

Reviewing an Internal Audit's Process

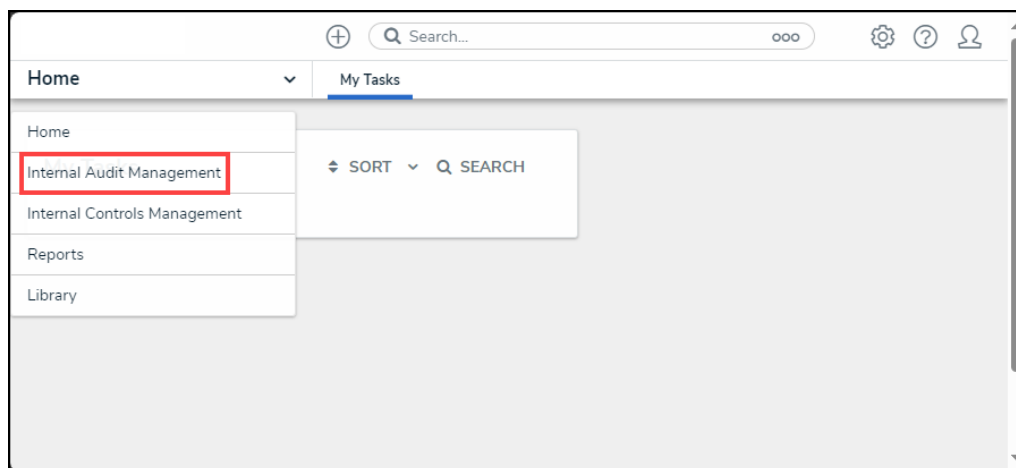
Last Modified on 07/10/2024 1:31 pm EDT

Overview

Once a member of the **Internal Audit Leads/Managers** user group has moved the audit project into the **Fieldwork** state, staff members can review the Processes attached to the project. It is recommended that a process is reviewed after all of its attached risks have been reviewed.

