Creating a New Corrective Action

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Overview

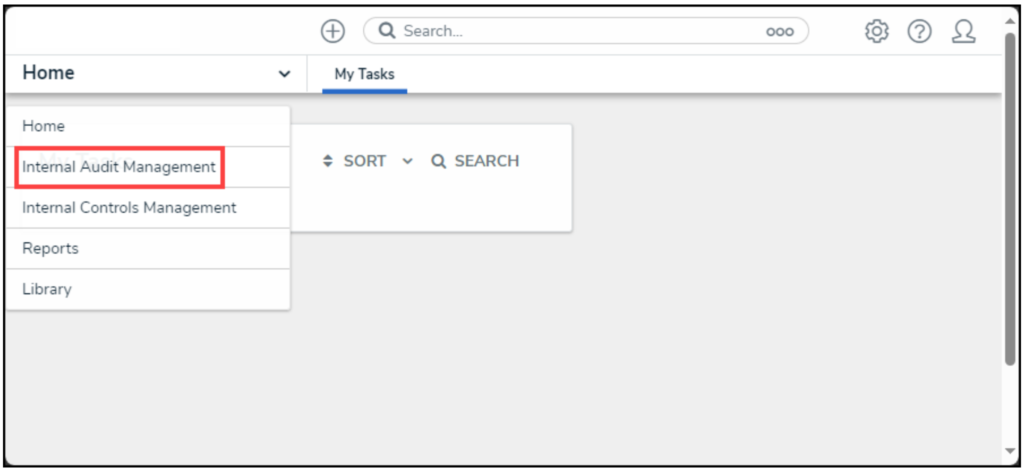
While reviewing issues attached to a control, members of the internal audit team can add corrective actions to help mitigate the issues.

Related Information/Setup

Please refer to the Opening a Corrective Action article for further information on filling out and opening a corrective action.

