 2024 Q1	Not Started

Pending Internal Audit Project