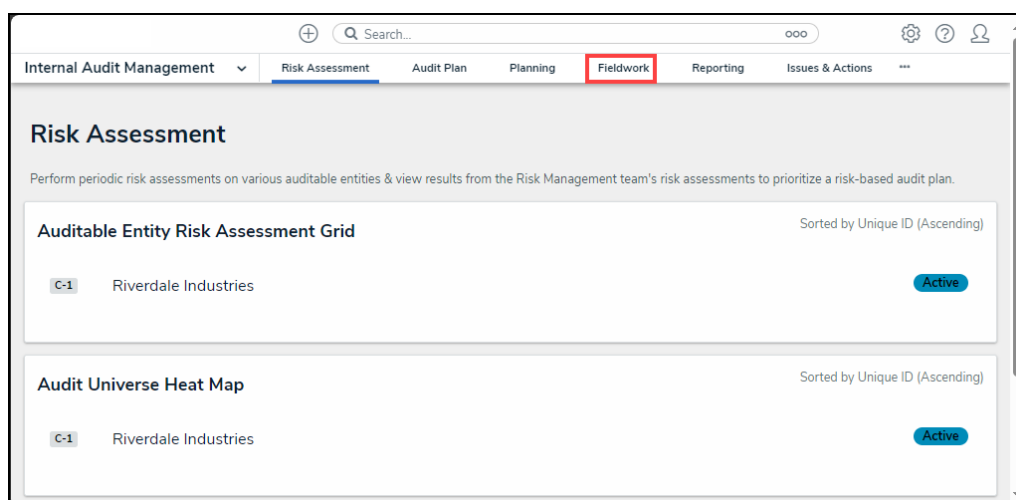
Navigation

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



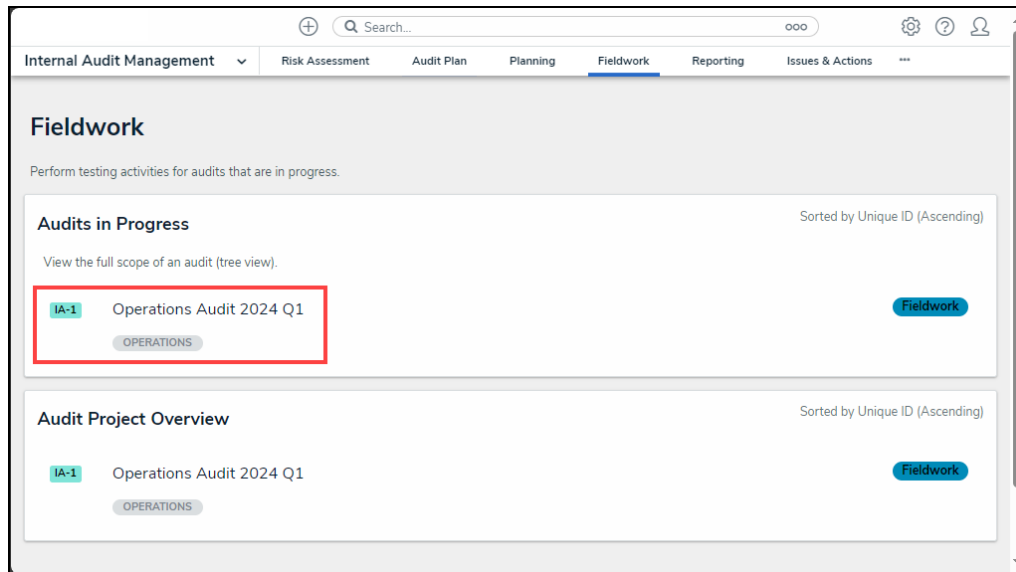
Home Dropdown

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



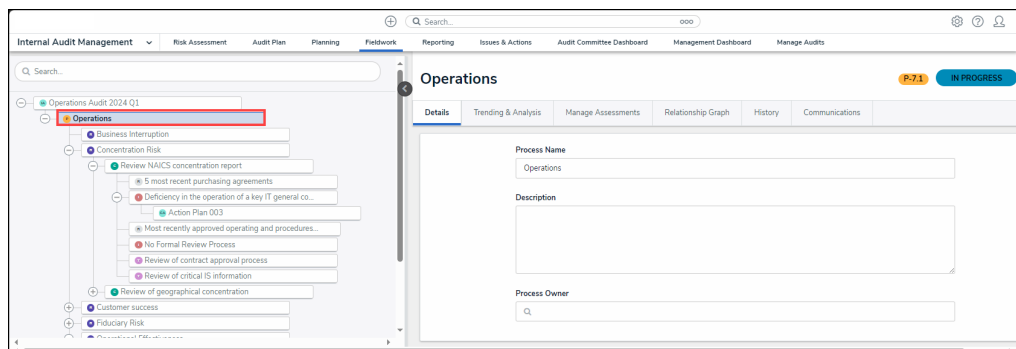
Fieldwork Tab

- From the **Fieldwork** screen, click on the **Internal Audit** report name that contains the process you want to perform from the **Audits in Progress** section.



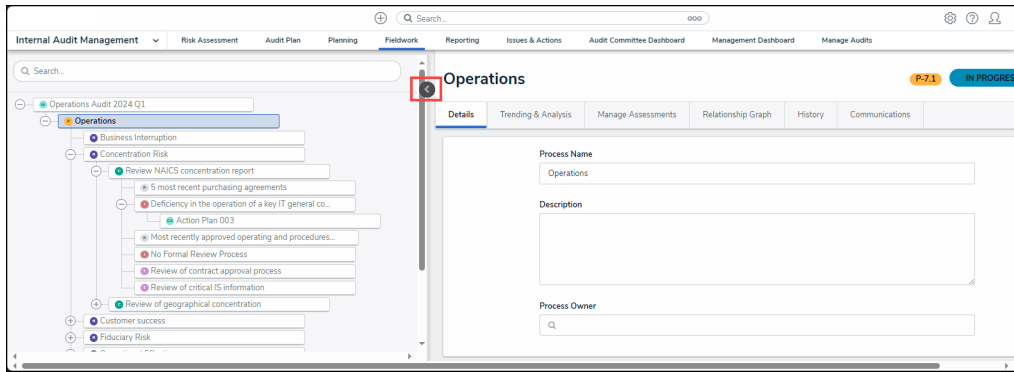
Internal Audit Report

- From the **Audit Project Overview** screen, click on the **Expand** icon on the **Navigation Tree** to expand the nodes until you find the process.
- Click the process to open the **Process Details** tab. The process is indicated with a **P** icon next to the process name on the node.



