Viewing an Internal Audit Finding Summary Report

Last Modified on 06/12/2024 2:51 pm EDT

Overview

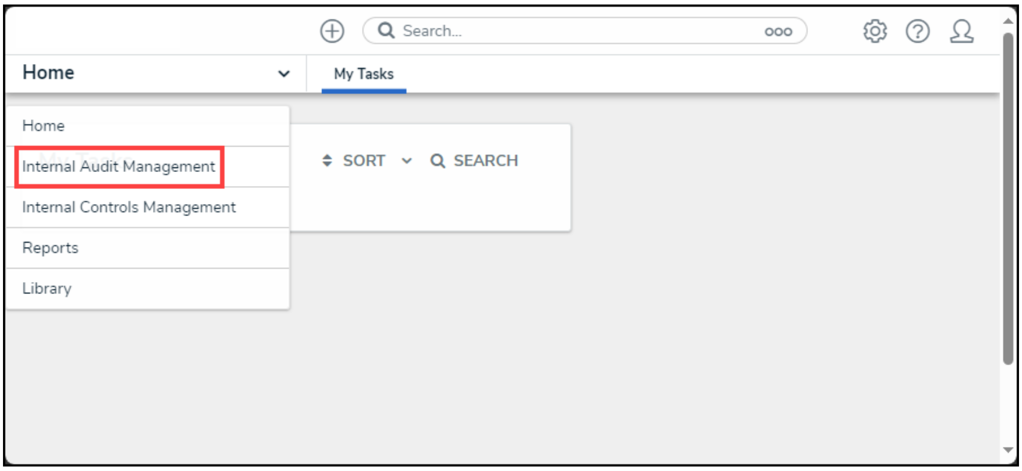
The Audit Committee Summary report displays information on all internal audit projects within an internal audit plan. Users can see Audit Ratings, Issue Priority, Audits Reports Issued in the last quarter, and the status of all internal audit projects within an audit plan.