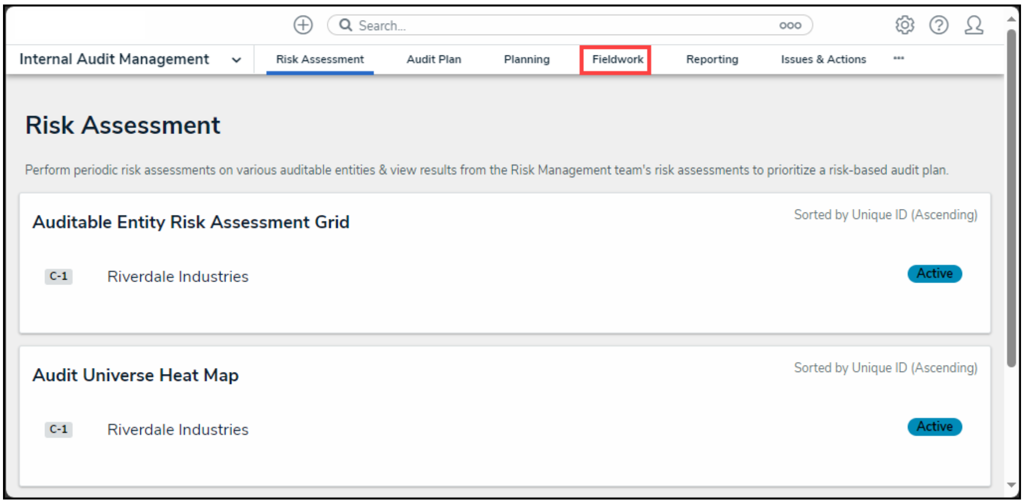
Navigation

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



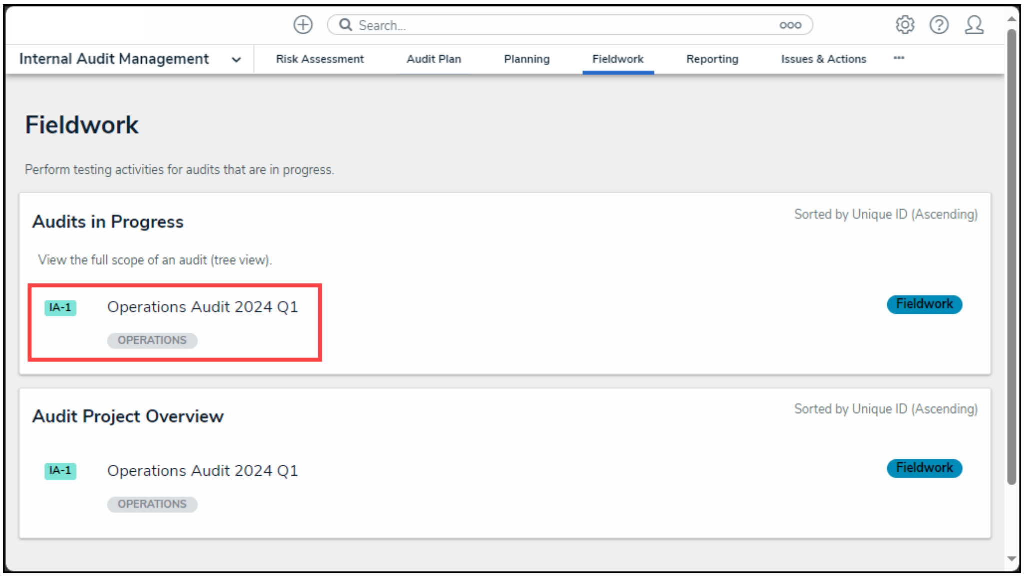
Home Dropdown

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



Fieldwork Tab

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



Internal Audit Report

4. From the ***Audit Project Overview*** screen, click on the **Expand** icon on the **Navigation Tree** to expand the nodes until you find the desired control.
5. Click the control to open the ***Control Details*** pop-up. Controls are indicated with a **C** icon next to the control name on the node.

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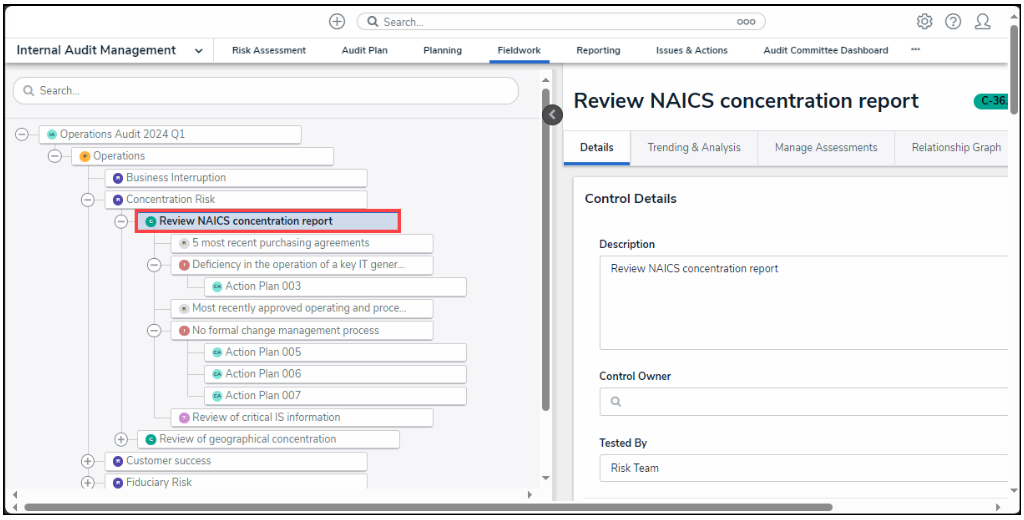
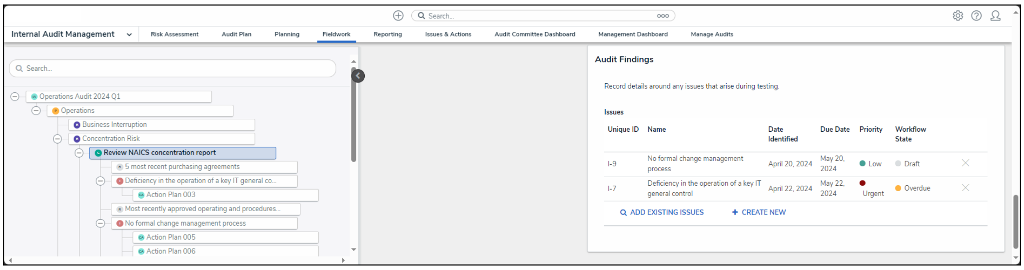