Process Node

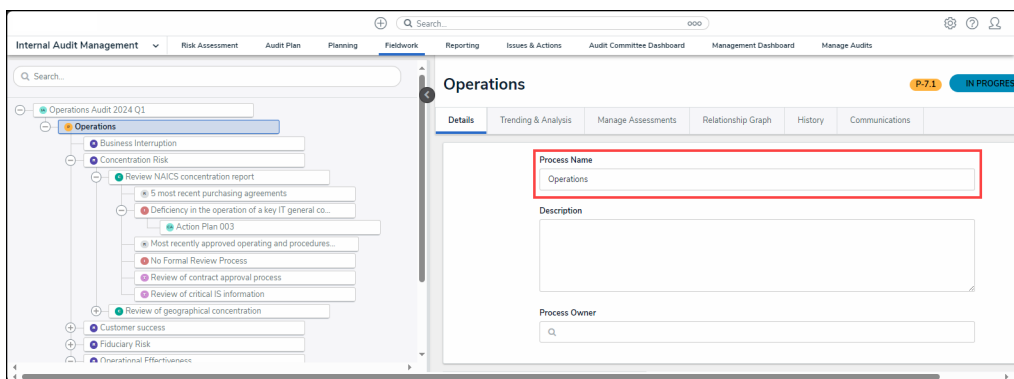
- Click the **Collapse** Icon to collapse the **Navigation Tree**.



Collapse Icon

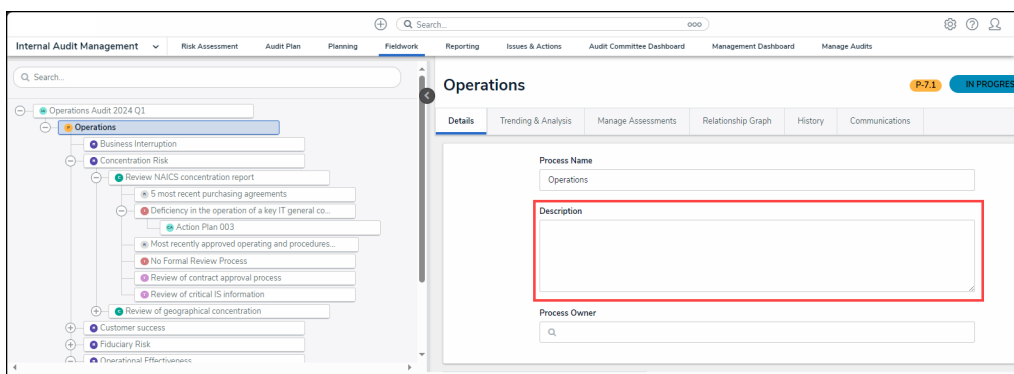
Reviewing an Internal Audit's Process

1. The **Process Overview** screen will appear.
2. **(Optional)** Enter a new **Process Name**. The process name will represent the process throughout the system.