User Account Requirements

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

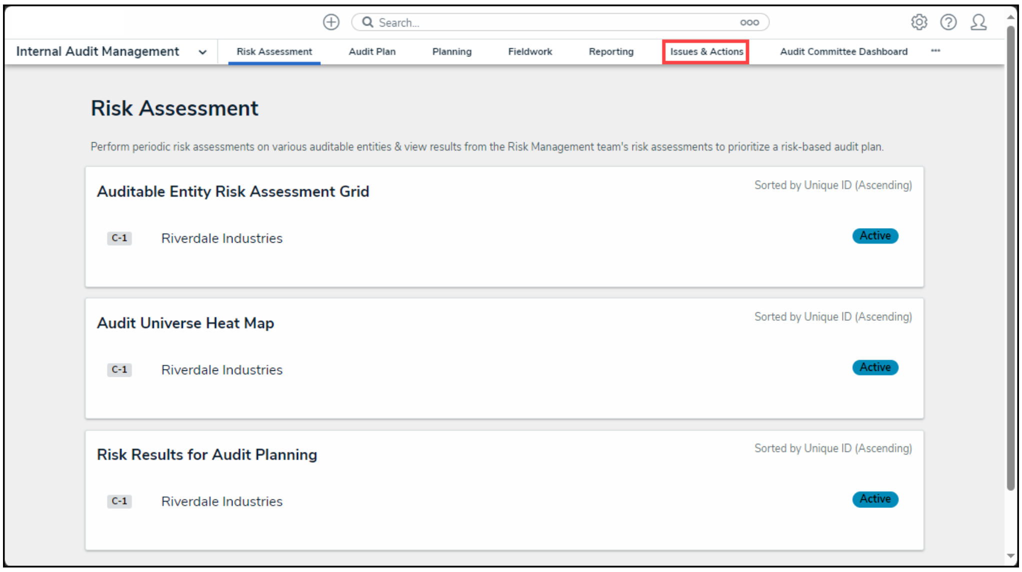
Navigation

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



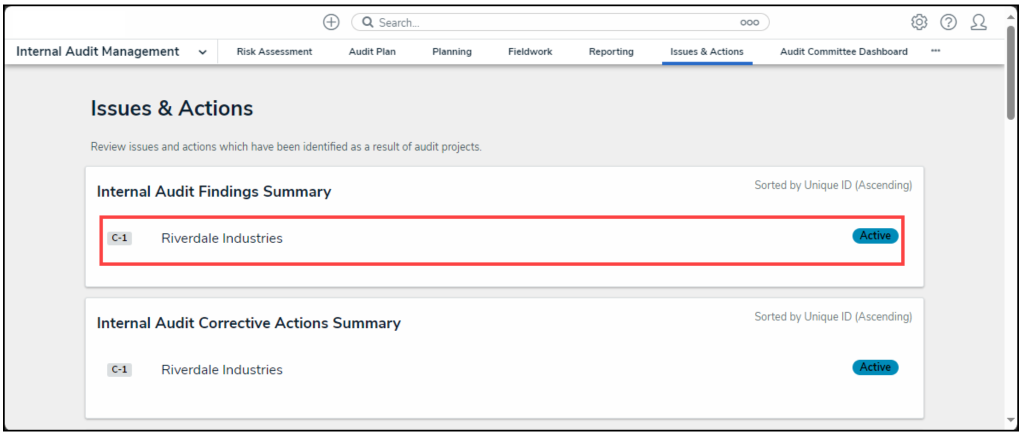
Home Dropdown

2. From the ***Risk Assessment*** screen, click on the ***Issue & Actions*** tab.



Issue & Actions Tab

3. From the ***Issue & Actions*** screen, click a **Business Unit** link on the ***Internal Audit Findings Summary*** section.



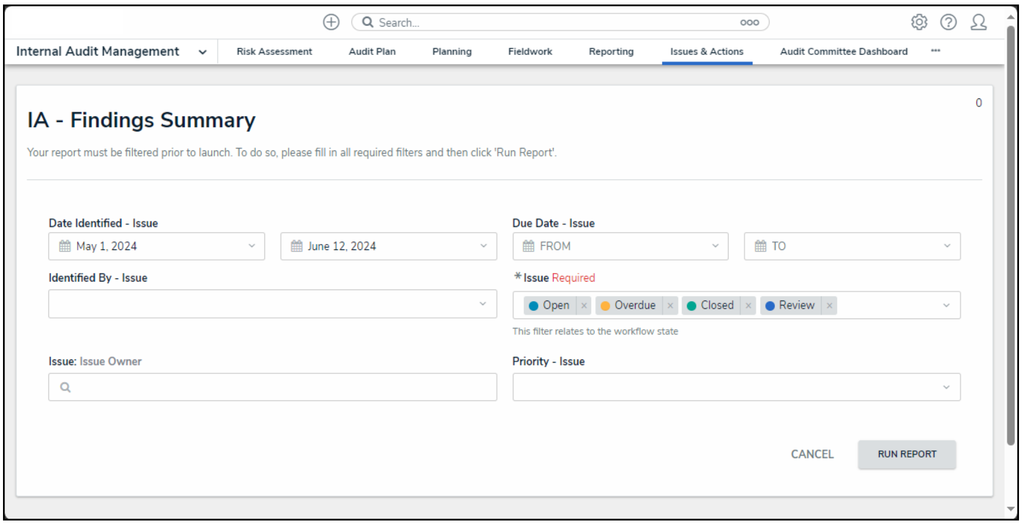
Business Unit Link

Viewing an Internal Audit Finding Summary Report

1. From the ***Findings Summary*** screen, fill out the filter fields to narrow the search results.
   - **Date Identified - Issue:** Enter a date range for when the issue was first identified.
     - **From:** Enter the from date, creating the start date for the range.
     - **To:** Enter the to date, creating the end date for the range.
   - **Identified By - Issue:** Enter a user or user group name and select the user or user group who identified the issue.
   - **Issue: Issue Owner:** Enter a user or user group name and select the user or user group who is responsible for the issue.
   - **Due Date - Issue:** Enter a date range for the issue's due date.
     - **From:** Enter the from date, creating the start date for the range.