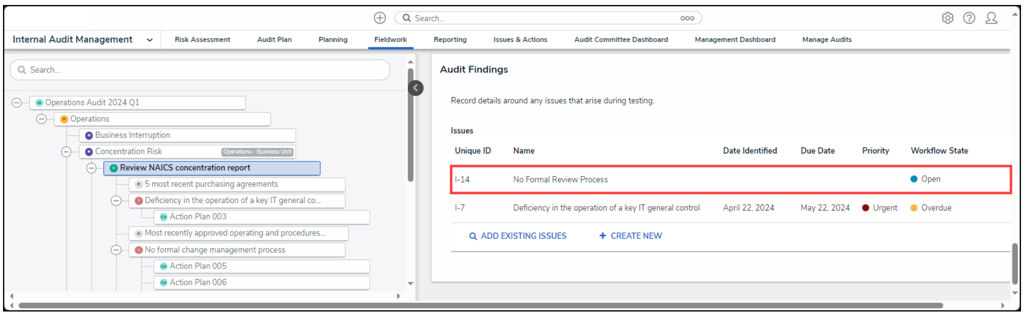
Control Overview Pop-up

6. From the ***Control Overview*** pop-up, scroll to the ***Audit Findings*** section.



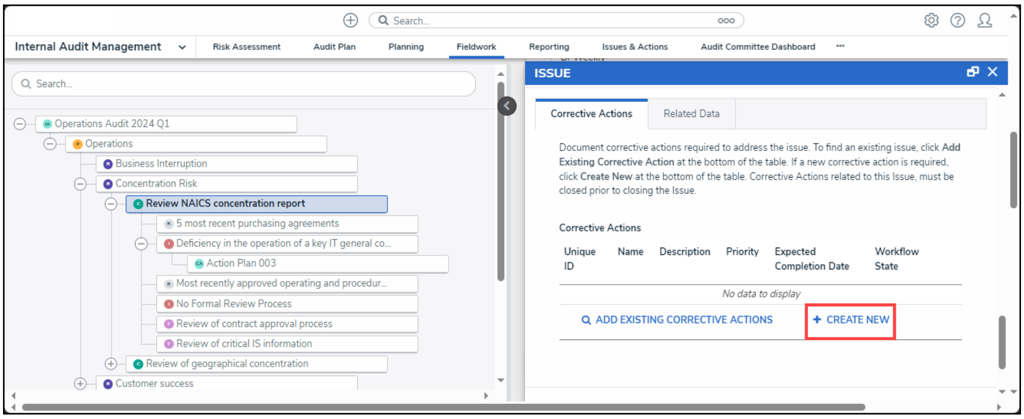
Audit Findings Section

7. Click an **Issue** with an open workflow status from on the **Issues** table.



Issue

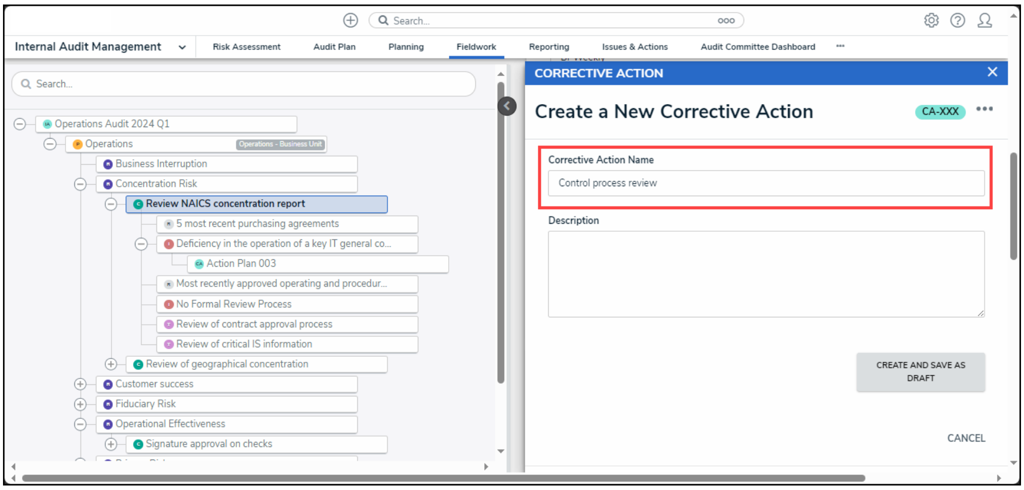
8. From the ***Issue*** pop-up, scroll to the ***Corrective Actions*** tab and click the **+ Create New** link.