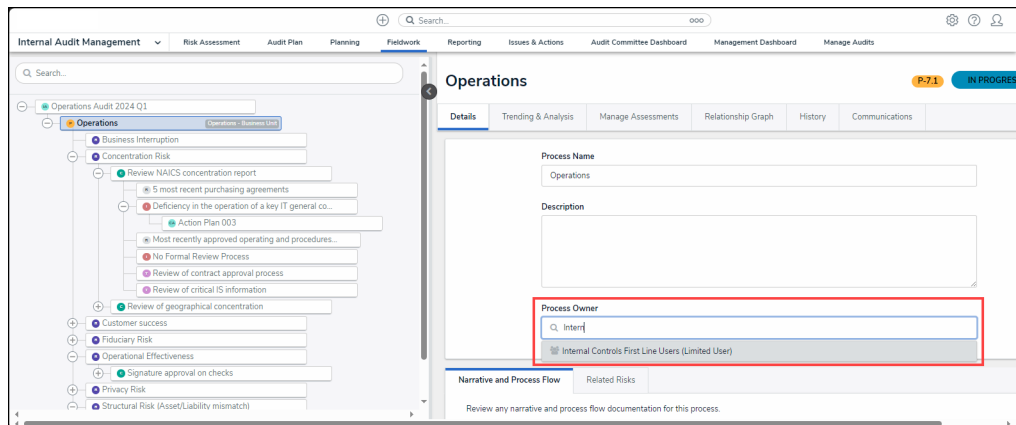
Process Name Field

3. **(Optional)** Enter a new description outlining the audit process in the **Description** field.



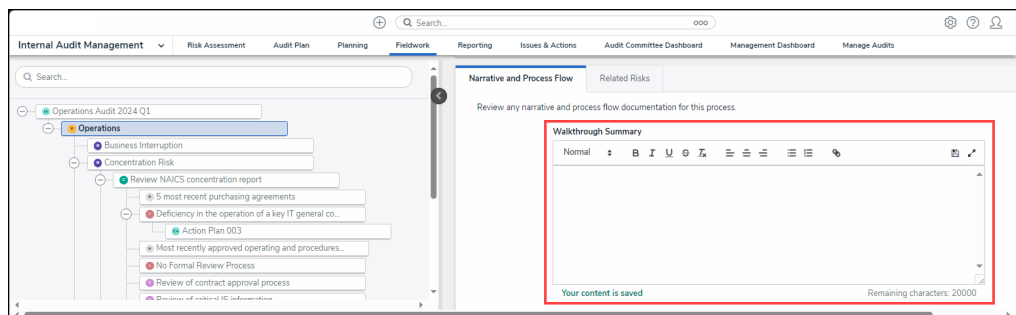
Description Field

4. Enter a user or user group name in the **Process Owner** field and select a user or user group from the dropdown menu.



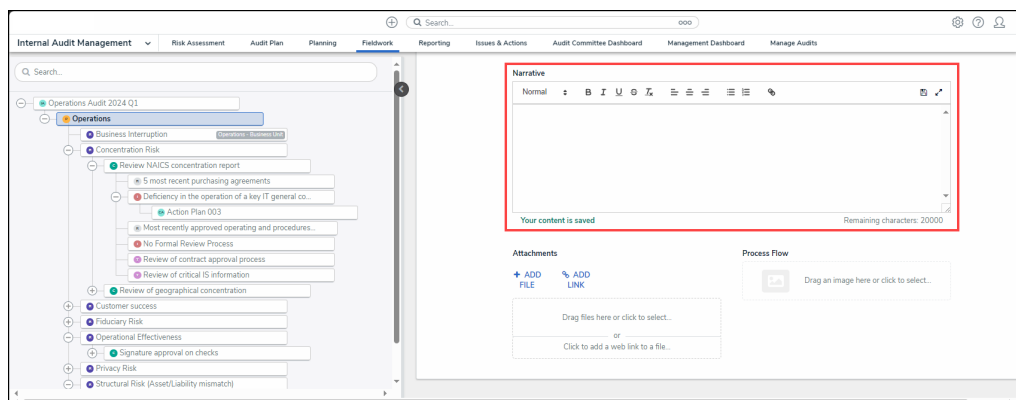
Process Owner Dropdown Menu

- From the **Narrative and Process Flow** tab, summarize the steps of the process in the **Walkthrough Summary** field.