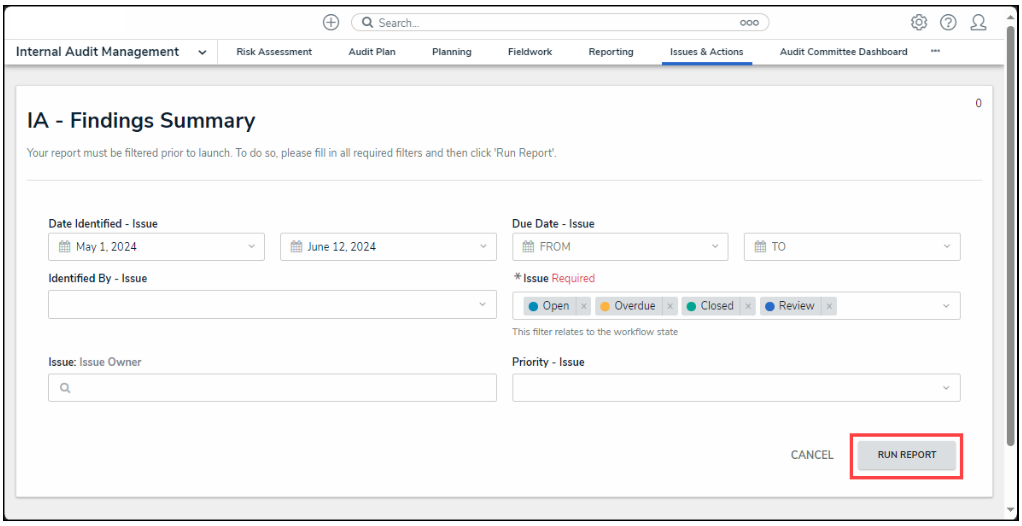
- **To:** Enter the to date, creating the end date for the range.

- **Issue:** Select an issue status type from the dropdown menu to include issues with the selected status types (e.g., draft, complete, etc.).
- **Priority - Issue:** Select an issue priority from the dropdown menu (e.g., Low, Medium, or High).



