

Create a New Auditable Entity

Last Modified on 06/13/2024 9:17 am EDT

Overview

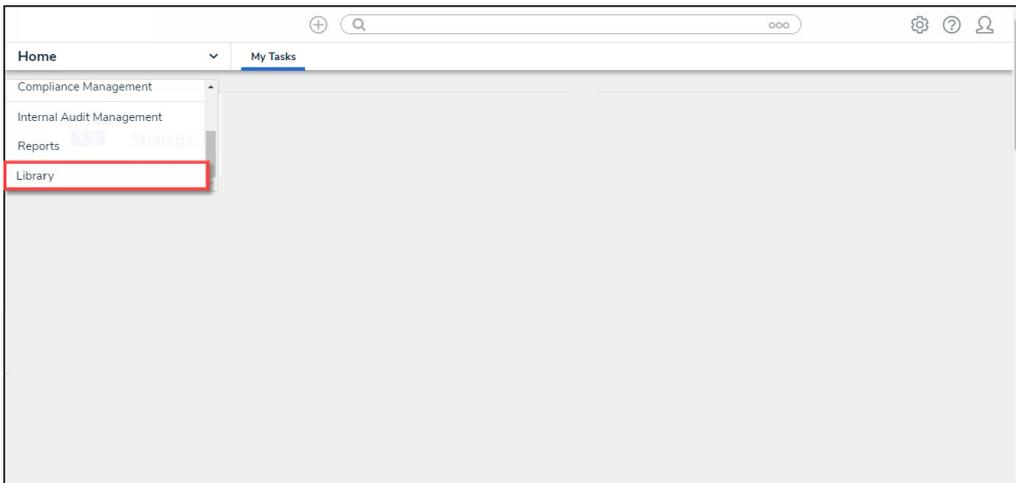
Members of the **Internal Audit Team** user group can create new Auditable Entities using the **Library** application. Auditable Entities are auditable areas of an organization (e.g., a business unit, branch, or project).