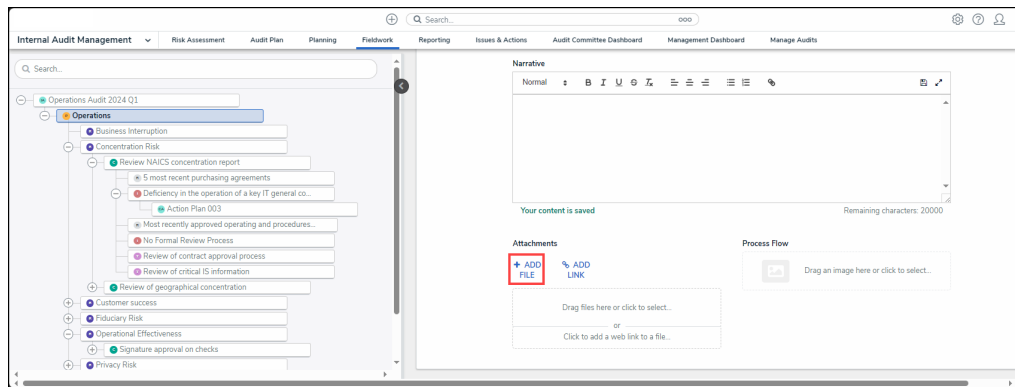
Walkthrough Summary Field

- Enter a description of the process narrative in the **Narrative** field.



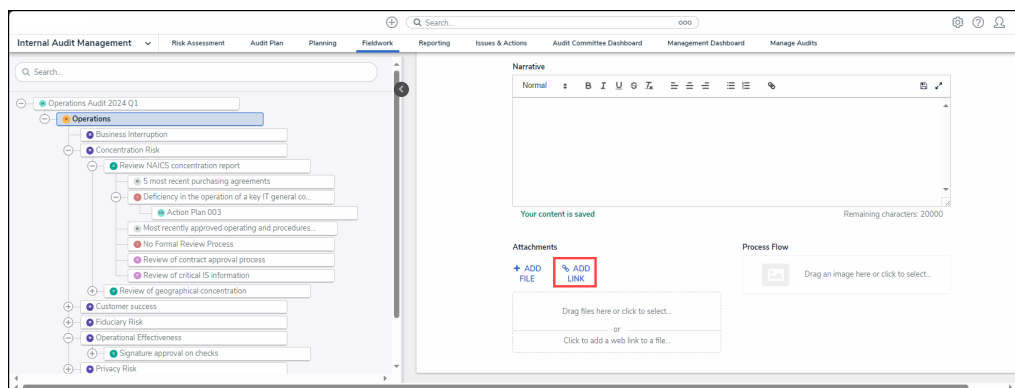
Narrative Field

- Users can attach evidence to the process by dragging and dropping an image in the **Attachments** field or clicking the **+ Add File** link and selecting an image from the connected PC. The maximum size for Files is 100 MB. the following file types are not valid (.bat, .exe, .gif, .sh, .dll, or .com).



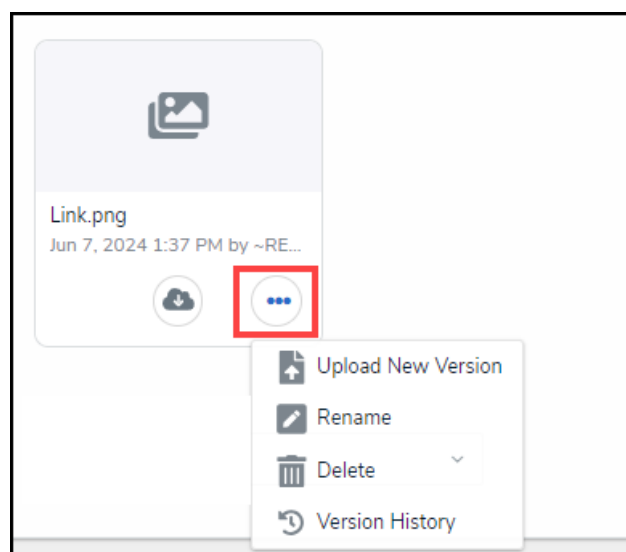
+ Add File Link

8. Users can attach evidence to the process by clicking on the **Add Link** link to attach a web link to the process or click the **Click to add a web link to a file** link.