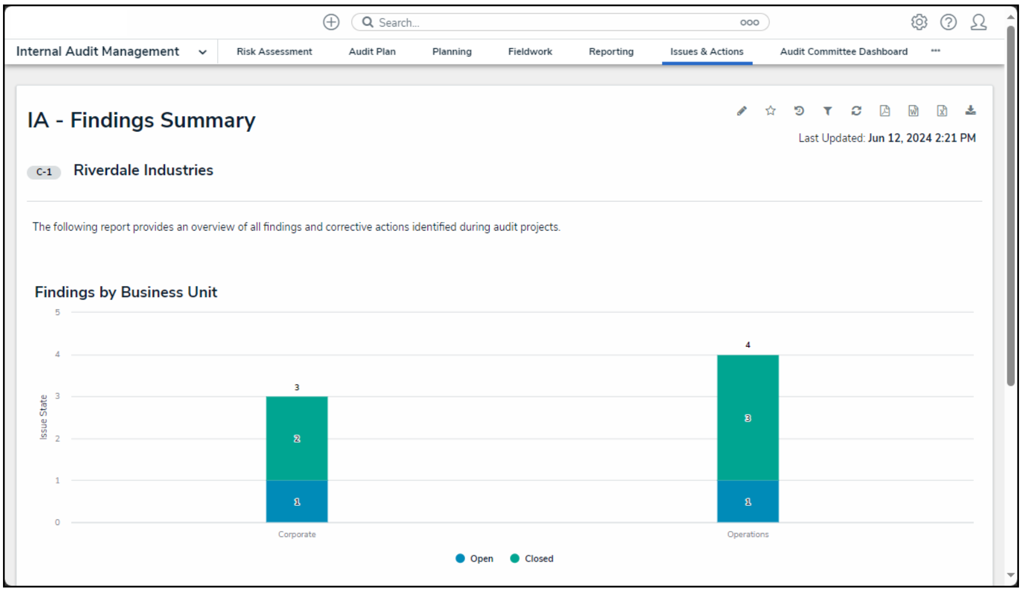
Findings Summary Filter Fields

2. Click the **Run Report** button to generate the report based on the filter field values.



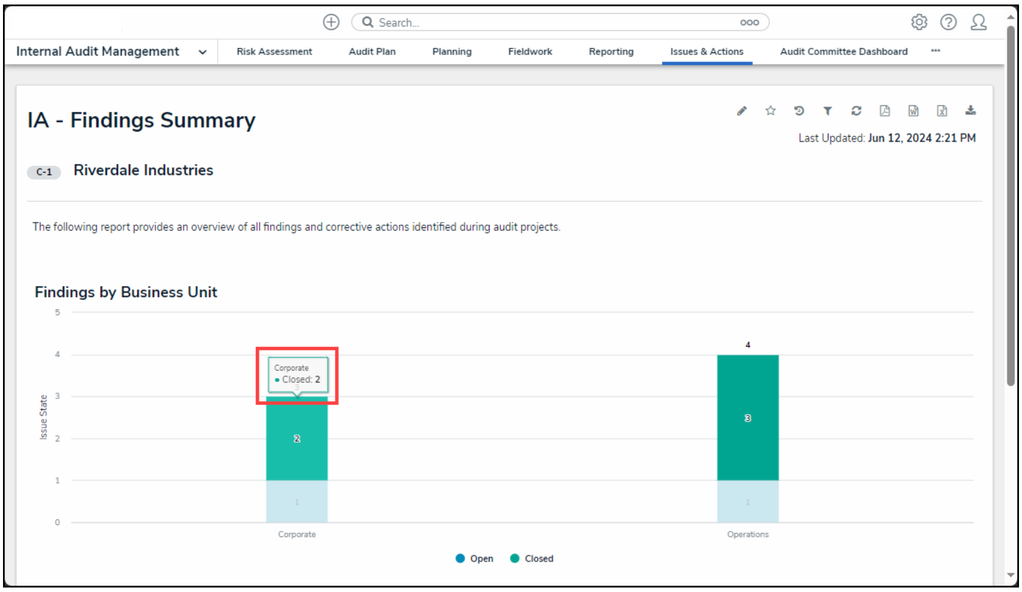
Run Report Button

3. The **Findings by Business Unit** graph shows the status of all issues for the selected business unit.



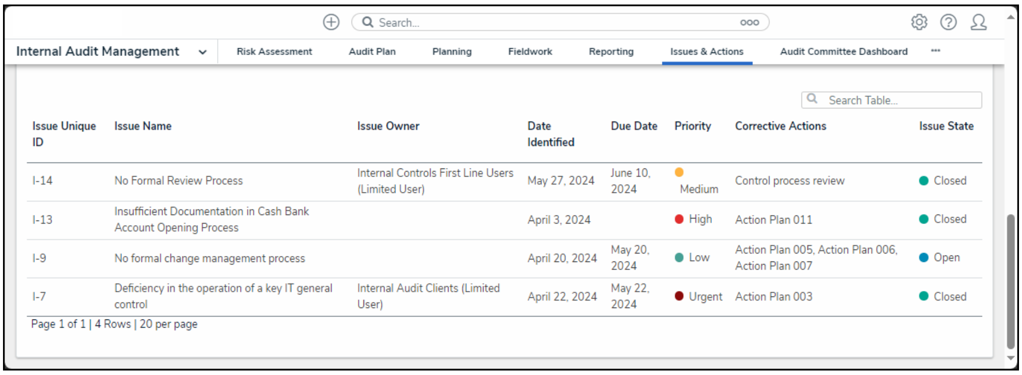
Findings by Business Unit Graph

4. Hover the cursor over a bar graph to see the issue's type, status, and number of issues in that status.



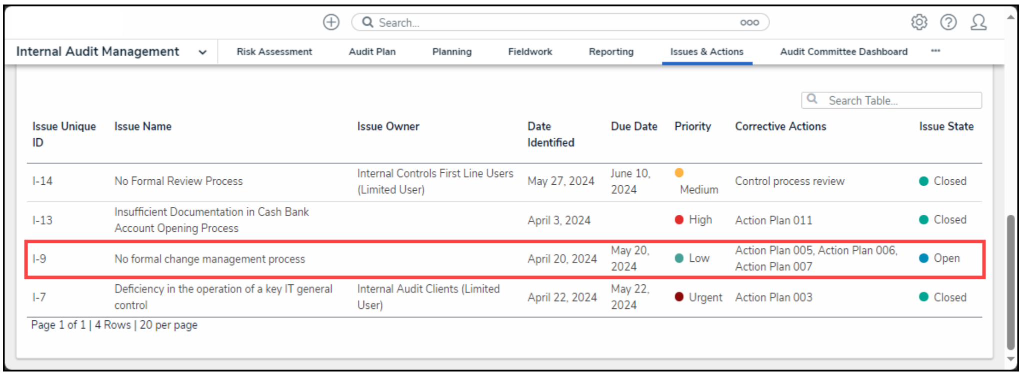
Bar Graph Hover Over

5. The **Issues** table displays all issues for the selected business unit.



Issues Table

6. Click an **Issue** link for more detailed information and to move an issue through the stages from draft to complete.



Issues Link