

Adding a New Internal Audit Project to an Audit Plan

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Overview

Users can add a new Internal Audit Project to the system. Adding a new Internal Audit Project allows users to use the Internal Audit Project on future Audit Plans.

User Account Requirements

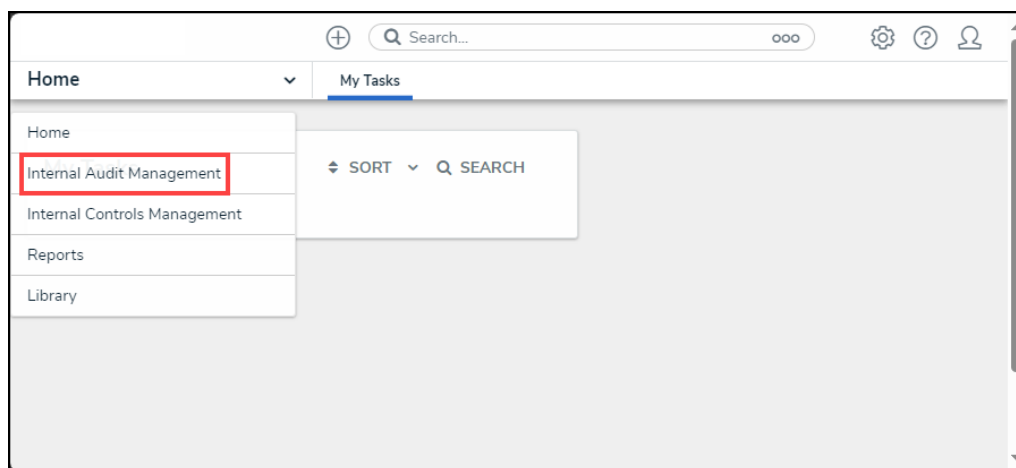
The user account used to log into Resolver must be added to the Internal Audit Team user group.