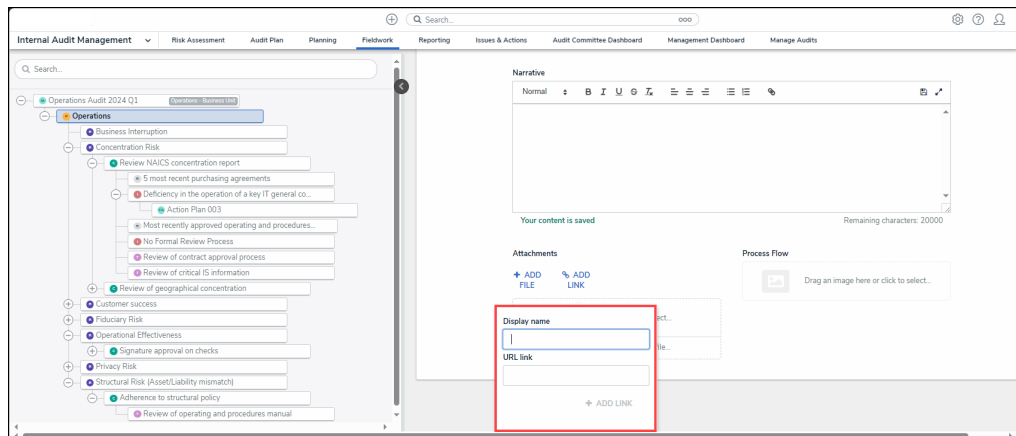
Add Link

9. **(Optional)** Click the **More** icon on the uploaded file card to [upload new version](#), [rename](#), [delete](#), or check [version history](#).



