

Creating a New Test

Last Modified on 06/07/2024 9:58 am EDT

Overview

A Member of the Internal Audit Team will review an Internal Audit Project and add a new test to a control, determining the control's effectiveness.

Related Information/Setup

Please refer to the [Sending an Internal Audit Test for Review](#) article for further information on sending a test for review.

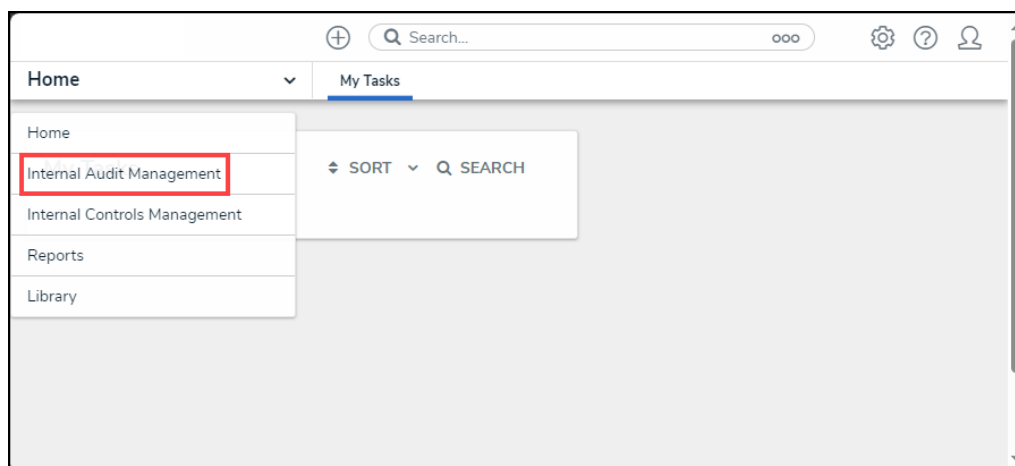
Please refer to the [Final Test Review as an Internal Audit Lead](#) article for further information on reviewing a test.