User Account Requirements

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

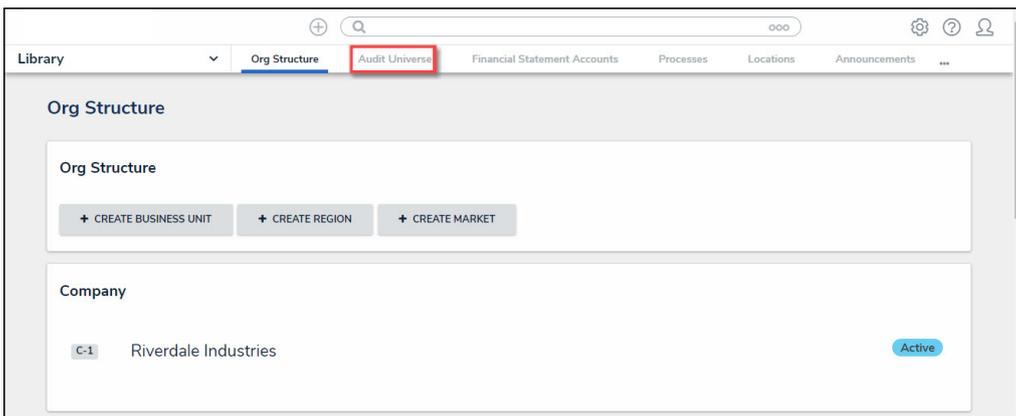
Navigation

1. From the **Resolver Home** screen, click the **Home** dropdown and select the **Library** link.



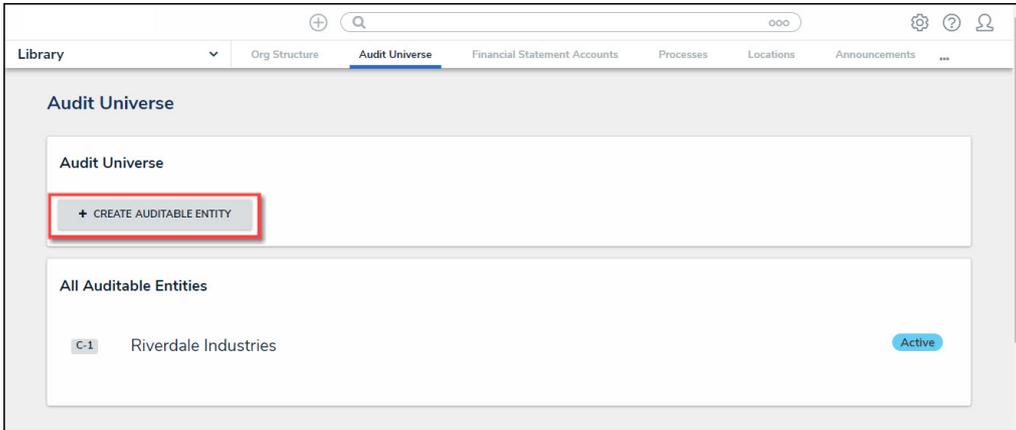
Library Link

2. From the **Org Structure** screen, click the **Audit Universe** tab.



Audit Universe Tab

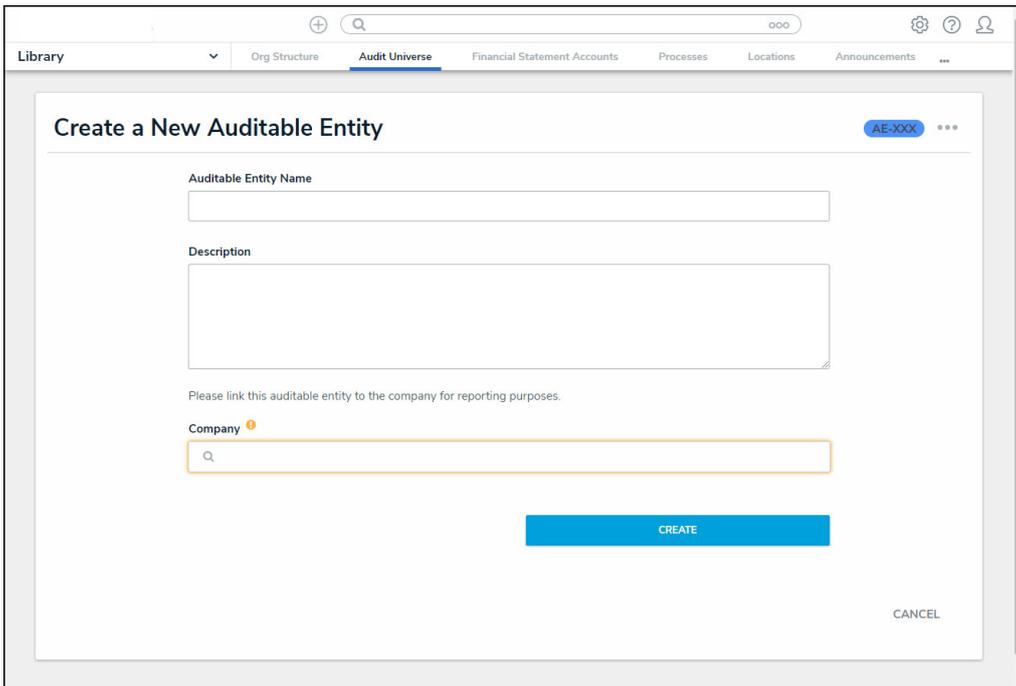
3. From the **Audit Universe** screen, click the **+ Create Auditable Entity** button.



+ Create Auditable Entity Button

Create a New Auditable Entity

1. The **Create a New Auditable Entity** screen will appear.



Create a New Auditable Entity Screen

2. Enter the Auditable Entity's Name in the **Auditable Entity Name** field.
3. Enter a brief description outlining the Auditable Entity in the **Description** field.
4. Enter a company name in the **Company** field and select a Company from the **Company** dropdown menu. Selecting a company will link the Auditable Entity to that company for reporting purposes.

The screenshot shows a web application interface for creating a new Auditable Entity. The top navigation bar includes a search icon, a search input field, and a user profile icon. Below the navigation bar, there is a menu with options: Library, Org Structure, Audit Universe (selected), Financial Statement Accounts, Processes, Locations, and Announcements. The main content area is titled 'Create a New Auditable Entity' and includes a sub-header 'AE-XXX'. The form contains the following fields and elements:

- Auditable Entity Name:** A text input field containing 'Product Department'.
- Description:** A larger text input field containing 'Product Department'.
- Company:** A dropdown menu with a search icon and the text 'Rivendale Industries' selected.
- Instructions:** A line of text stating 'Please link this auditable entity to the company for reporting purposes.'
- Buttons:** A prominent blue 'CREATE' button and a smaller 'CANCEL' button in the bottom right corner.

Create a New Auditable Entity Screen

5. Click the **Create** button to create the new Auditable Entity.