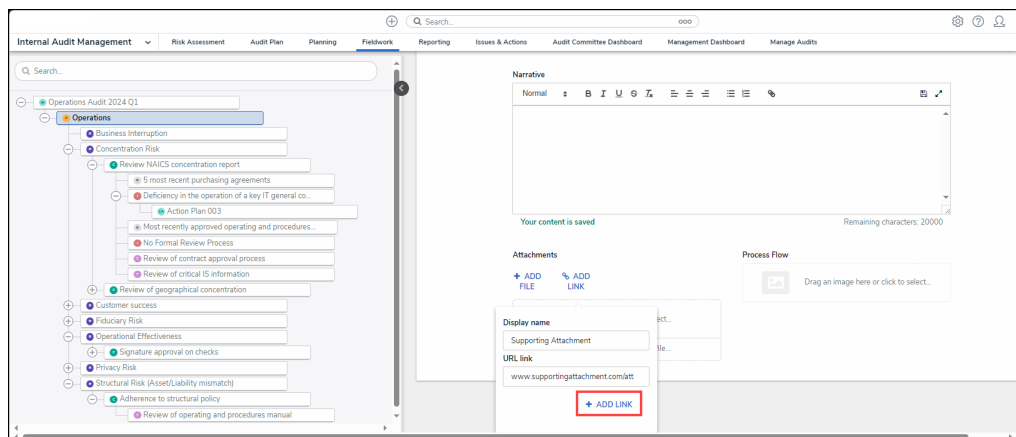
More Icon

10. From the **Add Web Link** pop-up, enter a **Display Name** and **URL Link**.



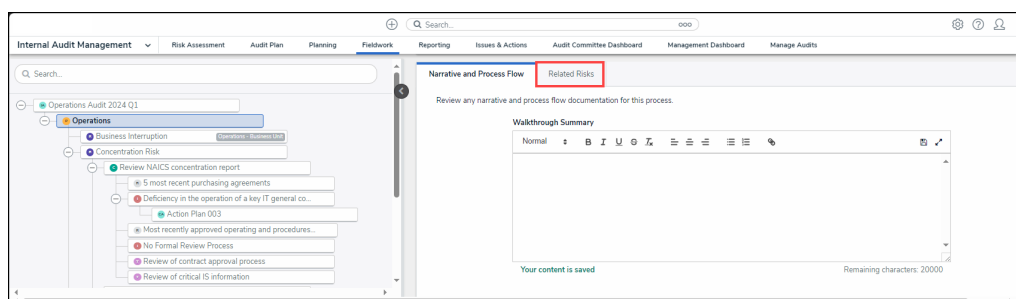
Add Web Link Pop-up

11. Click the **+ Add Link** link to add the web link to the process.



+ Add Link

12. **(Optional)** Click the **Related Risks** tab to review risk details, add risks, or remove risks from the process.



Related Risks Tab

13. Click on a **Risk** from the **Risk** table to open the **Risk** pop-up to view details on the related risk.

Internal Audit Management | Risk Assessment | Audit Plan | Planning | Fieldwork | Reporting | Issues & Actions | Audit Committee Dashboard | Management Dashboard | Manage Audits

Search...

Operations Audit 2024 Q1

Related Risks

View risks that are related to this process for the audit. Add Existing or Create New risks as needed.

Unique ID	Name	Description	Inherent Risk Score	Control Effectiveness	Residual Risk Score	
R-46.1	Customer success	Challenges and uncertainties associated with the ability of a business to effectively meet the needs and expectations of its customers throughout the entire customer lifecycle.	Medium	Medium	Low	X
R-39.1	Business Interruption	The disruption risks affecting supply chains	Significant	Weak	Significant	X
R-32.1	Fiduciary Risk	Exposure and liabilities faced by individuals or entities acting in a fiduciary capacity when they fail to fulfill their duties and responsibilities with the utmost care, loyalty, and prudence	Critical	Excellent	Significant	X
R-25.1	Concentration Risk	Potential adverse impact on an entity's financial health or performance due to an overreliance on a specific type of asset, liability, business activity, or geographic region	Significant	Weak	Significant	X
R-18.1	Structural Risk (Asset/Liability mismatch)	Potential imbalance or misalignment between the maturity, cash flow, and liquidity characteristics of an entity's assets and liabilities	Critical	Strong	Medium	X
R-12.1	Operational Effectiveness	The risk of not performing at world-class levels due to ineffective operating practices or failing to clearly assign and enforce accountabilities, which may result in increased frequency of process, product, service or compliance failures	Significant	Excellent	High	X
R-5.1	Privacy Risk	Ensuring privacy/identity management and information security/system protection may require significant resources for us	Medium	Excellent	Medium	X

ADD EXISTING RISKS | CREATE NEW

Page 1 of 1 | 7 Rows | 15 per page

Risk

- Click the **Add Existing Risks** link to add an existing risk to the process.
- Click the **+ Create New** link to create a new risk to add to the process.

Internal Audit Management | Risk Assessment | Audit Plan | Planning | Fieldwork | Reporting | Issues & Actions | Audit Committee Dashboard | Management Dashboard | Manage Audits

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ADD EXISTING RISKS | + CREATE NEW

Page 1 of 1 | 7 Rows | 15 per page

Risk Links

- Click on the **X** icon to remove a risk from the process.

Internal Audit Management

Risk Assessment

Audit Plan

Planning

Fieldwork

Reporting

Issues & Actions

Audit Committee Dashboard

Management Dashboard

Manage Audits

Search...

Operations Audit 2024 Q1

Operations

Business Interruption

Concentration Risk

Review NAICS concentration report

5 most recent purchasing agreements

Deficiency in the operation of a key IT general co...

Action Plan 003

Most recently approved operating and procedures...

No Formal Review Process

Review of contract approval process

Review of critical IS information

Review of geographical concentration

Customer success

Fiduciary Risk

Operational Effectiveness

Signature approval on checks

Privacy Risk

Structural Risk (Asset/Liability mismatch)

Adherence to structural policy

Review of operating and procedures manual

Narrative and Process Flow

Related Risks

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X Icon