User Account Requirements

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

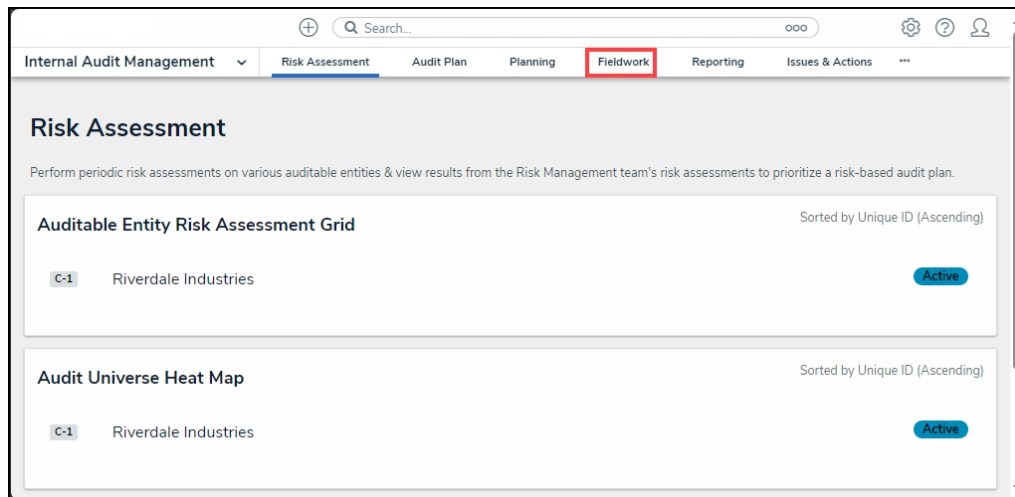
Navigation

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



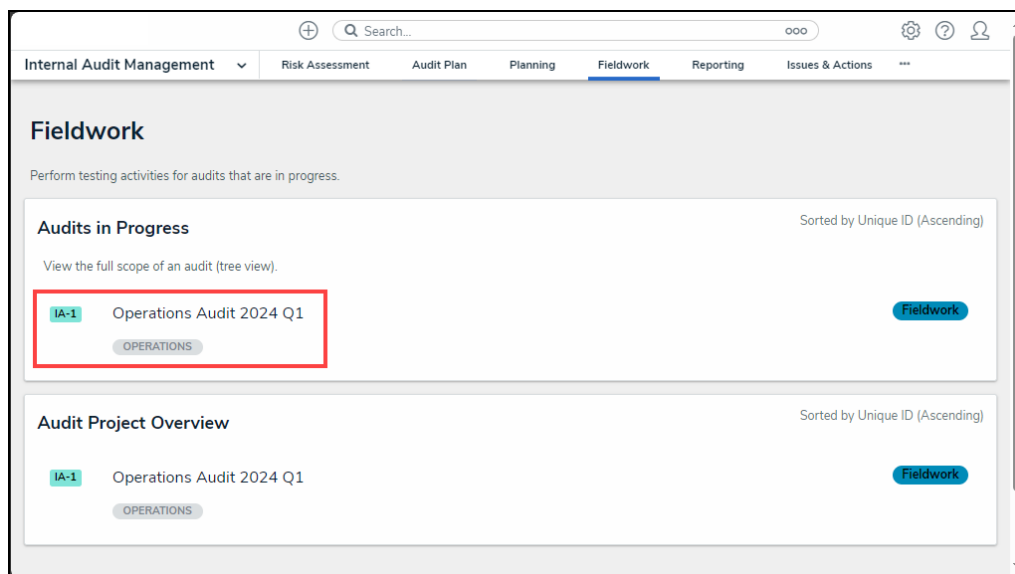
Home Dropdown

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



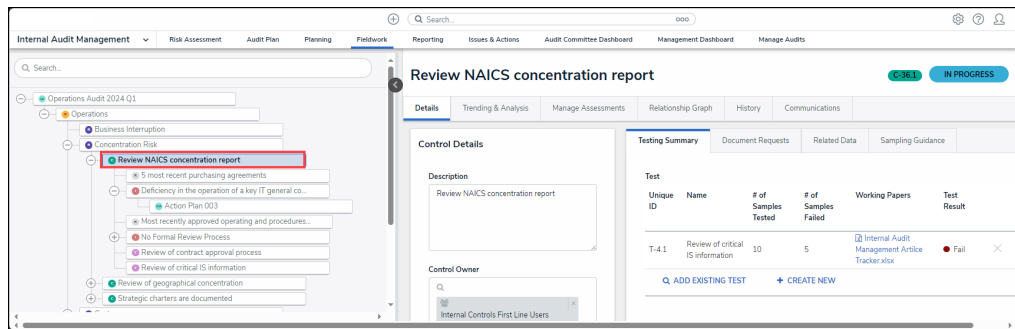
Fieldwork Tab

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



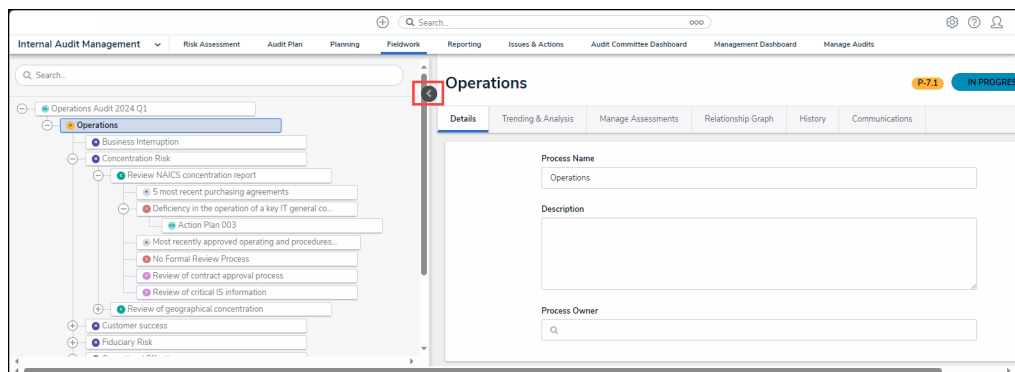
Internal Audit Report

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



Control Node

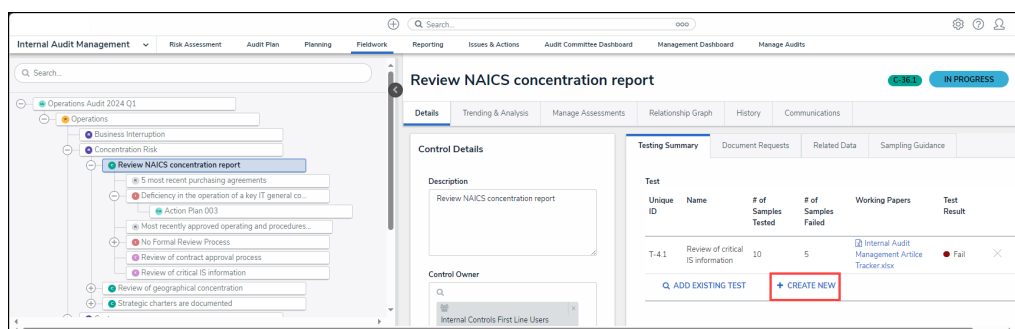
- Click the **Collapse** Icon to collapse the **Navigation Tree**.



Collapse Icon

Creating a New Test

- From the **Control Details** screen, click the **+ Create New** link on the **Testing Summary** tab.



+ Create New Link

- From the **Create a New Test** pop-up, enter a test name in the **Test Name** field.

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

TEST

Create a New Test

Test Details

Please select the team that is going to perform this test.

Test Name

Tested By

CANCEL

Test Name Field

3. Select a user or user group responsible for testing the test from **Tested By** dropdown menu.

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

TEST

Create a New Test

Test Details

Please select the team that is going to perform this test.

Test Name

Review of Contract Approval Process

Tested By

Select one...

- Internal Controls Team
- Internal Audit Team
- Management Self Assessment
- Compliance Team**
- Risk Team
- External Audit
- Other

Tested By Dropdown Menu

4. Enter the tests step-by-step procedure in the **Test Procedure** field.

The screenshot shows the 'Internal Audit Management' application with the 'Fieldwork' tab selected. On the left, a tree view shows the audit plan for 'Operations Audit 2024 Q1'. The main panel on the right is titled 'TEST' and contains a 'Create a New Test' form. The form has two sections: 'Test Details' and 'Test Procedure'. The 'Test Details' section includes a 'Test Name' field with the value 'Review of Contract Approval Process' and a 'Tested By' dropdown menu with 'Internal Audit Team' selected. The 'Test Procedure' section is a large text area, currently empty, and is highlighted with a red rectangle.

Test Procedure Field

- Click the **Create** button to create the new test and add it to the control.

This screenshot shows the same 'Create a New Test' form as the previous one, but now the 'Test Procedure' field is populated with the following text:

1. Obtain a sample of twenty-five approved contacts.
2. Review the contracts to confirm that they were approved in accordance with the company policy.
3. Follow up on exceptions, as necessary.

 At the bottom right of the form, there is a blue 'CREATE' button, which is highlighted with a red rectangle. A 'CANCEL' button is also visible at the bottom right of the panel.

Create Button