Related Information/Setup

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

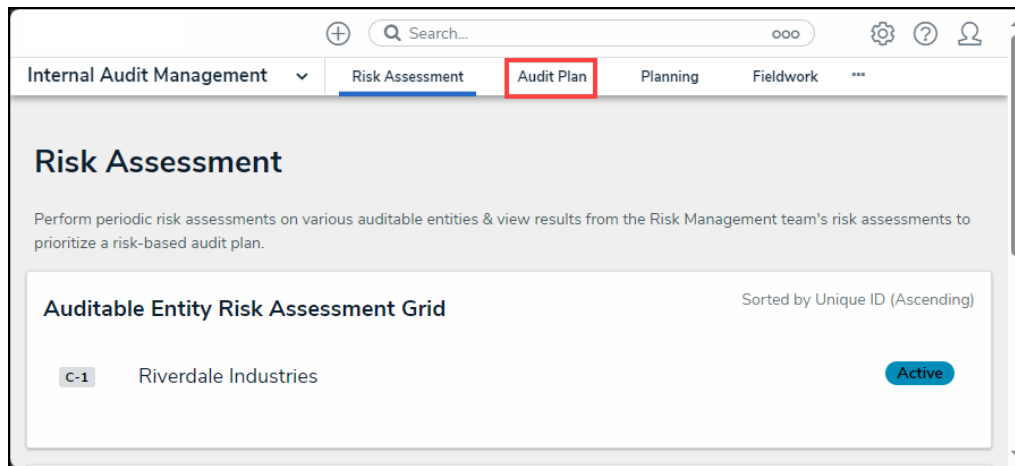
Navigation

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



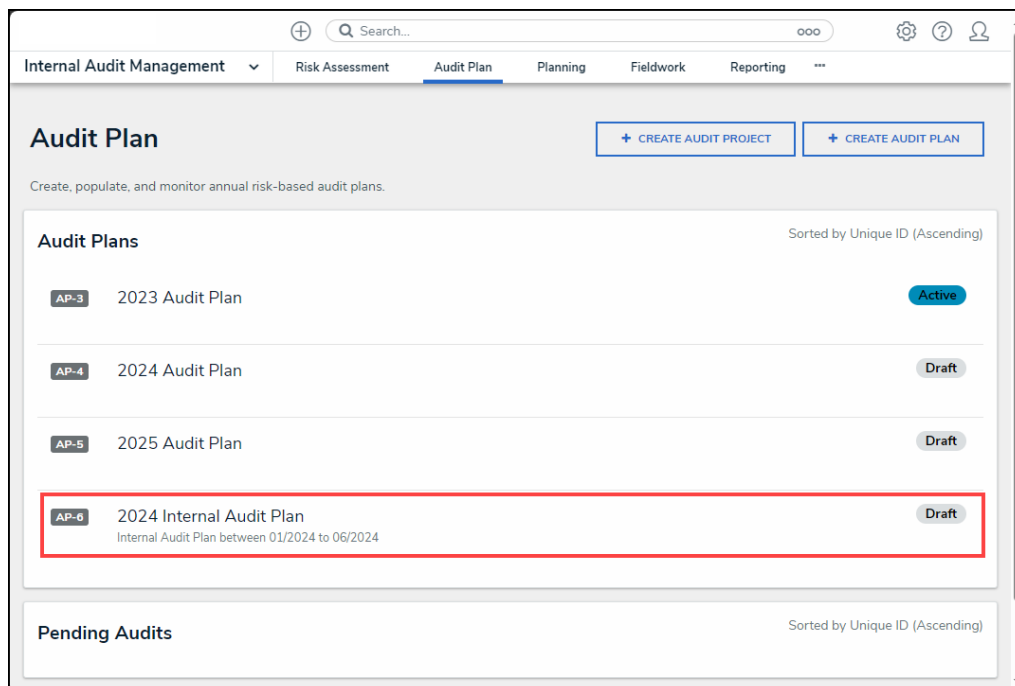
Home Dropdown

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

Adding a New Internal Audit Project to an Audit Plan

- From the **Audit Plan** screen, click on the + **Create New** link under the **Internal Audit Project** table.

2024 Internal Audit Plan AP-6 DRAFT

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](#)

+ Create New Link

- From the **Create a New Internal Audit Project** pop-up, enter a project name 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.

INTERNAL AUDIT PROJECT

Create a New Internal Audit Project IA-XXX

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.

Internal Audit Project Name

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 **Business Unit**

Auditable Entity **Planned Quarter**

Internal Audit Project Name Field

- Select an Audit Plan to add the Internal Audit Project to, from the **Audit Plan** dropdown menu.

Audit Plan Dropdown Menu



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 PROJECT

Create a New Internal Audit Project

IA-XXX

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.

Internal Audit Project Name

IT Audit 2024

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

- Warehouse Operations Library
- U.S.A. Library
- Europe Library
- Acquisitions Library

Planned Quarter

Select one...

- Q1
- Q2
- Q3
- Q4

Internal Audit Staff

Auditable Entity Field

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 PROJECT

Create a New Internal Audit Project

IA-XXX

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.

Internal Audit Project Name

IT Audit 2024

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.

Planned Quarter

Select one...

- Q1
- Q2
- Q3
- Q4

Audit Team

Assign audit team members to the audit.

Internal Audit Lead

Planned Quarter Field

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 PROJECT' modal in the Resolver application. The modal is divided into several sections. On the left, there's a sidebar for '2024 Internal Audit Plan' with tabs for 'Details', 'Relationship Graph', and 'History'. The 'Details' tab is active, showing 'Start Date' (January 1, 2024), 'End Date' (June 30, 2024), and a 'Description' (Internal Audit Plan between 01/2024 to 06/2024). The main area of the modal is titled 'INTERNAL AUDIT PROJECT' and contains a search bar for '2024 Internal Audit Plan'. Below this, there's a note: '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.' The 'Business Unit' field is set to 'Corporate', and the 'Planned Quarter' is set to 'U.S.A.'. The 'Audit Team' section is highlighted with a red box, showing the 'Internal Audit Lead' dropdown menu with options: 'Internal Audit Leads/Managers', 'Solution Engineer Internal Audit', and 'Group'. The 'Internal Audit Staff' field is also visible, with a search bar. At the bottom right, there are 'CREATE' and 'CANCEL' buttons.

Internal Audit Lead Field

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 displays the 'INTERNAL AUDIT PROJECT' form within the Resolver Internal Audit Management system. The form is divided into several sections:

- Start Date:** January 1, 2024
- End Date:** June 30, 2024
- Description:** Internal Audit Plan between 01/2024 to 06/2024
- Business Unit:** Corporate (selected)
- Auditable Entity:** U.S.A. (selected)
- Planned Quarter:** (empty)
- Audit Team:** Assign audit team members to the audit.
 - Internal Audit Lead:** Internal Audit Leads/Managers (selected)
 - Internal Audit Staff:** (highlighted with a red box)
 - Internal Audit Team
 - Solution Engineer Internal Audit Group
 - Internal Audit lead
- CREATE** button at the bottom right.

Internal Audit Staff Field

- Click the **Create** button to create the **Internal Audit Project** and add it to the Audit Plan.