+ Create New Link

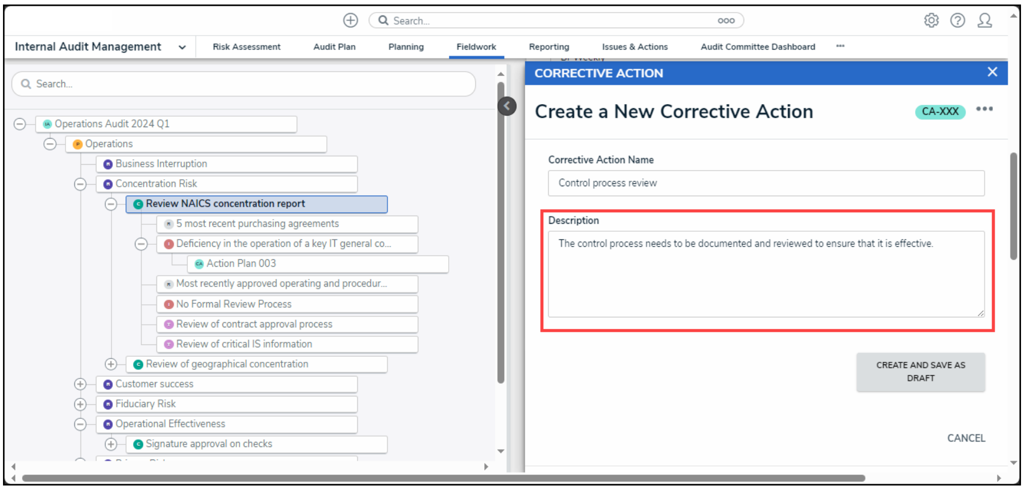
Creating a New Corrective Action

1. From the ***Create a New Corrective Action*** pop-up, enter a corrective action name in the **Corrective Action Name** field.



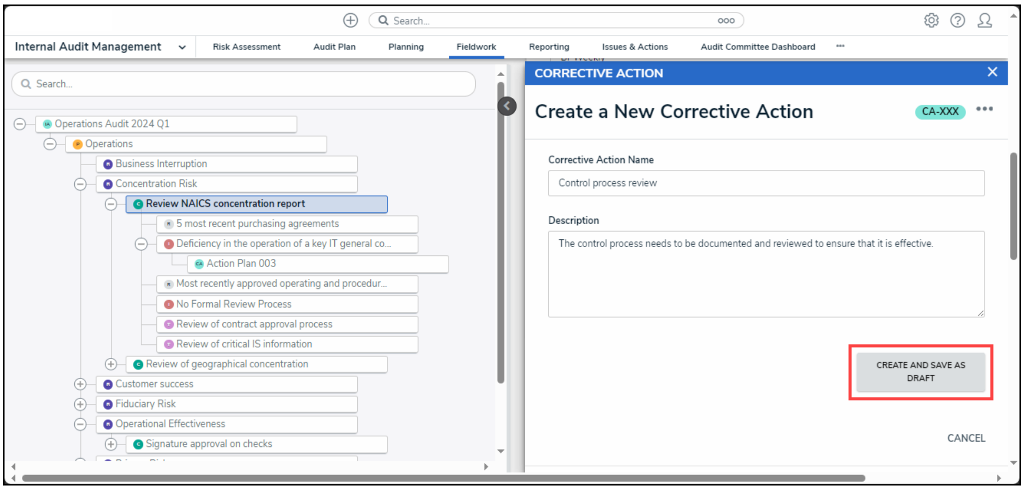
Corrective Action Name Field

2. Enter a brief description outlining the steps within the corrective action in the **Description** field.



Description Field

3. Click the **Create and Save as Draft** button to create the new corrective action.



Create and Save as Draft Button

4. The **Corrective Action** will be added to the **Corrective Actions** table.